**Enclosure (10)**

**Operations Planning and Orders**

I. **THE OPERATIONS PLANNING PROCESS**

The military decision-making process (MDMP) begins with planning, and planning is continuous. The MDMP planning stage normally begins with VDF Commander or JFHQ verbal or written Warning Orders. Operational orders consist of Warning Orders (WARNO), which usually mature into Operation Orders (OPORD), and can then be modified and supplemented by Fragmentary Orders (FRAGO). All these types can go from the most basic (a tactical-level verbal planning process, WARNO, OPORD, and FRAGO), to simple orders as illustrated in Section III. below, to mid-level (as might be used at VDF Force level), and on to very complex orders at the highest levels like U.S. Combatant Commands.

The receiving VDF planners will then engage in the lowest level of MDMP, the Troop Leading Procedures:

**(1) Receive the Mission**. This begins the planning cycle, which itself kicks off with an “Estimate of the Situation,” consisting of (1) detailed mission analysis; (2) review the situation and develop possible courses of action (COA); (3) analyze courses of action; (4) war game/rehearse; (5) compare courses of action based on practice and review; and (6) decision on how to proceed, from which comes the orders.)

**(2) Issue the WARNO**. The WARNO, if not simply passing on execution orders for or a HHQ order, will be in the five paragraph “SMEAC” format: (1) Situation; (2) Mission; (3) Execution; (4) Administration and Logistics (AKA as “Sustainment”); (5) Command and Signal. The WARNO is the commander’s opportunity to shape the planning and execution early via the Commander’s Intent and especially the Concept of Operations (CONOPS). Those provide the “Big Blue Arrow” of how the operation will be planned and developed. If the estimate of the situation shifts, there may be more than one WARNO, since the key of the WARNO is to give subordinate leaders an accurate anticipation of how to proceed with their planning. A well-planned WARNO will closely resemble the eventual OPORD, but will not have Annexes.

**(3) Make a Tentative Plan**. (for routine planned operations, the WARNO probably already incorporates the plan.

**(4) Initiate Necessary Staff Actions (headquarters) and Troop Movement (small unit tactical settings).** The G3 at Force level coordinates the planning process with the “General Staff “(G shops) and “Special Staff” (officers such as Public Information, or professional officers like Chaplains, lawyers, medical, legal, and Cyber Security).

**(5) Conduct Reconnaissance**. (Even in a peacetime, non-tactical setting, nothing beats knowing the ground upon which training will occur. Intelligence gathering can also be reconnaissance, such as liaising with potential attached units and talking to HHQ.)

(**6) Complete the Plan.**

**(7) Issue the Complete OPORD**. The OPORD will usually reflect significant portions of the WARNO, but with more detail. The CONOPS will often be omitted since the OPORD should reflect the WARNO’s CONOPS. Annex’s and their Appendixes will usually only be needed for larger, more complex operations.)

 **(8) Supervise** Supervision often includes reacting to changing events or modifications to the OPORD, which are addressed via FRAGO (in the same SMEA(S)C form), but only those parts of the OPORD which actually change are written out. Again, planning is continuous.

**II.** **PARAGRAPH FORMAT FOR ALL TYPES OF OPERATIONAL ORDERS:**

**1. Title.** Text.

 a. Title. Text.

 b. Title. Text.

 (1) Title. Text.

 (2) Title. Text.

 (a) Title. Text.

 (b) Title. Text

 1. Title. Text.

 2. Title Text.

**2. Title.** Text. (Follow the same subparagraph format as above.)

**III. BASIC OPORD IN “SMEAC” OR “SMESC” FORMAT**

SMEA(S)C is a good mental organizational tool in any circumstance, and can be given orally for simple, immediate missions. For slightly more complicated events, a simple written OPORD like the following example will do:

**1. Situation:** The General is coming, and I want a flag flying off a flagpole as soon as possible.

**2. Mission:** Company A will utilize the materials listed below to erect a flagpole in front of the Company headquarters tomorrow.

**3. Execution:**

 a. Commander’s Intent. Honor the nation by having a flag flying from a well-secured pole before the General arrives in two days.

 b. Tasks.

 (1) First Platoon will dig a four-foot-deep hole using company tools centered and 20 feet in front of HQ.

 (2) Second Platoon will mix concrete using a wheelbarrow, cement, sand, and gravel and pour it into the hole.

 (3) Third Platoon will install the flagpole and rig it upright and plumb.

 c. Coordinating Instructions. Platoon Leaders will cooperate to make sure the work is properly sequenced.

**4. Sustainment (Administration and Logistics):**

 a. Administration. Platoon Leaders will check with First Sergeant to make sure no work party troops are on light duty.

 b. Logistics. All project materials and gloves are staged in the company storage building. Fill cooler and keep troops hydrated.

**5. Command and Signal:**

 a. Command. Company Commander is out tomorrow. The Executive Officer is in charge.

 b. Control. The XO will inspect pole emplacement while cement is still wet.

 c. Signal. Use cell telephones as needed.

 I. M. COMMANDER

**IV. FORMAT FOR MID-LEVEL OPORD**

A high-level OPORD can be very complex, contained in volumes. VDF OPORDs will be much shorter. Below is a VDF OPORD, including basic Annexes, for a routine, planned event, in this case an annual Multiple Unit Training Assemblies (MUTA) schedule. Typically, VDF OPORDs closely reflect the preceding WARNOs, simply ordering executed the steps directed for planning in the WARNOs. Note that OPRDS can be for a single event, such as a VANG emergency response, or be programmatic, covering a certain period or series of like events. In programmatic OPRDS (the MUTA OPORD below is an example, the OPORD hits the common elements applicable throughout the operational event/period and developing details will eb promulgated via FRAGOS. Thus, the below Force MUTA OPORD would have two FRAGOs for each MUTA: (1) the warning for the coming MUTA planning events, and (2) the FRAGO issuing the execution requirements.

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UNCLASSIFIED

 VIRGINIA DEFENSE FORCE

WALLER DEPOT, RICHMOND, VA

 DATE: DDMMMYY

**OPERATIONS ORDER (OPORD) 20-01 MULTIPLE UNIT TRAINING ASSEMBLY (MUTA) TY20 (UNCLASSIFIED)**

**(U) References:**

VDF Directive 1-20, Operations and Training Procedures and Formats

VDF Regulation (VDFR) 350-1, Civil Support/Security Specialist (CSS) Military Occupation Specialty Management, 1 January 2023

VDF Regulation (VDFR) 350-1, Communications Specialist (COM) Military Occupation Specialty Management, 1 January 2023

**(U) Time Zone Used Throughout the Order**: LOCAL Eastern Standard Time.

**(U) TASK ORGANIZATION**: Virginia Defense Force (VDF) Force Headquarters (FORHQ) elements, 1st Regiment (1RGT), Signal Battalion.

**1. (U) Situation:** The VDF Commanding General (CG) has directed that VDF FORHQ elements and major subordinate commands (MSC) provide students, support staff, and organic equipment throughout the Fort Picket, VA (FPVA) area of operations (AO) in support of communications, civil support and additional directed training.

 a. (U) Personnel Disposition. Instruction, billeting, messing and parking will be at FPVA.

 b. (U) Area of Interest. Training will be conducted primarily in FPVA cantonment areas.

 c. (U) Terrain. Suburban, forest, hardtop, parade fields, with some slightly rolling conifer and deciduous intermittent forests.

 d. (U) Weather. TBD per FRAGO.

 e. (U) Safety/Security. Safety is the primary consideration in all actions. All participants must be physically fit enough to handle a 16-hour workday. Health Services will monitor activities for weather and training related injuries. Insect and other vectors may present problems. Threat Condition (THREATCON) B remains in effect. No security threats are anticipated.

 f. (U) Assumptions.

 (1) (U) The Adjutant General (TAG) does not direct other missions during the MUTA period.

 ((2) All VDF personnel not specifically excused will attend MUTA.

**2. (U) Mission:** VDF FORHQ elements and MSC execute TY20 MUTAS, providing students, support staff, and organic equipment throughout the FPVA AO in support of communications, civil support/security, and additional directed training.

**3. (U) Execution:**

 a. (U) Commander’s Intent.

 (1) (U) Purpose. The Force will execute the training schedule at FPVA to enhance VDF readiness to accomplish VDF roles in the National Guard Civil Support (NGCS) Playbook support through CSS and COM task training, and conduct ancillary training and evaluations in further support of VDF core missions.

 (2) (U) Key Tasks.

 (a) (U) Safely deploy, train, and redeploy to home stations.

 (b) (U) Execute training, Operational Readiness Evaluations (ORE), evaluate equipment, sustainment and administrative readiness.

 (3) (U) End State. Qualify the force to perform the designated NGCS tasks.

 b. (U) Tasks.

 (1) (U) General Tasks:

 (a) (U) Deploy organic equipment, prime movers and MCPs for MUTA. This is an all-hands training evolution. ALL enlisted personnel and Officers will travel to FPVA to participate in training and evaluations, unless specifically excused by their senior FORHQ or MSC leader.

 (b) (U) All echelon commanders (Cdrs) will ensure their commands provide personnel support to MUTA training. Personnel accountability is key.

 (c) (U) Ensure members meet appropriate seasonal uniform requirements. MSC junior leaders should inspect individual soldier equipment for serviceability and completeness (load bearing equipment (LBE), safety equipment, hydration, sunscreen, etc.)/ready for the mission.

 (d) (U) All leaders will carefully read this OPORD and communicate it to the lowest level within their respective units as a basic leadership measure**.**

 (e) (U) Read Coordinating Instructions. Per Annex C, make movement plans and maintain positive control of personnel during movement to FPVA AO and re-deployment to home station (HS).

 (f) (U) Conduct accountable equipment inventory upon end of mission and report mission complete as further described below.

 (2) (U) Due Outs and Deliverables: TBD per FRAGO.

 (3) (U) VDF Active Detachment (ACTDET).

 (a) (U) Coordinate with G4 to determine the cost for MUTA support and report to the CG/Chief of Staff (COS) the effect on the annual budget.

 (b) (U) Use MSC and FORHQ attendance rosters to provide for G1/G3 unit sign in and training sign in sheets for the Tactical Operations Center (TOC) and training sites.

 (c) (U) Confirm reservations for commercial transportation requests TBD per FRAGO.

 (d) (U) Confirm reservations administrative/classroom/barracks TBD per FRAGO.

 (e) (U) Confirm messing for up to TBD personnel (pax) for TBD per FRAGO.

 (4) FORHQ Company Commandant.

 (a) (U) Conduct troop accountability and control as per MSC instructions below.

 (b) (U) Provide key control for the assigned buildings.

 (c) (U) Ensure with G3 personnel that the command offices and sign in areas are set up for sign ins.

 (d) (U) Set Charge-of-Quarters (CQ) watch and ensure they have VDF leadership directory for emergency recall, and know how to handle emergent situations.

 (e) (U) Ensure area security for Force cantonment, including promulgating police and fire rescue call information in the TOC.

 (f) (U) Coordinate equipment accountability procedures with G4 and G6.

 (5) (U) G1/Adjutant.

 (a) (U) Coordinate with ACTDET to issue training orders for FORHQ Advance Party at the direction of the FORHQ Commandant.

 (b) (U) Coordinate with ACTDET/Force CSM on final formation and any ceremonies.

 (c) (U) Work with G3 to ensure all required reporting is made to FPVA and the Joint Operations Center (JOC), and provide administrative support to the Force IAW Annex F.

 (6) (U) G3.

 (a) Complete movement and phasing plans IAW Annex C and TOC administrative documents, coordinating with ACDET, FORHQ Staff, and MSC.

 (b) (U) IAW Annex C establish and operate throughout the training period a TOC per Standard Operating Procedure (SOP).

 (c) (U) Coordinate with S3s the week before MUTA and report readiness to CG.

 (d) (U) Plan or oversee classes as described in Annex A Training Schedule (TS) and Annex C – in coordination with ACTDET.

 (e) (U) Training Officer (TRNGO)/MOS Managers prepare and oversee NGCS Playbook-centric training classes with lesson plans, slides, training aides, and training documentation per Annex A and Annex C.

 (f) (U) Work with G1 to ensure all required reporting to FPVA and the JOC.

 (g) (U) Coordinate G3/ G6/RGT/COMMBN BPT action to provide alternate training material to ensure continuous training.

 (h) (U) Maintain ongoing risk assessment with special attention to weather conditions.

 (7) (U) G4.

 (a) (U) Work with MSC and ACDET for commercial transportation vans for units.

 (b) (U) Ensure FORHQ, ACTDET, and G4 vehicles are prepared for MUTA.

 (c) (U) Secure/confirm the following supplies:

 1 (U) Projectors and screens for each classroom in Annex A.

 2 (U) Bottled water for up to 200 personnel (pax) for MUTA

 3 (U) 20 chairs for HQ or classroom seating augmentation.

 4 (U) Coordinate with G6 for TBD number of handheld (HH) radios.

 5 (U) Ice and ice cooler.

 6 (U) Cots TBD number.

 (d) (U) Confirm VIP billeting arranged for CG and O-6 attendees NLT six months prior to each MUTA.

 (e) (U) Oversea Force support, including hydration, messing, training material support, and medical support IAW Annex F.

 (8) (U) G6.

 (a) (U) IAW Annex C, plan and execute support for and evaluation , if directed by Annex C, of all VDF communicator soldiers in Mobile Communications Platform (MCP); High Frequency Radio Resource (HFRR); and Tactical Packs (TACPAK (or PITTPAK) tasks on a go/no go basis.

 (c) (U) Assign only one station as net control on Radio Guard Chart under HF SSB Data.

 (d) (U) Ensure Statewide Agencies Radio System (STARS) radios and Wouxon radios are charged and at MUTA for MUTA support, and assist G4 to sign out per Annex H.

 (e) (U) Provide Internet access information for FPVA NLT TBD per FRAGO.

 (f) (U) Provide CG by TBD per FRAGO.MUTA report on Operations and Maintenance (O&M) inspection of the MCPs.

 (g) (U) (b) Ensure planning/communicator training reflects CG priorities: (1) teach soldiers to program the Yaesu FT-7800 radios with frequencies (after exercise Yaesu radios will be reprogrammed to “Change 1” programming); (2) ensure the Mobile Command Post (MCP) operators demonstrate this proficiency with both their Very High Frequency (VHF) and High Frequency (HF radios); (3) assign only one station as net control on Radio Guard Chart under HF SSB Data; (4) ensure school base station is established; (5) Provide CG verbal report by end of TBD per FRAGO training on go/no go, by MCP, on status as to various modes, and BPT reinforce training/testing; and (6) provide report TBD per FRAGO on Operations and Maintenance (O&M) inspection of the MCPs.

 (h) Otherwise execute Annex H and support training.

 (7) (U) Surgeon/Medical Section.

 (a) (U) Draw radios from G6 and monitor designated training net.

 (b) (U) Attend MUTA training sites to monitor for risks and problems.

 (c) (U) Otherwise execute Annex F, Medical Support.

 (9) (U) Force Chaplain. Conduct Chaplain support IAW Annex F and see Coordinating Instructions,

 (10) (U) OCS. Conduct OCS training per Annex A.

 (11) (U) MSC Cdrs, FORHQ Staff Leaders.

 (a) (U) Provide final student by-name training rosters (ensure full name with middle initials via Annex F roster format addressed to G3, cc ACTDET, and G1 NLT close of business (COB) TBD per FRAGO via standard roster format. The attached Unit Training Roster (UTR) will be utilized by the MSC and FORHQ for the upcoming MUTA. The UTR is set up to copy individual names from unit Alpha Rosters directly into the UTR alphabetically. The UTR is for the units to provide TOTAL personnel numbers of Enlisted and Officers who will attend this MUTA training. Any/all other personnel attending including Senior Officers will be listed on UTR. The UTR list will designate which of the above activities MUTA attendees will be attending.

 (b) (U) Personnel, vehicle and communications inspections conducted prior to missions. Safety briefings conducted prior to missions.

 (c) (U) Senior leaders be prepared to (BPT) discuss Yearly Training Plan.

 (d) (U) All communications man-transportable equipment is being turned into G6 in BLDG TBD per FRAGO Friday evening for G6 sighting, and selective G4 inventory and Annex H. Incident Management Assistance Resource (IMAR) team members will deploy with organic chrome books and possess current WebEOC accounts. Account access must be verified prior to evaluation.IMAR team members requiring WebEOC accounts should complete the Federal Partners 1-hour on-line course to be certified for issuance of WEBEOC account approved by MAJ Wallace and forwarded to VDEM by MAJ Wallace. All STARS and WOUXUN, HF, and PITIPAKS will be transported to FPVA.

 (e) (U) Fully promulgate the attached Annex A TS and ensure all unit members are clear on their assignments. There are many activities and members will have to be keyed to be at the correct locations at the correct times.

 (f) (U) As explained in Annex C, transport unit equipment to FPVA for inventory purposes.

 (g) (U) Conduct unit sign in in TBD per FRAGO.

 (8) (U) Signal Battalion (In addition to relevant sub-paragraphs (6) and (10) tasks above).

 (a) (U) Conduct basic preventative maintenance (non-operational) inspection of the Mobile Communications Platforms (MCP) and MCP personnel per Annex C instructions.

 (b) (U) Conduct unit sign in in BLDG TBD per FRAGO.

 (c) (U) Conduct training per Annexes A, C, and H.

 c. (U) Coordinating Instructions.

 (1) (U) FPVA Traffic Regulations and Parking. See Annex F for mandatory FPVA driving regulatory matters. All CSS students, after unloading Friday evening, park privately owned vehicles (POVs) in the large lot that is adjacent to TBD per FRAGO. Park behind the building. This will be the rally point for all the CSS students. COM students POV parking in the large lot adjacent to the MCP location, TBD per FRAGO. FORHQ staff can park near or adjacent to the HQ Bldg.

 (2) (U) Prohibitions. Personal firearms and sheath knives are not permitted on Post. Alcohol or consumption of same is not permitted. Possession or sue of controlled substances is prohibited. All soldiers are reminded that consent to vehicle search is a condition of entering the Post. Violations are subject to criminal prosecution.

 (3) (U) Accountability. NLT 1800 Friday personnel will be present at FPVA, prepared for training.

 (a) (U) Per the CG, all personnel will be participating or observing training, and will not depart MUTA until the final formation is completed and personnel are specifically released. All personnel will remain at FPVA throughout the operational period without specific excusal from TOC or their MSC Cdr.

 (b) (U) As an organizational unity measure, grades below E-7 will billet in the assigned barracks and are not permitted to billet off base. Bachelor Enlisted Quarters (BEQ) are for enlisted grades E-7 and above only. all grades below E-7 must stay in the barracks; they are not permitted to billet off of FPVA.

 (c) (U) Grades below E-7 shall not be off Post later than 2100.

 (d) (U) 1SGs/NCOICs will have charge of verification on their and barrack floor. Suspected violators will be reported up their chain of command to the Schools Commandant (G3) and confirmed violators will be referred for commander discipline.

 (e) (U) Troop accountability is required for the successful execution of all military activities. Accountability formations play a critical role.  The training unit/group NCOIC, as designated on the published class rosters, will hold group formations; maintain troop accountability via rollcall; report results to the TOC; and conduct troop movements as specified on the training schedule.

 (f) (U) Troops determined to be absent without permission from any MUTA formation will be reported up their chain of command to the Schools Commandant (G3) and confirmed violators will be referred for commander discipline.

 (g) (U) Meals are contracted as per the numbers submitted; all students and staffs are to take all meals in the designated Dining Facility.

 (h) (U) All Students, instructors and supporting staff are required to attend the Sunday closing formation unless excused by the Schools Commandant.

 (4) (U) Formations.

 (a) (U) Per CG, units will form on company street and march to chow for breakfast, and dinner is TBD.

 (b) (U) Sunday formation (water tower) uniform will be Class C, patrol cap, black gloves if any, woodland Gortex or field jackets may be worn, but no fleece jackets, no LBE, and prescription sunglasses are only authorized sunglasses. Personnel in civilian clothes will be formed behind the formation.

 (c) (U) Personnel reporting for award/recognition will walk smartly, NOT run, to/return from the formation commander.

 (5) (U) Movement Reports. Per Annex C, units conduct personnel movement to FPVA messing/billeting/operations area and provide confirmed by-name rosters of deploying personnel to G1/3/ via email. FORHQ elements and regiments will maintain personnel accountability and movement reporting until all safe HOR reported via text to G3 OPS Officer MAJ Wallace (804)691-2366.

 (6) (U) Personnel Reports. Per Annex F initial PERSTAT and LOGSTAT reports are due to G1 and G4 via email.

 (7) (U) Chapel. Chapel service will be 0900-0930 on Sunday at the Chapel. The service will commemorate our active and former VDF members who passed away during the last year.

 (8) (U) After Action Reports (AAR). VDF standardized After Action Review (AAR) due to G3 NLT TBD per FRAGO.

**4.** (U) **Administration and Logistics:**

 a. (U) All current policies, procedures and regulations regarding personnel, logistics and fiscal guidance remain in effect.

 b. (U) G1 provides administrative support and G4 provides logistical support per Annex F.

 c. (U) G1 issue Temporary Duty (TDY) orders and provide support. See Annex F.

**5.** (U) **Command and Signal:**

 a. (U) Command.

 (1) (U) Location of Commander and Key Leaders. Force Commander and senior leaders primary staff located at TOC, BLDG TBD per FRAGO.

 (2) (U) Succession of Command. Routinely, from the superior ranking officer to lowest ranking service member.

 (3) (U) Liaison Requirements. No Liaison required.

 b. Control.

 (1) (U) Command Posts. FORHQ primary staff located at TOC, BLDG TBD per FRAGO.

 (2) (U) G3 is primary POC for Schools Commandant activities.

 c. (U) Signal.

 (1) (U) G6 is primary POC for communications training/ORE activities.

 (2) (U) Leadership will carry handheld radios issued from the CP. Also see Annex H (Signal).

 (3) (U) WIFI Access Information. TBD per MUTA.

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**ACKNOWLEDGE:**

For the Commander

 Richard L. Diddams

 LTC (VA)

 G3

**OFFICIAL:**

Michael Perini

1LT (VA)

G3 TRNGO

**ANNEXES**:

Annex A–Training Schedule [Appendix per MUTA]

Annex C –Operations [Appendix per MUTA]

Annex F –Sustainment/Personnel/Health Services [and Appendix per MUTA]

Annex H–Signal [and Appendix per MUTA]

**DISTRIBUTION:**

FORHQ Cmd/Staff, IG
Cdr, 1st RGT

ACTDET
Cdr, SOG

**ATTACHMENTS:**

Unit Training Roster (UTR)

**ANNEXES: [*List annexes by letter and title. Army OPORDs do not use Annexes I and O as attachments and in Army orders label these annexes “Not Used.” Annexes T, X, and Y are available for use in OPORDs and are labeled as “Spare.” When an attachment required by doctrine or an SOP is unnecessary, label it “Omitted.” VDF normally uses C, F, and H. Partial examples of the bolded Annexes are provided below.]***

Annex A–Taskings [Training Schedule for VDF, or Appendix (APX) for a FRAGO)]

Annex B –Intelligence

**Annex C –Operations**

Annex D–Fires

Annex E –Protection

**Annex F –Sustainment/Personnel/Health Services**

Annex G–Engineer

**Annex H–Signal**

Annex I–Not Used

Annex J–Public Affairs

Annex K–Civil Affairs Operations

Annex L –Information Collection

Annex M–Assessment

Annex N–Space Operations

Annex O–Not Used

Annex P –Host-Nation Support

Annex Q–Knowledge Management

Annex R –Reports

Annex S –Special Technical Operations

**[**Annex T –Spare

Annex U–Inspector General

Annex V–Interagency Coordination

Annex W–Operational Contract Support

Annex X–Spare

Annex Y–Spare

Annex Z –Distribution

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[FRAGO to programmatic MUTA OPORD, warning of the next MUTA.]

**FRAGMENTARY ORDER (FRAGO) 001 20 TO OPERATIONS ORDER (OPORD) 20-01 MULTIPLE UNIT TRAINING ASSEMBLY (MUTA) (UNCLASSIFIED)**

**(U) References:** Same as OPORD.

**(U) Time Zone Used Throughout the Order**: LOCAL Eastern Standard Time.

**(U) TASK ORGANIZATION**: Same as OPORD.

**1. (U) Situation:** Same as OPORD.

**2. (U) Mission:** VDF FORHQ elements and MSC execute MUTA on X to X, providing students, support staff, and organic equipment throughout the FPVA AO in support of communications, civil support/security, and additional directed training.

**3. (U) Execution:**

 a. (U) Commander’s Intent. Same as OPORD.

 b. (U) Tasks.

 (1) (U) General Tasks: Same as OPORD.

 (2) (U) Due Outs and Deliverables: FORHQ staff, ACTDET and MSC (includes FORHQ HQ CO) will accomplish actions below not later than (NLT) the listed due date.

EVENT DEADLINE DATE DUE AND COMPLETED (“Y” when completed))

\*ACTDET Building reservations 6-12 mo b/f 1AUG19 Y

\*G4 VIP billeting reserved 6-12 mo b/f 1AUG19

\*G3 WARN-FRAGO Out 4 mo b/f 1NOV19 Y

\*MSC Van Rentals Req to ACTDET 3.5 mo b/f 15NOV19

\*MSC attendees numbers to ACTDET 3.5 mo b/f 15NOV19

\*ACTDET Messing Contract 3 mo mo b/f 1DEC19

\*G3 Classes QA’d 3 mo b/f 1DEC19 Y

\*G3 Classes Inst/AI assigned 2 mos b/f 1JAN20 See below

\*G3 Classes HO/materials designated 2 mos b/f 1JAN20 See below

 (go/no-go sheets; lass materials, etc.)

\*G3 SafetyO ORA 2 mo b/f 1JAN20

\*MSC Initial PERSTAT reports to G1 2 mo b/f 1JAN20

via email G1@vdf.virginia.gov

\*MSC Initial LOGSTAT reports to G1 2 mo b/f 1JAN20

via email G4@vdf.virginia.gov

\*MSC Attendance rosters to ACTDET 2 mo b/f 1JAN20

\*G3 MUTA FRAGO 1 mo b/f 1FEB20

 -G3 OPSO Appendix

 -G1/G4/CHAP/SUR Appendix

 -G6 Appendix (Directory, Guard Chart, asset allocation)

\*G6 Charge HH/stage comm 1 mo b/f 1FEB20

\*G4 Stage supplies/equip 1 mo b/f 1FEB20

\*G4/G6 FPVA Internet access info 1 mo b/f 1FEB20

\*ACTDET Printing Contract 1 mo b/f 1FEB20

\*ACTDET Print sign-in sheets 1 mo b/f 1FEB20

\*ACTDET Barrack assignments 1 mo b/f 1FEB20

\*ACTDET/G1 Honors/form. plan 1 mo b/f 1FEB20

\*ACTDET/G3 Training Schedule 1 mo b/f 1FEB20

\*MSC Veh/MCP/Equip check/maint 1 mo b/f 1FEB20

\*MCPs ex. single-channel check 1 mo b/f 1FEB20

\*MCPs send a data message to a 1 mo b/f 1FEB20

 pre-designated email account

\*G1 Advance Party Orders 14 days b/f 15FEB20

\*MSC/G3 Status telecon 7 days b/f 15FEB20

\*MSC Movement Plans 7 days b/f 25 FEB20

\*ACTDET/G4 Advance Party 2 days b/f 27FEB20

\*MSC AAR due 7 days after 8MAR20

 MUTA1 TRAINING BLOCK

Class Time/Location

29FEB20

SEC 105 Traffic Control: GROUP A 0830-1130 BLDG

 GROUP B 1345-1715 BLDG

Instructors

Primary

Secondary

Alternate (on-site)

Lesson Plan Y/N: Slides Y/N: Rehearse Y/N:

SEC100 Access Control and SEC104 Report Writing: GROUP B 0830-1130 BLDG

 GROUP A 1345-1715 BLDG

Instructors

Primary

Secondary

Alternate (on-site)

Lesson Plan Y/N: Slides Y/N: Rehearse Y/N:

MCP: 0830-1715 BLDG and field

Instructors

Primary

Secondary

Alternate (on site)

Lesson Plan Y/N: Slides Y/N: Rehearse Y/N:

RLR 0830-UTC BLDG

Instructors

Primary

Secondary

OCS 0830-1700 BLDG

Instructors

Primary

Secondary

Chaplain 0830-UTC BLDG Chapel

Instructors

Primary

Secondary

COM 100 Basic Communication Proc. (w/Wauxuns): GROUP A 1900-2100 BLDG

 GROUP B 1900-2000 BLDG

Instructors

Primary

Secondary

Alternate (on-site)

Lesson Plan Y/N: Slides Y/N: Rehearse Y/N:

1MAR20

Soldier Values 1000-1200 BLDG Chapel

Instructors

Primary           CG

Secondary       DCO/1RGT Cdr

Lesson Plan Y/N: Slides Y/N: Rehearse Y/N:

 (4)-(11) (U) Same as OPORD.

 c. (U) Coordinating Instructions.

 (1) 28FEB20 units conduct personnel movement to FPVA messing/billeting/operations area; arrive NLT 1800; ready to train NLT 1900.

 (2) 29FEB20 units train 0800-2200.

 (3) 1MAR20 end of training 1400 and redeploy to HS.

**4. Administration and Sustainment.** Same as OPORD.

##

**5.** **Command and Signal.** Same as OPORD.

**ACKNOWLEDGE:**

For the Commander

 Richard L. Diddams

 LTC (VA)

 G3

**OFFICIAL:**

Michael Perini

1LT (VA)

G3 TRNGO

**APPENDIXES (APDX)**:

APDX: Attendance Roster

**DISTRIBUTION:**

FORHQ Cmd/Staff, IG
Cdr, 1RGT

Cdr, SOG

ACTDET

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**[Annexes are constructed the same way as the main OPORD (SMEAC approach). Paragraphs 3. and 5. Are partially used below for illustration. Annexes can be supplemented by “Appendixes,” as illustrated below]**

**ANNEX C (OPERATIONS) to OPERATIONS ORDER (OPORD) 20-01 MULTIPLE UNIT TRAINING ASSEMBLY (MUTA) TY20 (UNCLASSIFIED)**

**(U) References:** Same as OPORD.

**(U) Time Zone Used Throughout the Order**: Same as OPORD.

**(U) TASK ORGANIZATION**: Same as OPORD.

**1. (U) Situation:** Same as OPORD.

**2. (U) Mission:** Same as OPORD.

**3. (U) Execution:** Same as OPORD.

 a. (U) Scheme of Operations. The Force will transport troops and equipment to FPVA and execute the training schedule to enhance VDF roles in the National Guard Civil Support (NGCS) Playbook support through CSS and COM task training, Regional Liaison Resource personnel training, Officer Candidate School, professional officer training, and conduct ancillary training and evaluations further supporting VDF core missions.

 b. (U) Tasks.

 (1) (U) Phasing/Responsibilities Movement.

 (a) (U) Personnel will review mission documentation and assignments prior to departure from home station (HS) enroute to the area of operations (AO). All leaders will communicate mission and execution information to the lowest level within their respective companies.

 (b) (U) Ensure proper equipment for field sustainment (proper uniform, LBE, safety vests, whistle, hydration, sunscreen, bug spray, etc.) is obtained and maintained throughout mission.

 (c) (U) Maintain positive control of personnel during movement to and from HS/AOEnsure all personnel, unless prior approved by commanding officer, convoy together, inorganic or provided vehicles, to and from HS/AO. BPT report movement status of assigned personnel on request without notice.

 (d) (U) MSC S3s provide confirmed by-name rosters of deploying personnel, movement plans for teams and mission risk assessment (RA) to VDF FORHQ G3 not later than (NLT) 1800 TBD per FRAGO .

 (e) (U) FORHQ elements and MSC will ensure that they have conducted vehicle preventive maintenance (PM) prior to departure and conduct personnel movement to FPVA messing/ billeting/operations area to arrive NLT 1600 and conduct check in per the OPORD Coordinating Instructions and Annex F. Ensure all personnel -- unless prior approved by commanding officer -- convoy together via inorganic or provided vehicles, to and from HS/AO.

 (f) (U) Upon release from MUTA, VDF personnel redeploy while maintaining communications with parent chain of command until safe return to HS. FORHQ elements and MSC will ensure after closing formation (mandatory attendance) that they have conducted vehicle PM prior to departure and maintain personnel accountability and movement reporting until all safe home of record (HOR). Ensure all personnel -- unless prior approved by commanding officer -- convoy together via inorganic or provided vehicles, to and from HS/AO. MSC S3s report personnel safe arrival and equipment secure at HS, via text to G3 OPS Officer MAJ Wallace (804)691-2366.

(2) (U) Instruction.

 (a) (U) Instructor team leads will report to G3 Training Officer (TRNO) or G3 LTC Thornley at (804-939-7859) not later than TBD per FRAGO that instruction lesson plan has been discussed with instruction teams, rehearsals conducted or instructor proficiency checked, and teams confirmed.

 (b) (U) Per Annex A all instructors will meet with G3 to receive training materials and brief lesson plans in the Headquarters (HQ) BLDG. Instructor leads will receive teams, maintain C2, and perform instruction throughout the instruction period.

 (c) (U) Leaders will promulgate Annex A Training Schedule (TS) and ensure all unit members are clear on their assignments. There are many activities and members will have to be keyed to be at the correct locations at the correct times.

(d) (U) Troop accountability is required for the successful execution of all military activities. Accountability formations play a critical role.  The training unit/group Non-Commissioned Officers in Charge (NCOICs) respectively for CSS and COM MOS training classes will, as designated on the published class rosters, hold group formations after meals; maintain troop accountability via rollcall; report results to the TOC; and conduct troop movements as specified on the training schedule to and from training venues. TBD per FRAGO

MUTA1 TRAINING BLOCK

Class Time/Location

DATE

SEC 105 Traffic Control: GROUP A 0830-1130 BLDG

 GROUP B 1345-1715 BLDG

Instructors

Primary

Secondary

Alternate (on-site)

Lesson Plan Y/N: Slides Y/N: Rehearse Y/N:

SEC100 Access Control and SEC104 Report Writing: GROUP B 0830-1130 BLDG

 GROUP A 1345-1715 BLDG

Instructors

Primary

Secondary

Alternate (on-site)

Lesson Plan Y/N: Slides Y/N: Rehearse Y/N:

MCP: 0830-1715 BLDG and field

Instructors

Primary

Secondary

Alternate (on site)

Lesson Plan Y/N: Slides Y/N: Rehearse Y/N:

RLR 0830-UTC BLDG

Instructors

Primary

Secondary

OCS 0830-1700 BLDG

Instructors

Primary

Secondary

Chaplain 0830-UTC BLDG Chapel

Instructors

Primary

Secondary

COM 100 Basic Communication Proc. (w/Wouxuns): GROUP A 1900-2100 BLDG

 GROUP B 1900-2000 BLDG

Instructors

Primary

Secondary

Alternate (on-site)

Lesson Plan Y/N: Slides Y/N: Rehearse Y/N:

DATE

Soldier Values 1000-1200 BLDG Chapel

Instructors

Primary           CG

Secondary       DCO/1RGT Cdr

Lesson Plan Y/N: Slides Y/N: Rehearse Y/N:

 (3) (U) COMMBN Special Instructions.

 (a) (U) Training Assessment. MCPs will deploy to **separate pre-determined locations** (see Annex H) about FPVA or TBD off the installation and set up an NVIS antenna and field expedient.   **Go/no-go criteria: Once released by the inspecting officer, the MCP must be operational and send traffic in three hours.**

 1(U) Execute a single channel High Frequency (HF) voice check with a base station via two antenna configurations, i.e., NVIS (primary) and field expedient.

 2 (U) Send an HF data message to a pre-designated email account by emailing CG with a Subject line of “TEST” and following test:

Para 1: This is a SHARES: Exercise
Para 2: Message Follows:
This is a HF test exercise.
Message Status: End of Message

During the course of the day:

 (b) (U) At random, an operator(s) in each MCP will be selected to demonstrate the ability to enter a new frequency into the MICOM HF radio.

 (c) (U) For those MCPs with an air-to-ground radio, an operator(s) will be randomly selected to demonstrate the ability to enter a new frequency.

 (d) (U) Each MCP will then erect a dipole with proper orientation to communicate with a distant station.  G-6 will determine prior to MUTA if such a station can be established with an external agency.  First voice and then data**.** Details will be published in Annex H.

(f) (U) Signal Battalion leadership will assess and determine if above tasks demonstrate the need for remedial training may need to be conducted late Saturday afternoon/evening.

 (4) (U) Formations.

 (a) Saturday 28SEP19 Morning meal.

 1. Per training schedule (TS), formation in street by CSMs Major Subordinate Commands (MSCs) and FORHQ 1SG. Commands on line, facing front from right to left, COMMBN in mass on line, 2nd Regt by two platoons on line COMM and CSS;

4th Regt by two platoons on line COMM and CSS; FORHQ in mass on line. Officers to

the rear rank(s). Each command calls the roll. When and as directed commands will execute a facing movement and march to the dining facility. COMMBN then MOS trainers front of the chow line. Soldiers in MOS training with appropriate LBE. No guidons.

 2. Officers and enlisted not in MOS training will place themselves to the rear of the chow line.

 (b) Etc.

**5.** (U) **Command and Signal:** Same as OPORD.

.

**ACKNOWLEDGE:**

For the Commander Richard L. Diddams

 LTC (VA)

 G3

**OFFICIAL:**

Michael Perini

1LT (VA)

G3 TRNGO

**APPENDICES:**

None.

**DISTRIBUTION:**

FORHQ Cmd/Staff, IG
Cdr, 1/2/3/4 RGT, ACTDET

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**ANNEX F (SUSTAINMENT) to OPERATIONS ORDER (OPORD) 20-01 MULTIPLE UNIT TRAINING ASSEMBLY (MUTA) TY20 (UNCLASSIFIED)**

**(U) References:** Same as OPORD.

**(U) Time Zone Used Throughout the Order**: Same as OPORD.

**(U) TASK ORGANIZATION**: Same as OPORD.

**1. (U) Situation:** Same as OPORD.

**2. (U) Mission:** Same as OPORD.

**3. (U) Execution:** Same as OPORD.

 a. (U) Scheme of Sustainment Support. Sustainment support will be outlined below. All training will be in cantonment areas and logistics support will be static.

 b. (U) Tasks. Same as OPORD.

 (1) (U) Human Resources and Personnel Administration (G1). See paragraph 4 Sustainment.

 (2) (U) Logistics (G4). See paragraph 4 Sustainment.

 (3) (U) Health Services (Surgeon). See paragraph 4 Sustainment.

 (4) (U) Chaplain Services. See paragraph 4 Sustainment.

 (5) (U) Tasks to subordinate units. See paragraph 4 Sustainment.

 c. (U) Coordinating Instructions. See paragraph 4 Sustainment.

**4. (U) Sustainment:** Assistant Chief of Staff for Logistics (G4), Assistant Chief of Staff for Human Resources and Personnel Administration (G1), VDF Surgeon, and VDF Chaplain will support the mission as follows below.

 a. (U) Material and Services.

 (1) (U) Maintenance.

 (a) Communications. Communications equipment will be maintained per Annex H (SIGNAL). Notify G4 of inoperable equipment needing replacement.

 (b) (U) Training Aids. Training Aids, including projectors, screens, and mapping will be issued from BLDG TBD per FRAGO. Notify G4 of inoperable equipment needing replacement.

 (c) (U) Vehicles VDF Vehicles will be available to transport troops and material during the Schools MUTA. Routine firs level maintenance of fuel, lubricants, tires, and belts should be accomplished prior to operation each day.

 b. (U) Transportation.

 (1) (U) Commercial Vans. Units must request commercial van authorization 45 days prior to MUTA. Reservations will be made by G4 and reservation information provided to units not later than (NLT) 30 days prior to MUTA. Units are responsible for pickup, turn in, and routine maintenance while being used. Rental agreements will be returned to G4 after turn-in. All fuel receipts must be turned in within one (1) week after MUTA, not later than (NLT) TBD. Notify G4 immediately of any damage. Also, be aware of Commanders Critical Information Requirements in case of an accident. As of date of this Annex, G4 has TBD rental mini-vans being used by TBD to bring troops in. These vans each carry 9 passengers plus driver. TBD per FRAGO.

 (2) (U) Private Vehicles. Those not riding in vans are encouraged to car pool to Ft. Pickett. Parking must be at barracks and private cars will not be used to reach training areas.

 (3) (U) Ft. Picket (FPVA) Requirements. Personnel driving to Ft. Pickett are required to have the following items with them when entering the Main Gate:

 (a) (U) Valid Virginia or other state Driver’s License.

 (b) (U) Current Virginia or other state Registration Card for the vehicle operated.

 (c) (U) Proof of Insurance card for the vehicle operated.

 (d) (U) The DMA Vehicle Use Agreement requires no training. It is a several page packet that the individual must read and sign and return to the Unit Administrator (UA) at FORHQ along with a scan of the driver's license. A record of those that have complied and are permitted to drive is maintained at FORHQ. Units wanting additional driver’s certified for FPVA must having packages to the UA 10 working days prior to MUTA.

 (e) (U) FT. PICKETT SPEED LIMITS ARE TO BE OBSERVED AT ALL TIMES. ANY PERSONNEL RECEIVING A MOVING VIOLATION OR TRAFFIC OFFENSE ON THE PROPERTY OF FT. PICKETT WILL BE ISSUED A CITATION AND WILL BE REQUIRED TO APPEAR IN FEDERAL MAGISTRATE COURT.

 (4) (U) VDF Vehicles. FORHQ CO 350 prime mover (crew cab), VDF Active Detachment (ACTDET) F-150 crew cab administrative vehicle, G4 Van.

 c. (U) Supply.

 (1) (U) Class I Rations.

 (a) (U) Dining Facilities (MESS HALL) will be located in BLDG. 2416. All Officers, Warrant Officers and Enlisted Personnel will be served in the same line. G4 NCOIC SFC KEGLEY will be in charge of 2416 Dining Facility. Mess Schedule is as follows:

 1 DINNER, FRIDAY TBD per FRAGO: 1730 THRU 1900

 2 BREAKFAST, SATURDAY TBD: 0615 THRU 0730

 3 LUNCH, SATURDAY TBD: 1200 thru 1300.

 4 DINNER, SATURDAY TBD: 1730 THRU 1900

 5 BREAKFAST, SUNDAY TBD: 0645 THRU 0800

 6 LUNCH, SUNDAY TBD,: 1200 THRU 1230 (BOX LUNCH)

 7 (U) Water and Ice. Bottled water will be distributed to the individual training sites throughout the Training MUTA. Ice and coolers will be available for medical and other limited needs. Members should bring hydration with them for periods in billeting.

 (2) (U) Class II: Organizational Clothing and Individual Equipment (OCIE)

 (a) Uniforms/Clothing. Individual member responsibility. See Class VI below.

 (b) (U) Training Aids. G4 will provide maps (as needed) to requesting Special Schools for this event thru their respective Chain of Command. Compasses and protractors must be provided by the schools.

 (c) (U) G4 will provide the following supplies:

 1 (U) Projectors and screens for each classroom in Annex A.

 2 (U) Bottled water for up to 200 personnel (pax) for MUTA

 3 (U) 20 chairs for HQ or classroom seating augmentation.

 4 (U) Coordinate with G6 for TBD number of hand held (HH) radios.

 5 (U) Ice and ice cooler.

 6 (U) Cots TBD number.

 (3) (U) Class III Petroleum, Oils, Lubricants (POL). No POL is available. Drivers must check and replenish POL off of FPVA.

 (4) (U) Class IV Construction and Fortification Material. OMITTED

 (5) (U) Class V Munitions: OMITTED

 (6) (U) Class VI Personal Demand Items.

 (a) (U) FPVA has a small Post Exchange (PX) with limited items. PX will be open normal posted hours. VDF Personnel with valid Federal ID Card or Retired Federal Services ID Card will be able to purchase items in PX, upon presentation of above valid identification cards.

 (b) (U) ALL OTHER CLASS VI ITEMS MUST BE BROUGHT FROM HOME STATION (HOR) including: LINEN, BEDDING, BLANKETS AND OR SLEEPING BAG, WASH CLOTHS, TOWELS, SOAP, SHAMPOO AND PERSONAL TOILETRIES FOR PERSONNEL WHO WILL BE QUARTERED IN BARRACKS.

 (7) (U) Class VII Major End Items. OMITTED.

 (8) (U) Class VIII Medical Supplies. No unit-issue medical supplies. See Health Services below for limited medical supplies available.

 (9) (U) Class IX Repair Parts. OMITTED

 (10) (U) Class X Material for Nonmilitary or Civil Affairs Operations. OMITTED

 d. FPVA Post and Station Buildings and Property. DA FORM 1687 (Notice of Delegation of Authority) will be required for all personnel drawing FPVA Post Property. Authentication Authority will be the G4. Buildings will be drawn and inventoried on FRIDAY TBD for advance and main party.

 (1) (U) Administrative and Classroom Facilities Check-Out. Administrative Buildings, Classrooms, and Administrative Buildings used as Classrooms will be drawn and assigned by the Advance Party and hand receipted to the respective Class Instructor or occupant of each building from FPVA Troops Support. G4 and members of Advance Party will inventory Barracks, Administrative and Classroom Buildings on TBD per FRAGO as training requirements for facilities demand. G4 will hand receipt Barracks, Admin Buildings, Admin Buildings, used for Classrooms, and other training as TBD.

 (2) (U) Building Care and Turn-In. Instructors using Classroom Buildings and Administrative Buildings used as classrooms will be responsible for all property in such buildings and also responsible for cleaning and turn –in of such building back to FPVA Troops Support on Sunday TBD per FRAGO. Upon Time of Turn in a Clearing Party will be required at each Admin Building, Classroom and Admin Bldg. being used as a Classroom. G4 will coordinate with units to provide sufficient clearing party personnel to clear and clean all buildings, including class room buildings, Dining Facility (Mess Hall). **Personnel will not be released by the Commanding General or his designee until all clearing tasks are complete.**

 (3) (U) Administrative and Classroom Buildings Reserved. The following buildings have been reserved TBD per FRAGO at FPVA. Building use follows building number. A map of FPVA will be in the FORCE HQ Command Post, BLDG TBD:

BLDG TBD HQ. BLDG. MUTA, G1, G3, G-6 and School COMDT.

 BLDG TBD GARAGE AREA DMA STATE EQUIPMENT TURN IN/ISSUE

 BLDG TBD TRAINING CLASSROOM

 BLDG TBD TRAINING CLASSROOM

 BLDG TBD COMMS INSPECTION

 BLDG TBD MT MCP INSPECTION/PMCS

 BLDG TBD MT

 BLDG TBD MESS HALL

 BLDG TBD CHAPEL

 (4) (U) Billeting Buildings Reserved

 (a) (U) O-7/O-6. Due to summer training surge, billeting off post.

 (b) (U) Advance Party. G4 NCOIC will make reservations for Advance Party. Personnel who have not received confirmation for their Advance Party quarters by that time should contact FPVA Billeting for confirmation and or to make their own reservations.

 (c) (U) Barracks: Male and Female. The following buildings have been reserved TBD per FRAGO at FPVA. Building use and OIC/NCOIC follows building number. A map of FPVA will be -in the FORCE HQ Command Post, BLDG 2412:

 BLDG. TBD 1ST FLOOR TBD

 BLDG. TBD 2ND FLOOR TBD

 BLDG. TBD Signal BN/FORHQ

 BLDG. TBD 2ND FLOOR TBD

 BLDG. TBD 2ND FLOOR, ALL FEMALES.

 BLDG. TBD OFFICERS/OCS

NOTE 1: SENIOR NCO’S HAVE PRIORITY TO CADRE ROOMS (Except BLDG. TBD Upstairs) IN ENLISTED BARRACKS.

 (5) (U) Individual Reserved Bachelor Housing. E-7 and above are eligible to be quartered in Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ) at their own expense. Advance registration for BOQ/ BEQ Quarters should be made directly thru FPVA Billeting Office at (434) 292-2443. ALL PERSONNEL QUARTERED IN BOQ/ BEQ QUARTERS SHOULD ARRIVE BETWEEN 1100-1400 HRS FRIDAY TBD per FRAGO. ANY PERSONNEL WHO ARE QUARTERED IN BOQ/ BEQ QUARTERS WHO MAY BE A LATE ARRIVAL, OR DOES NOT SHOW AND DOES NOT CALL FPVA BILLETING OFFICE (434) 292-2443 AND MAKE THEIR OWN ARRANGEMENTS FOR LATE ARRIVAL AND CHECK-IN WILL BE CHARGED A NIGHT’S LODGING FEE.

 e. (U) Field Services: Human Resources and Personnel Administration

NOTE: ALL APPENDICES ARE LIST AS URLS AT THE BOTTOM OF THIS ANNEX

 (1) (U) Human Resources Support

 (a) (U) Assumptions. Units will deploy only those individuals who will be participating in MUTA training activities or support per OPORD.

 (b) (U) Planning Factors. All VDF members participating in MUTA will be placed on their home unit’s orders. Unit commanders must establish a systematic approach for identifying VDF service members who will need orders.

 (c) (U) General Guidance. See VDF administrative regulations.

 (d) (U) Specific Guidance

 1 (U) Orders for all VDF troops participating in VDF MUTA will be published by their home unit.

 2 (U) Unit leadership is responsible for determining fitness for duty and eligibility for service according to operational directives. **Allowing VDF Soldiers to participate who are temporarily or permanently disabled from service subjects the Commonwealth of Virginia to liability and endangers the Force.**

 (2) (U) Casualty Reporting

 (a) (U) For the purpose of this OPORD and Annex, a casualty includes any VDF service member who dies, becomes injured, or seriously ill. See Health Services (section g, below) for immediate action instructions. Use this section for immediate recording instructions.

 (b) (U) In the event of any injury/illness, a NG JOC Serious Incident Report (SIR) (Appendix 4) and a DMA Accident Investigation (Workman’s Comp) Form (Appendix 5) shall be filled out electronically by the immediate supervisor of the injured/ill soldier claiming workman’s compensation.

 (c) (U) In the case that the accident occurs during any training/class, the VDF service member’s immediate supervisor is the class instructor.

 (d) (U) Under no circumstances will these two (2) forms – VA NG JOC SIR or the DMA Investigation Form (Workman’s Comp Form) – be filled out by the injured VDF service member, the safety officer, or the G1.

 (e) (U) Fill out the VA NG JOC SIR within one hour of incident and submit to G-3.

 (f) (U) Fill out the DMA accident report form under direction of the appointed G-1 member after assessment of injury by qualified VDF medical personnel.

 (3) (U) Sexual Assault Prevention and Response (SAPR)

 (a) (U) Commanders are responsible to prevent and safeguard their service members from sexual harassment and sexual assault. Commanders will provide the following phone number to all members: Joint Forces Sexual Assault Response Coordinator (434) 294-4669.

 (b) (U) Commanders should reference the TAG Sexual Assault Prevention and Response Guideline, DMA Sexual Harassment Policy, and the VDF Sexual Harassment Policy Letter, which are Appendixes Exhibits 6, 7, and 8 of this Annex.

 (4) (U) Personnel Administration.

 (a) (U) Records and Records Management

 1 (U) Original copies of personnel sign-in sheets shall be kept only at MUTA HQ (BLDG TBD).

 2 (U) Each training group is to have a sign-in sheet (Appendix 1) for training activity. Trainers will ensure originals sent to the G-3 and copies sent to the G-1 upon completion of the training. Instructors are encouraged to make copies for their own records.

(b) (U) Personnel Accountability and Strength Reporting

 1 (U) The VDF Advance Party shall be responsible for strength reporting to the FPVA Range Office each morning until G-1 arrives at FPVA TBD. Thereafter, only the G-1 representative will be responsible for reporting VDF strength to the FPVA Range Office each morning.

 2 (U) Each training group is to have a sign-in sheet (Appendix 1) for training activity. NCOICs will ensure originals are sent to the G-3 and copies sent to the G-1 upon completion of the MUTA. Instructors are encouraged to make copies for their own records. Scanning of documents into Adobe .pdf electronic files is encouraged.

 3 (U) G-1 shall compile an attendance roster and Morning Report (MR) daily for accountability.

 4 (U) Final Strength Reports. Each of the MSCs **SHALL** submit a strength report dated TBD.

 5 (U) Strength reports from all MSCs shall be submitted to the G-1 via e-mail, cc:’ing the ACTDET NLT TBD .

(c) Sign In. (U) Upon arrival at MUTA site each service member will sign-in on the sign-in sheet for their company/regiment or FORHQ (Appendix 1) sign-in sheet in the Operations Building (BLDG TBD). Each MSC shall appoint an individual to oversee their unit’s sign-in sheet NLT 1300 until 1900 TBD.

 1 (U) The name, rank, and contact information for each of the above individuals is to be sent to the G-1 NLT 2000 TBD .

 2 (U) FORHQ shall be responsible for the sign-in sheets after 1900 and late arrivals on Saturday morning.

 3 (U) Any VDF service member who needs to leave prior to MUTA dismissal shall obtain permission from his/her regimental commander AND shall inform the regiment’s S-1, who shall inform the G-1.

 (d) (U) Administrative Instruction. The G-1 will conduct a mandatory administrative procedures and policies review class in Building TBD beginning 0930 on Sunday TBD for designated RGT, and Company administrative points of contact.

 f. Adjutant. (U) The VDF CSM and G-1 will plan and coordinate the closing formation with G3 and VDF CSM, which will commence at TBD.

 g. (U) Field Services: Health Services

1. Medical Aid Station. The Medical Aid Station will be at the Operations Building (BLDG TBD)

 (2) (U) Field Medical Personnel. The Surgeon will ensure medical personnel attend all training venues on a roving basis. Due to heat conditions, hydration will be emphasized throughout. Vectors (biting insects) will be present so insect repellent will be emphasized.

 (3) (U) Medical Emergencies. If a medical emergency occurs, VDF personnel will immediately call 911 and notify the operator of the location, victim status, and other information as requested. First aid will be administered by qualified personnel present if required. Third, notify the Watch Stander at the Operations Building (BLDG TBD) G-1 will coordinate any required CCIR with the G-3.

 h. (U) Field Services: Chaplain Services

 (1) (U) Chapel Services. See Annex A. Chapel service will be 0900-0930 on Sunday at the Chapel. The service will commemorate our active and former VDF members who passed away during the last year.

 (2) (U) Pastoral Counseling. Members seeking pastoral counseling should notify the Watch Officer at Operations Building (BLDG TBD)

 i.(U) Field Services: Miscellaneous and Incident Reporting. Members seeking miscellaneous services or needing to report a matter should notify the Watch Officer at Operations Building (BLDG TBD)

 (1) (U) Command Posts. See Watch Officer at Operations Building BLDG TBD. Sustainment (G1/G4) will be at **BLDG** TBD.

 (2) (U) Reports. Building OICs will report building clearing on TBD to the G4 at 1400 TBD .

 j. Signal. (U) See generally Annex H (SIGNAL). The G3 will check out hand-held radios at the Operations Building BLDG TBD.

**ACKNOWLEDGE:**

For the Commander JON GANUES PAYTON OWENS

 CW3 (VA) G4 LTC (VA) G1

**OFFICIAL:**

**APPENDICES:**

Appendix 1: VDF MUTA JUL 2018 Sign-in Sheet (Form 680-1-1) (<http://vdf.virginia.gov/pdf/FORMS/VDF%20Form%20680-1-1%20Sign-In%20Sheet%20October%202017.xlsx>)

Appendix 2: NG JOC Serious Incident Report (SIR) (<http://vdf.virginia.gov/pdf/FORMS/Unit_SIR_Form_as_of_14AUG2018.docx>)

Appendix 3: DMA Accident Investigation Form (Workman’s Comp) (<http://vdf.virginia.gov/pdf/FORMS/WC/DMA%20Accident_Report_and_Investigation%20Form.pdf>)

Appendix 4: DMAHR-123-012 Department of Military Affairs Sexual Harassment Policy (<http://vdf.virginia.gov/pdf/Sexual%20Harassment%20Policy/DMA_Sexual_Harassment_Policy_DMAHR-123-012.pdf>)

Appendix 6: VDF Command Policy Letter 16-02 revised.9.19.16 (<http://vdf.virginia.gov/pdf/Command%20Policy%20Letters/Policy%20Letter%20Sexual%20Harrassment%20Revised%209_19_16.pdf>)

**DISTRIBUTION:**

FORHQ Cmd/Staff, IG
Cdr, 1 RGT

Cdr, SOG

ACTDET

**ANNEX H (SIGNAL) to OPERATIONS ORDER (OPORD) 20-01 MULTIPLE UNIT TRAINING ASSEMBLY (MUTA) TY20 (UNCLASSIFIED)**

**(U) References:** Same as OPORD.

**(U) Time Zone Used Throughout the Order**: Same as OPORD.

**(U) TASK ORGANIZATION**: Same as OPORD.

**1. (U) Situation:** Same as OPORD.

**2. (U) Mission:** Same as OPORD.

**3. (U) Execution:** Same as OPORD.

 a. Scheme of Signal Support to Operations. ***Describe how signal support to operations supports the commander’s intent and concept of operations described in the base plan or order. Establish the priorities of support to units for each phase of the operation. Refer to Annex C (Operations) as required.***

**5. Command and Signal.**

 a. Command.

 (1) Location of the Commander and Key Leaders. ***State the location of the commander and key signal unit commanders and staff officers.***

 (2) Succession of Command. ***State the succession of command if not covered in the unit’s standard operating procedures (SOPs).***

 (3) Liaison Requirements. ***State the signal liaison requirements not covered in unit SOPs.***

 b. Control.

 (1) Command Posts. ***Describe the employment of signal command posts (CPs), including the location of each CP and its time of opening and closing.***

 (2) Reports. ***List reports not covered in SOPs. Describe signal support to operations reporting requirements for subordinate units. Refer to Annex R (REPORTSs) as required.***

 c. Signal. ***List signal operating instructions for signal support to operations as needed, as well as primary and alternate means of communications with both military and nonmilitary organizations conducting signal support to operations. Consider operations security requirements.***

 (1) ***Describe the networks to monitor for reports****.*

 (2) ***Address any support to operations communications or digitization connectivity requirements (consider telephone listing).***

**ATTACHMENTS: *List lower-level attachment (appendixes, tabs, and exhibits). If a particular attachment is not used, place “not used” beside the attachment number. Unit SOPs will dictate attachment development and format. Common attachments include the following:***

Appendix 1–Cyberspace Operations

Appendix 2–Information Network Operations

Appendix 3–Voice, Video, and Data Network Diagrams

**OFFICIAL:**

[Authenticator’s name]

[Authenticator’s position]