

**CC-18 TRAINING SCHEDULE USV-JSC  
COL TEDDY ROOSEVELT AWARDS BANQUET Rev. 4/25/2018**

<b>Timeline</b>	<b>Event Description</b>	<b>*CHAIR</b>	<b>Location</b>	<b>Equipment</b>
FRI 17 AUG/2018 1400-1800	Registration open-dues, ID cards, Registration packets, Class A or B uniform	LtCol Korte TF Chief of Staff *COL Hoang Mrs Baumann Mrs Harris	Registration area	1 skirted table for registration Waste basket, water
1400-1800	Purchase accouterments, hats, etc.	MAJ Ridge TF G4 *CPT Pham SSG Hernandez Mrs Rivero	Registration area	3 tables, waste basket, water
1400-1800	Raffle tickets – 1 ticket for \$3 or 2 tickets for \$5 Separate 50/50 jar for \$3 each ticket	CAPT Whitaker _____ _____ _____		Banner? TBD 2 sales tables  2 containers 2 different color raffle tickets
1800-2200	<b>COMMANDERS MEETING</b> Class A uniform All BCT Commanders or Representative All Regional Commanders or Representative COL Quesada National J3	*LTG Baumann COL Hoang CAPT Contreras COL Natterstad BG Schirle MG Coffey COL Miller	Big Bear Room U-Shape w/open end at front  20-25 attendees	Wi-Fi, LTG Baumann to bring own computer system. Need screen & support package (\$195.20)
1800-2200	<b>CHIEF OF STAFF MEETING</b> One Chief of Staff from each Region and BCT, Class A or B	*MG Nguyen	MG Nguyen's room # _____	Will provide own equipment
1800-2200	<b>SR NCO MEETING</b> One Sr NCO from each Region and BCT. Class A or B	*CSM Aguilar	CSM Aguilar's room #1112 6-10 members	Pens, paper pads, mints, water station in all meeting rooms

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<b>SAT 18</b> <b>Aug/2018</b> <b>0700-0830</b>	No-host Breakfast – Everyone pays for their own breakfast		Hotel has a breakfast buffet for \$_____	
<b>0700-0830</b>	Registration open-dues, ID cards, Registration packets, Class A uniform	*COL Hoang Mrs Baumann Mrs Rivero _____	Outside Lake Silverwood Room	1 skirted table Waste basket Water station
<b>0700-0830</b>	Accouterments, Class C hats, shirts, etc. available.	*CPT Pham Capt Kennedy SSG Hernandez	Outside Lake Silverwood Room	3 skirted tables, waste basket, water station
<b>0900-0910</b>	<b><u>Welcome to CC-18</u></b> Welcoming Everyone to CC-18  Invocation  Pledge of Allegiance  Introduce LTG Baumann	*CAPT Contreras  *Chaplain (Col) Lynch  *CSM Aguilar  *CAPT Contreras	Lake Silverwood theater style seating for 130-160	Standing podium w/microphone, water  Pre-post National flag,
<b>0910-0930</b>	LTG Baumann for opening remarks	*LTG Baumann		
<b>0930-1030</b>	LTG to introduce CSM Aguilar who will introduce his NCO Training Team  Teach OPPS and train together 1 hour program with uniform inspections	*LTG Baumann  *CSM Aguilar	Silverwood room for training –leave a few chairs around perimeter	2 sabers w/belts and frog holders, flag for folding
<b>1030</b>	Breakout Meetings Announce the meeting and training rooms for all to attend	LtCol Korte TF Chief of Staff		

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1030-1200	<b>AP3 TRAINING</b> <b>BACK TO BASICS</b> For all enlisted personnel	*CSM Aguilar SgtMaj Otto (acting) SgtMaj Rivero	Silverwood room for drill/practice	
1030-1200	<b>COMMANDERS MEETING</b> <b>MERT Training</b>	*LTG Baumann *COL Natterstad BG Schirle MG Coffey COL Miller	CSM Aguilar's room #1112	MG M Nguyen to provide screen, laptop, projector, 10+ Extra chairs,
1030-1200	<b>COMPTROLLERS MEETING</b> For all Comptrollers	*CAPT Contreras COL Hoang	Room #1107	Comptrollers to bring their Comptrollers book
1030-1200	<b>CHAPLAIN'S TRAINING MEETING</b> For all Chaplains	*Chaplain (Col) Lynch Chaplain COL Hornsby	Room # TBD	
1200-1315	LUNCH			
1330-1600	<b>TRAINING RESUMES – all members required to attend.</b> All meetings must end promptly on or before 1600 hours No exceptions			
1330-1600	<b>NCO TRAINING</b> <b>Back to Basics</b>	*CSM Aguilar SgtMaj Otto (acting) SgtMaj Rivero	Silverwood room for drill/practice	
1330-1600	<b>COMMANDERS MEETING</b> <b>MERT Training</b>	*LTG Baumann *COL Natterstad MG Coffey BG Schirle COL Miller	CSM Aguilar's room #1112	Wi-Fi

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1330-1600	<b>COMPTROLLERS MEETING</b> For all Comptrollers	*CAPT Contreras COL Hoang	Room #1107	
1330-1600	<b>CHAPLAINS MEETING</b> For all Chaplains	*Chaplain (COL) Lynch	Room # ____TBD	
1600-1745	<u>Break time</u> – All USV-JSC members			
1615-1700	Accouterments  Raffle tickets available	*CPT Pham Capt Kennedy SSG Hernandez  *CAPT Whitaker		
1645-1700	Flag set-up, POW/MIA table set-up, Request flag stands/poles from hotel (11 total) Generals flags pre-posted 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	POW/MIA-needs 1 table. (CSM Aguilar to bring chair) Soldiers Cross, 1 table for statue, 2 tables for awards Tables set for 8 All flags/stands  Need 11 check with hotel
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.	*COL Hoang CAPT Contreras  CAPT Kennedy Volunteers needed  _____	Lake Silverwood and Lake Gregory	Purple jewel case for awards

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1645-1700	Set up and prep items for raffle	*CAPT Whittaker _____ _____	Lake Silverwood and Lake Gregory	
1645-1700	Color Guard practice	*CSM Aguilar LtCol Gunn	Lake Silverwood and Lake Gregory	2 sabers, belts and frog holders
1700-1710	All those in the Receiving Line to be lined up at 1700 hours	*COL Hoang to place Receiving Lineup	Banquet room hallway	Rope for Receiving line
1700-1710	All USV-JSC members to go through Receiving Line		Banquet room hallway	
1715-1800	Meet and Greet/ Social Hour Greet and assist members to find their Regional Command table	*CAPT Whitaker CAPT 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:  Brig Gen Phong Le/Mrs MG Coffey/Mrs BG Schirle COL(P) Natterstad Brig Gen Ben Tran LTG Baumann/Mrs Guest Speaker/Mrs Chaplain (COL) Lynch/Mrs CAPT Contreras		Lake Silverwood and Lake Gregory	
1755-1800	NCO's _____ will escort LTG Baumann and wife with Guest Speaker to the head table	*NCO's _____ _____	Lake Silverwood and Lake Gregory	<i>Ruffles and Flourishes Lt Col Tim Gunn</i>

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1800	<p><b><u>United States Volunteers Joint Services Command</u></b>  <b><u>COL Teddy Roosevelt Awards Banquet</u></b></p> <p>Open meeting</p>	*CAPT Contreras	Lake Silverwood and Lake Gregory	
1800-1805	Invocation by Chief of Chaplains	*Chaplain (COL) Lynch	Lake Silverwood and Lake Gregory	
1805-1810	Presentation of Colors	*CSM Aguilar	Lake Silverwood and Lake Gregory	Lt Col Tim Gunn marching music
1810-1815	<i>National Anthem</i> sung by Chaplain (COL) Lynch	*Chaplain (COL) Lynch	Lake Silverwood and Lake Gregory	
1815-1820	<p>Pledge of Allegiance</p> <p>Post the Colors</p>	*CSM Aguilar	Lake Silverwood and Lake Gregory	
1820-1825	<p>Words of Welcome Note: House Rules to be placed on tables and will be enforced by SGT-AT-ARMS SgtMaj Otto and assisted by GySgt Rivero. \$5.00 will be collected for each violation.</p> <p><u>HOUSE RULES TO BE ENFORCED DURING THE BANQUET</u></p> <p>During the banquet, there will be no talking while the podium is being used by the MC or any speaker.</p> <p>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.</p> <p>If you need to excuse yourself from your table do it quickly and quietly.</p> <p>During the Roll-Call Ceremony (calling the names of the deceased) all will remain silent as a sign of respect.</p> <p>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 GySgt Rivero</p>	Lake Silverwood and Lake Gregory	Col Hoang will print the House Rules in English only, also Reserved and other table signs

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1825-1835	<p><b><u>Toasting Ceremony</u></b></p> <p>Toast to the US President COL Hoang          Toast to the US Army CSM Aguilar          Toast to the US Marine Corps SgtMaj Otto          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 POW/MIA's MAJ Ridge          Toast to Unknown Soldiers COL Vien          Toast to all others MG Nguyen</p>		Lake Silverwood and Lake Gregory	Make sure all glasses are filled with water and extra water on the tables
1835	Prayer for tonight's dinner	*Chaplain (COL) Lynch	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	CAPT Contreras will read the names of the recently deceased members for the Memorial Service, Last Roll Call	*CSM Aguilar CAPT Whitter-answer ? _____ ring bell	Lake Silverwood and Lake Gregory	BG Aguilar will bring the Bell
2025-2045	CAPT Contreras to introduce MAJ Ridge for POW/MIA program, <i>A Table for One POW prayer??</i>  <i>Taps</i> by CSM Aguilar	*MAJ Ridge 5 NCO's chosen that day To take part in program  CSM Aguilar	Lake Silverwood and Lake Gregory	POW/MIA table and chair w/cover in place  Bugle
2045-2100	CAPT Contreras to read the names of our POW's here tonight and ask them to come forward. A Certificate of Appreciation will be presented to each by LTG Baumann	*CAPT Contreras *LTG Baumann	Lake Silverwood and Lake Gregory	POW certificates on Awards table

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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 Guest Speaker _____ (possibly a Congressman)		Lake Silverwood and Lake Gregory	Microphone at podium
2120-2145	Guest Speaker _____		Lake Silverwood and Lake Gregory	
2145-2200	LTG Baumann to present special awards		Lake Silverwood and Lake Gregory	
2200	CAPT Contreras to introduce COL Hoang for awards presentations		Lake Silverwood and Lake Gregory	
2200-2220	Awards Ceremony – decorations, service medals, ribbons  GySgt Rivero 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"	*Col Hoang  GySgt Rivero CSM Aguilar MG M Nguyen COL 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. Announce CC-19 or CC-20 possibly in Hawaii	*CAPT Contreras	Hotel restaurant	
2225-2230	Retiring of the Colors	*CSM Aguilar		
2230-2235	Benediction with closing prayer	*Chaplain (COL) Lynch		
2235-2245	Last call for purchasing Raffle tickets – 1 ticket for \$3 or 2 for \$5 Separate 50/50 jar for \$3 each ticket	*CAPT Contreras CAPT Whitaker		1 Table set-up with raffle items
2245-2300	Drawing for raffle prizes	*CAPT Contreras		



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<b>SUN 19 Aug/2018 0900-1100</b>	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  Request for late checkout??	
<b>Additional Notes</b>	“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.”			
<b>Security</b>  <b>Medical Support</b>	Our SGT-AT-ARMS is SgtMaj Otto	*SgtMaj Otto GySgt Rivero *Maj McCaffrey		
TBD	Purple banners – Check with hotel as well as all units with information Saturday outing for spouses/guests?	Who? _____		

\* Denotes person in charge

DoubleTree Hotel by Hilton Ontario Airport

222 North Vineyard Ave, Ontario, CA 91764

909.418.4847 Fax: 909.418.4870

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**