

**CC-18 TRAINING SCHEDULE USV-JSC  
COL TEDDY ROOSEVELT AWARDS BANQUET Rev. July 3, 2018**

<b>Timeline</b>	<b>Event Description</b>	<b>*CHAIR</b>	<b>Location</b>	<b>Equipment</b>
<b>FRI 17 AUG/2018</b> 1500-2000	Registration open-dues, ID cards, Registration packets, Class A or B uniform	LtCol 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 LTJG Diane Harris	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  *50/50	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	<b>COMMANDERS MEETING</b> Class A uniform All BCT Commanders or Representative All Regional Commanders or Representative	*LTG Baumann BG Hoang CAPT Contreras B G 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 connection ? LTG Baumann to bring own computer system. Need screen & support package(\$195.20)podium Pens, paper pads, mints, water station
1800-1900	<b>CHIEF OF STAFF MEETING</b> One Chief of Staff from each Region and BCT, Class A or B	*MG Nguyen	Room # 1107	Will provide own equipment Pens, paper pads, mints, water station
1800-?	<b>SR NCO MEETING</b> 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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<b>SAT 18 Aug/2018 0700-0830</b>	No-host Breakfast – Everyone pays for their own breakfast			
<b>0700-0830</b>	Registration open-dues, ID cards, Registration packets, Class A uniform	*BG Hoang LTJG Diane Harris _____	Outside Lake Silverwood Room	1 each 6' skirted table for registration table, 3 chairs Waste basket, water station
<b>0700-0830</b>	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
<b>0700-0830</b>	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)
<b>0900-0910</b>	<b><u>Welcome to CC-18</u></b> 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,
<b>0910-0930</b>	LTG Baumann for opening remarks	*LTG Baumann		

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0930-1030	LTG Baumann to introduce CSM Aguilar <b>Back to Basics</b> 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	<b>AP3 TRAINING</b> <b>BACK TO BASICS</b> For all enlisted personnel	*CSM Aguilar SgtMaj Otto	Silverwood room for drill/practice	
1030-1600	<b>COMMANDERS MEETING</b> <b>MERT Training</b>	*LTG Baumann *BG Natterstad BG Schirle MG Coffey COL Miller	Room #1112	MG M Nguyen to provide screen, laptop, projector 12 extra chairs
1030-1600	<b>COMPTROLLERS MEETING</b> For all Comptrollers	*CAPT Contreras	Room #1107	Comptrollers to bring their Comptrollers book
1030-1600	<b>CHAPLAIN'S TRAINING MEETING</b> For all Chaplains	*Chaplain (Col) Lynch Chaplain COL Hornsby	Room # 1308	
1200-	During meetings, Box Lunch \$10 donation	LtCol Korte		
1300	Refresh all meeting rooms w/water N/C		Hotel	
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)

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1645-1700	<p>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</p> <p>Teddy Roosevelt statue set up, LTG Baumann will bring it.</p> <p>One 1-star, one 2-star, one 3-star flag will be pre-posted behind the Head Table</p> <p>USV-JSC round logo on podium</p> <p>All service and unit flags will be pre-posted</p>	<p>*CSM Aguilar All Sr NCO's BG Aguilar will bring the Soldiers Cross</p> <p>CSM Aguilar</p> <p>LTG Baumann and CSM Aguilar</p> <p>*CSM Aguilar</p>	<p>Lake Silverwood and Lake Gregory</p> <p>Leave space in the middle for presentation of awards (dance floor area but no dance floor)</p>	<p>POW/MIA-&amp; 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</p> <p>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 Reserved 4 flag poles &amp; stands from hotel White table cloths, gold napkins, mirror in center with 2 candles</p>
1645-1700	<p>Set up Awards</p> <p>Programs, House Rules placed on tables Place cards on head table. Reserved &amp; Regional signs on tables.</p> <p>Note: Table set-up will have each command sitting together.</p>	<p>*BG Hoang CAPT Contreras</p> <p>CAPT Kennedy SSgt Hernandez LTJG Diane Harris</p>	<p>Lake Silverwood and Lake Gregory</p>	<p>Purple jewel case for awards</p>
1645-1700	<p>Set up and prep items for raffle</p>	<p>*SSG Hernandez</p>	<p>Lake Silverwood and Lake Gregory</p>	<p>1 each 6' skirted table in back of room (near entrance door) for Raffle items</p>

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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 (LTG Baumann to supply names and order)	*BG Hoang to place Receiving Lineup MG Nguyen assisting	Banquet room	Hotel to provide 4 Ropes for Receiving line
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	*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: TBD (LTG Baumann to supply up to 9 additional names)  LTG Baumann/Mrs Guest Speaker/Mrs CAPT Contreras		Lake Silverwood and Lake Gregory	
1755-1800	LTG Baumann and Mrs Baumann along with Guest Speaker/guest to be escorted to the head table	*SgtMaj Otto <hr/> <hr/>	Lake Silverwood and Lake Gregory	<i>Ruffles and Flourishes</i> Lt Col Tim Gunn

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1800	<b><u>United States Volunteers Joint Services Command COL Teddy Roosevelt Awards Banquet</u></b>  Open meeting	*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>	*Chaplain (COL) Lynch	Lake Silverwood and Lake Gregory	
1820-1825	Words of Welcome 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.  <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.	*CAPT Contreras  *SGT-AT-ARMS SgtMaj Otto	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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<b>1825-1835</b>	<p><b><u>Toasting Ceremony</u></b></p> <p>Toast to the US President      SgtMaj Otto            Toast to the US Army            CSM Aguilar            Toast to the US Marine Corps    LtCol Korte            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        LTC Ridge            Toast to Unknown Soldiers      COL 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
<b>1835</b>	Prayer for tonight's dinner	*Chaplain (LTC) Young Chae	Lake Silverwood and Lake Gregory	
<b>1840-2000</b>	Dinner will be served	Hotel	Lake Silverwood and Lake Gregory	Dinner choice tickets on the tables
<b>2000-2025</b>	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
<b>2025-2045</b>	<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>
<b>2045-2100</b>	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	<p>*CAPT Contreras</p> <p>*LTG Baumann</p>	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	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 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.	*CAPT Contreras	Hotel restaurant	Set up for 14 people  EVERYONE pays for their own breakfast
2225-2230	Benediction with closing prayer	*Chaplain (BG) Aguilar		
2230-2235	Retiring of the Colors	*CSM Aguilar		
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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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
<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>	Our SGT-AT-ARMS is SgtMaj Otto	*SgtMaj Otto		
<b>Medical Support</b>		*BG Schirle		
Saturday, Aug 18 1000-1330	No Host outing for spouses and guests to the Ontario Mills Mall			Hotel Shuttle service
	<b>Next teleconference Wednesday, June 27, 2018 at 1900 hours</b>			

\* Denotes person in charge

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**