

**CC-18 TRAINING SCHEDULE USV-JSC
COL TEDDY ROOSEVELT AWARDS BANQUET Rev. July 14, 2018 R**

Timeline	Event Description	*CHAIR	Location	Equipment
FRI 17 AUG/2018 1500-2000	Registration open-dues, ID cards, Registration packets, Class A or B uniform	Col Korte TF Chief of Staff *BG Hoang Mrs Baumann Mrs Harris	Registration area	1 each 6' skirted table for registration table, 3 chairs Waste basket, water station
1500-2000	Purchase accouterments, hats, etc.	LTC Ridge TF G4 *CPT Pham _____	Registration area	1 each 6' table, 3 chairs, waste basket, water station
1500-2000	Raffle tickets – 1 ticket for \$3 or 2 tickets for \$5 Separate 50/50 jar for \$3 each ticket	*SSG Hernandez _____ _____ _____ _____	Registration area	1 each 6' sales table, 3 chairs 2 each fishbowl type containers for raffle tickets 2 different color raffle tickets (supplied by USV-JSC)
1800-2200	COMMANDERS MEETING Class A uniform All BCT Commanders or Representative All Regional Commanders or Representative	*LTG Baumann BG Hoang CAPT Contreras MG Natterstad BG Schirle MG Coffey COL Miller	Big Bear Room U-Shape for 30 w/open end at front 10 chairs around perimeter	Wi-Fi \$25 MG Nguyen to provide laptop, 50'ext cord, no screen/using wall. Pens, note pads, mints, water station All Commanders-bring your Commanders book
1800-1900	CHIEF OF STAFF MEETING One Chief of Staff from each Region and BCT, Class A or B	*MG Nguyen	Room # 1107	Will provide own equipment
1800-?	SR NCO MEETING One Sr NCO from each Region and BCT. Class B or C	*CSM Aguilar	Room #1112 6-10 members	Pens, paper pads, mints, water station

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SAT 18 Aug/2018 0700-0830	No-host Breakfast – Everyone pays for their own breakfast			
0700-0830	Registration open-dues, ID cards, Registration packets, Class A uniform	*BG Hoang _____ _____ _____ _____	Outside Lake Silverwood Room	1 each 6’ skirted table for registration table, 3 chairs Waste basket, water station
0700-0830	Accouterments, Class C hats, shirts, etc. available. Store all items away before 0830	*CPT Pham _____ _____ _____	Outside Lake Silverwood Room	1 each 6’ table, 3 chairs, waste basket, water station
0700-0830	Raffle Sales	*SSG Hernandez _____ _____ _____ _____	Outside Lake Silverwood Room	1 each 6’ sales table, 3 chairs 2 each fishbowl type containers for raffle tickets 2 different color raffle tickets (supplied by USV-JSC)
0900-0910	<u>Welcome to CC-18</u> Welcoming Everyone to CC-18 Opening Invocation Pledge of Allegiance Introduce LTG Baumann	*CAPT Contreras *Chaplain (Col) Lynch *CSM Aguilar *CAPT Contreras	Lake Silverwood theater style seating for 160	Standing podium N/C w/wired microphone \$60 + fees = \$73.20 Pre-post National flag and USV-JSC flag
0910-0930	LTG Baumann for opening remarks Promotions, swear in new member	*LTG Baumann	Lake Silverwood	

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0930-1030	LTG Baumann to introduce CSM Aguilar Back to Basics 1 hour program with uniform inspections	*CSM Aguilar	Lake Silverwood room for training	USV-JSC will stack chairs as needed – leave a few chairs around perimeter
1030-1600	AP3 TRAINING Back to Basics For all enlisted personnel	*CSM Aguilar SgtMaj Otto	Silverwood room for drill/practice	Water station
1030-1600	COMMANDERS MEETING MERT Training	*LTG Baumann *MG Natterstad BG Schirle MG Coffey COL Miller	Room #1112	MG M Nguyen to provide laptop, ext cord, projector, no screen/using wall. Pens, note pads, mints, water station 12 extra chairs
1030-1600	COMPTROLLERS MEETING For all Comptrollers	*CAPT Contreras	Room #1107	Pens, notepads, mints, water station Comptrollers to bring their Comptrollers book
1030-1600	CHAPLAIN'S TRAINING MEETING For all Chaplains	*Chaplain (Col) Lynch Chaplain (COL) Hornsby	Room # 1308	Pens, notepads, mints, water station
1200-	During meetings, Box Lunch \$10 donation	Col Korte		
1300	Refresh all meeting rooms w/water N/C		Hotel	

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1615-1700	Accouterments Secure items in luggage room	*CPT Pham _____ _____ _____ _____	Luggage room	
1615-1700	Raffle tickets available	*SSG Hernandez _____ _____ _____ _____	Outside Lake Silverwood Room	1 each 6' sales table, 3 chairs 2 each fishbowl type containers for raffle tickets 2 different color raffle tickets (supplied by USV-JSC)
1645-1700	Flag set-up, POW/MIA table set-up, Request flag stands/poles from hotel (4 total) Generals flags pre-posted – remainder of stands/poles supplied by CSM Aguilar. Soldiers Cross Teddy Roosevelt statue set up, LTG Baumann will bring it. One 1-star, one 2-star, one 3-star flag will be pre-posted behind the Head Table USV-JSC round logo on podium All service and unit flags will be pre-posted	*CSM Aguilar All Sr NCO's BG Aguilar will bring the Soldiers Cross CSM Aguilar LTG Baumann and CSM Aguilar *CSM Aguilar	Lake Silverwood and Lake Gregory Leave space in the middle for presentation of awards (dance floor area but no dance floor)	POW/MIA-& statue need small (cocktail) tables w/white table cloths (CSM Aguilar to bring chair) Soldiers Cross 2 each 6' draped tables for awards, raffle items Stage for head table (seating for 14), stairs on each side with hand rails – podium in middle Tables set rounds of 8 with sign stand All flags/stands

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				Reserved 4 flag poles & stands from hotel White table cloths, gold napkins, mirror in center with 2 candles
1645-1700	Set up Awards Programs, House Rules placed on tables Place cards on head table. Reserved & Regional signs on tables. Note: Table set-up will have each command sitting together.	*BG Hoang CAPT Contreras CPT Kennedy Aide-de-Camp SSgt Hernandez	Lake Silverwood and Lake Gregory	Purple jewel case for awards
1645-1700	Set up and prep items for raffle	*SSG Hernandez _____ _____ _____ _____	Lake Silverwood and Lake Gregory	1 each 6' skirted table in back of room (near entrance door) for Raffle items
1645-1700	Color Guard practice	*CSM Aguilar LtCol Gunn	Lake Silverwood and Lake Gregory	2 sabers, belts and frog holders
1700	All those in the Receiving Line to be lined up at 1700 hours BG Hoang, Adjutant LTG Baumann Mrs Baumann General Aguilar USMC Retired Mrs Aguilar MG Coffey Mrs Coffey Maj Gen Phong Le MG Natterstad Mrs Anne Turnbull MG Mark Nguyen CSM Aguilar Mrs Aguilar	*BG Hoang to place Receiving Lineup MG Nguyen assisting	Banquet room	Hotel to provide 4 Ropes for Receiving line

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1700-1710	All USV-JSC members to go through Receiving Line		Banquet room	
1715-1800	Meet and Greet/Social Hour Greet and assist members to find their Regional Command table	*CPT Kennedy NCO's to be chosen _____ _____ _____	Banquet room hallway	
1715	Reserve 2 tables for Headquarters Color Guard will be seated with their unit		Lake Silverwood and Lake Gregory	
1750-1755	To assemble for Head Table Seating: Mrs Aguilar Miss Alanna Jackson CSM Aguilar Mrs Coffey MG Coffey Maj Gen Phong Le CAPT Contreras LTG Baumann Mrs Baumann General Aguilar USVM Retired Mrs Aguilar MG Mark Nguyen MG Natterstad Mrs Anne Turnbull		Lake Silverwood and Lake Gregory	
1755-1800	LTG Baumann and Mrs Baumann along with General Aguilar and his wife to be escorted to the head table	*SgtMaj Otto _____ _____	Lake Silverwood and Lake Gregory	<i>Ruffles and Flourishes</i> Lt Col Tim Gunn

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1800	<p><u>United States Volunteers Joint Services Command</u> <u>COL Teddy Roosevelt Awards Banquet</u></p> <p>Open meeting</p>	*CAPT Contreras	Lake Silverwood and Lake Gregory	
1800-1805	Invocation	*Chaplain (COL) Hornsby	Lake Silverwood and Lake Gregory	
1805-1810	Presentation of Colors	*CSM Aguilar SgtMaj Otto CMS Tablit	Lake Silverwood and Lake Gregory	Lt Col Tim Gunn marching music
1810-1815	<i>National Anthem</i>	*Eliza Clare Combs	Lake Silverwood and Lake Gregory	
1820-1825	<p>Words of Welcome</p> <p>Note: House Rules to be placed on tables and will be enforced by SGT-AT-ARMS SgtMaj Otto. \$5.00 will be collected for each violation.</p> <p><u>HOUSE RULES TO BE ENFORCED DURING THE BANQUET</u> During the banquet, there will be no talking while the podium is being used by the MC or any speaker. During the presentation of the Colors, no noise of any kind will be tolerated. If you need to talk to someone while the ceremonies are going on, go outside. If you need to excuse yourself from your table do it quickly and quietly. During the Roll-Call Ceremony (calling the names of the deceased) all will remain silent as a sign of respect. All cell phones shall either be turned off or on mute upon entering the ballroom. If you must take a call exit the ballroom.</p>	<p>*CAPT Contreras</p> <p>*SGT-AT-ARMS SgtMaj Otto</p> <hr/> <hr/>	Lake Silverwood and Lake Gregory	BG Hoang will print the House Rules in English only, also Reserved and other table signs

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1825-1835	<p><u>Toasting Ceremony</u></p> <p>Toast to the US President SgtMaj Otto Toast to the US Army MG Natterstad Toast to the US Marine Corps Lt Col John Tran Toast to the US Navy CAPT Contreras Toast to the Air Force Brig Gen Ben Tran Toast to the Coast Guard CAPT Whitaker Toast to the USV-JSC LTG Baumann Toast to the Chaplains Corps Chaplain (Col) Lynch Toast to Medical Reserve Corps BG Schirle Toast to the NCO Corps CSM Aguilar Toast to the POW/MIA's LTC Ridge Toast to Unknown Soldiers BG Vien Toast to all others MG Nguyen</p>		Lake Silverwood and Lake Gregory	Hotel to make sure all glasses are filled with water and extra water on the tables-for Toasting Ceremony
1835	Prayer for tonight's dinner	*Chaplain (LTC) Young Chae	Lake Silverwood and Lake Gregory	
1840-2000	Dinner will be served	Hotel	Lake Silverwood and Lake Gregory	Dinner choice tickets on the tables
2000-2025	BG Hoang will read the names of the recently deceased members for the Memorial Service, Last Roll Call	*CSM Aguilar COL Wilcher-answer and ring the bell	Lake Silverwood and Lake Gregory	BG Aguilar will bring the Bell
2025-2045	<p>CAPT Contreras to introduce LTC Ridge for POW/MIA program, <i>A Table for One</i></p> <p><i>Taps</i> by CSM Aguilar</p>	<p>*LTC Ridge</p> <p>5 NCO's chosen that day to take part in program</p> <p>CSM Aguilar</p>	Lake Silverwood and Lake Gregory	<p>POW/MIA table and chair w/cover in place</p> <p>Bugle</p>

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2045-2100	BG Hoang to read the names of our POW's here tonight and ask them to come forward. A Certificate of Honor will be presented to each by LTG Baumann	*CAPT Contreras *LTG Baumann	Lake Silverwood and Lake Gregory	POW certificates on Awards table
2100-2105	CAPT Contreras to introduce LTG Baumann w/Bio		Lake Silverwood and Lake Gregory	
2105-2120	LTG Baumann to address all members. When completed, introduce General Aguilar USMC Retired		Lake Silverwood and Lake Gregory	Microphone at podium
2120-2145	General Aguilar USMC Retired, Guest Speaker		Lake Silverwood and Lake Gregory	
2145-2200	LTG Baumann to present special awards		Lake Silverwood and Lake Gregory	Brig Gen Ben Tran to bring plaque
2200	CAPT Contreras to introduce BG Hoang for awards presentations		Lake Silverwood and Lake Gregory	
2200-2220	Awards Ceremony – decorations, service medals, ribbons SgtMaj Otto to escort recipients to the front CSM Aguilar to line up recipients Assisting with certificates and awards Assisting with the purple jewel case National Commander's Award to the "Best Command in the USV-JSC for 2018"	*BG Hoang SgtMaj Otto CSM Aguilar MG M Nguyen BG Vien SSG Hernandez LTG Baumann	Ask that members line up in the order their name is called	Purple jewel case
2220-2225	Closing remarks. Announce Post Conference "NO HOST" Sunday breakfast from 0900-1100 in Class C uniform. Thanks to all.	*CAPT Contreras	Hotel restaurant	Set up for 14 people EVERYONE pays for their own breakfast
2225-2230	Benediction with closing prayer	*Chaplain (BG) Aguilar		

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2230-2235	Retiring of the Colors	*CSM Aguilar		
2235-2245 2245-2300	Last call for purchasing Raffle tickets 1 ticket for \$2 Separate 50/50 jar for \$2 each ticket Drawing for raffle prizes	*CAPT Contreras CAPT Whitaker *CAPT Contreras		1 Table set-up with raffle items

Timeline	Event Description	*CHAIR	Location	Equipment
SUN 19 Aug/2018 0900-1100	After Action No Host Breakfast/meeting for those that wish to attend. No-Host breakfast, everyone pays for their own breakfast. Class C uniform	*CAPT Contreras LTG Baumann	Restaurant in the hotel	MUST request for late checkout at no charge as soon as you check in, if available
Additional Notes	“The after action report is the written record of a unit’s after action review, or a consolidation of comments, lessons learned, or best practices during the course of an operation or exercise. Review what was supposed to happen. Establish what happened. Determine what was right or wrong with what happened. Determine how the task should be done differently next time.”			
Security Medical Support	Our SGT-AT-ARMS is SgtMaj Otto	*SgtMaj Otto *BG Schirle		
Saturday, Aug 18 1000-1330	No Host outing for spouses and guests to the Ontario Mills Mall			Hotel Shuttle service

* Denotes person in charge

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DoubleTree Hotel by Hilton Ontario Airport
222 North Vineyard Ave, Ontario, CA 91764
909.418.4847 Fax: 909.418.4870

Ontario Airport to DoubleTree Suites Shuttle-phone # 1-909-937-0900

Room rates: \$109 plus all taxes/fees per night

Deadline for hotel registration is Aug 2, 2018

After cut-off date rooms will be \$159 plus all taxes/fees

Banquet dinners: \$60 each must be prepaid by Aug 2, 2018