

March 31, 2019

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US Volunteers-Joint Services Command  
36435 Ironhorse Drive  
Palmdale, CA 93550  
03.11.2019 1200 hours

## OPERATION PLAN/ORDER 3-2019

**References:** FM 6-0 Commander and Staff Organization and Operations  
FM 101-5 Staff Organization and Operations  
AR 670-1 Dress and Appearance  
FM 3-21.5 Drill and Ceremonies  
AR 600-25 Salutes, Honors and Visits Courtesy  
Air Force Instruction 34-1201, 9 Jun 17 (Protocol)

**Time Zone Used Throughout the OPLAN/ORDER 3-2019 FOUO:** Uniform (EST)

**Task Organization:** Task Force: COMMANDERS' CALL 2019

### 1. (U) Situation

- a. (U) Area of Interest. Clarion Hotel by the Airport, 3835 McCoy Road, Orlando, FL 32812-4114
- b. (U) Area of Operations. See Layout Plan
  - (1) (U) Terrain. Built up urban;
  - (2) (U) Weather. Temperatures in Orlando in August range from 90-93 degrees Fahrenheit, activity Indoors
- c. Enemy Forces. NA
- d. (U) Friendly Forces. US Volunteers, spouses, families, friends
  - (1) Higher Headquarters Mission. Conduct a National Commanders' Call  
Intent: To conduct a meeting of Commanders and Staff for By Laws Review, 2020 Operations Training Plan and any other information National Commander deems necessary.
  - (2) Missions of Adjacent Units. NA
- e. (U) Interagency, Intergovernmental and Nongovernmental Organizations (NGO). NA
- f. (U) Civil Considerations. Be aware of criminal activity
- g. (U) Attachments and Detachments. NA

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**OPLAN/OPORD 3-2019**

h. (U) Assumptions.

(1) That the Annual US Volunteers-Joint Services Command (USV-JSC) Commanders' Call will be conducted August 24, 2019

(2) That the Commanders' Call will be conducted at the Clarion Hotel by the Airport, 3835 McCoy Road, Orlando, FL 32812-4114

(3) That MG John L. Natterstad, USAVR, USV-JSC shall serve as the POC for the National Commander's Intent

(4) That MG John L. Natterstad, USAVR, shall serve as Commander, Task Force: COMMANDERS' CALL 2019

(a) Responsible/coordinate other staff members for input to the Ops Plan.

(5) That MG Mark Nguyen, USAVR, shall serve as the Chief of Staff, Task Force: COMMANDERS' CALL 2019

(6) That CAPT Frank X. Contreras, USNVR, serve as Task Force Comptroller, Reporting directly to the National Commander on all Task Force financial matters.

(7) That Mr. Quincy Nguyen, serve as Web Master for the Task Force.

(8) That Colonel Susan M. Korte, USMCVR, serve as Task force Operations Officer.

(9) That Colonel Karin J. Ridge, USAVR, serve as Task Force Personnel Officer.

(a) Arrange for raised head table and podium. Head Table seating: LTG & Mrs. Baumann, MG & Mrs Phong Le, MG Natterstad, Father Chau, and CSM & Mrs. Aguilar.

(10) That WO 1 CJ L. Rodriguez – Hernandez serve as Asst to Personnel Officer.

(11) That MG Phong Le, USAVR, serve as On-Site Coordinator.

(a) Responsible for all activities FOLLOWING the Receiving Line, Presentation/ Posting of Colors, the Reading of the Deceased US Volunteers Roll Call.

(b) Serving as the Master of Ceremonies.

(12) That BG Peter Vien, USAVR, serve as Assistant to the Task Force Commander and Chief of Staff.

(a) Responsible for obtaining US Flag, POW Flag, USA, USMC, USN, USAF, USCG, and USV-JSC Colors/ 11 flag poles and bases.

(b) The US Volunteer WO1 CJ Rodriques-Hernandez will respond from back of the room: NO ANSWER

(c) Invite Father Chau as LTG & Mrs. Baumann's guest.

(d) Arrange a bag lunch in the Meeting Room.

(13) That Command Sergeant major Ismael Aguilar, USAVR, shall serve as CSM for the Task Force.

(a) CSM Aguilar arrange the Colors/Flags appropriately.

(b) Responsible to Organize and Lead the Color Guard, Presentation/Posting of The Colors and the Reading of the Names Ceremony. Use of Swords encouraged.

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**OPLAN/OPORD 3-2019**

**2. Mission.** Task Force: COMMANDERS' CALL 2019 shall serve as Command & Control to conduct a Commanders' Call involving all Commands/BCT Commanders and Principal Staff, their families and invited guests at the Clarion Hotel by the Airport, Orlando, FL, August 24, 2019 to conduct the business of the United States Volunteers – Joint Services Command. A banquet dinner shall follow the Saturday meeting.

**3. Execution.**

a. (U) Commander's Intent. That Task Force: COMMANDERS' CALL 2019 alert all Commanders that their BCT Commanders to participate in a Commanders' Call; that mandatory attendance of all Commanders is expected, that a meeting session to cover the business of the USV-JSC will be conducted, that a formal Dining Out Dinner/Banquet Awards will be conducted; Success is attained when each Commander participates in the meeting.

b. (U) Concept of Operations.

(1) Location and dates for the Commanders' Call 2019 were agreed by the Commanding General, USV-JSC and the Senior Commanders during the Commanders' Conference 2018 at some time in August 2019.

(2) Task Force: COMMANDERS' CALL 2019 is organized and US Volunteers assigned specific positions and duties by the Commanding General, USV-JSC. [See Assumptions 1(h) (3) thru (13) above.]

(3) The Board of Directors, US Volunteers-Joint Services Command voted to provide up to \$2000 from the Corporate funds to cover specific costs for the Commanders' Call 2019 with a capital expenditure of \$2000 as the base for contracting space, rooms, etc. That lodging, meals, transportation and personal needs are the responsibility of the individual US Volunteer. That room rates and Banquet costs shall be contracted for by the Comptroller and made known to all Commanders. That a block of 12 rooms be contracted and that all Commanders advise those attending must use the contracted rooms.

(4) That the Corporate Comptroller, CAPT Frank X. Contreras III, shall verify that the Clarion Hotel, keeping in mind the Hotel and its surroundings, are suitable and appropriate for public expectations of uniformed US Volunteers, their families and guests; a Hotel with a reputation commensurate with the planned events; and a Hotel that can accommodate about 50 US Volunteers their families and guests including training rooms/spaces, dining facilities for breakfast, lunch, dinner internal to the Hotel and a Banquet Hall with raised dais, sufficient electrical outlets, internet connections, projection screen, and separate private rooms for the US Volunteers, their families and guests.

(5) That the Commander, Task Force: COMMANDERS' CALL 2019 conducts monthly, minimally, a Task Force Commander and Staff Meeting (all gathered in one place or by electronic means) and shall conduct a formal Staff Briefing to the Commanding General at the monthly Commanders' & Staff Meeting, Pantages Convention Center, Long Beach VA Medical Center, Long Beach, CA, providing detailed information including, but not limited to, 'PAO' accomplishments, status of contract(s), numbers attending by Command and expenditure of funds to date, seating arrangement, name tags, equipment, marquee hotel arrangements, tables, chairs, extension cords, outlets available, use of real rifles for training, swords for Color Guard and Sword Drill training, GO flags, US Flag, USV-JSC Colors, bugler for TAPS, next Recon to the Hotel, assigned 'Supply Room,' and receive the Commanding General's guidance. The Staff Briefing is to be informal and a 'war gaming' action to insure 'backward planning' activities and actions are tracking with established time lines and planning events

(6) That selected 4<sup>th</sup> RC US Volunteers periodically conduct a follow up Recon to Orlando, FL verifying specific requests and requirements are being met by the Hotel Management to avoid last minute disruption/confusion before the Main Body arrives on August 24, 2019.

(7) That DoD Standards of Protocol be followed in Head Table seating; that a Schedule of Events for the Banquet be approved by the National Commander. [The Task Force Chief of Staff must carefully select each US Volunteer insuring the US Volunteer is qualified, reliable and has the necessary 'tools' to accomplish the assigned task(s). The music can be choreographed on a PC and verified and identified when to play it. Care must be taken that a specific US Volunteer is in charge and gives the 'signal' to the appropriate US Volunteer for the specific task and not rely on the 'collective' group to carry out the mission.

(8) The Task Force Chief of Staff must select an assistant(s) to maintain her/his 'freedom of action' to render direction(s)/orders as 'hiccup' situations arise, i.e., put out 'fires' quickly because the Chief of Staff knows the entire 'wire diagram' of events and can spot glitches before they become failures. The Chief of Staff cannot be 'tied down' but must be able to maneuver at will and must roam about the 'battlefield' observing then moving on, observing then moving on, etc.

## [Day 1 Meeting Events]

(9)

DAY ONE – 0800 hours:

- (a) National Commander & Senior Commanders 'By Invitation Only'. I.e., BCT, Regional and National Commanders only. The tables & chairs must be in a 'horseshoe' arrangement with the open part of the horseshoe set up with a podium, a screen for projecting either overhead or PC power point slides. The room lighting must accommodate the attendees being able to actually see the slides. (Experience has been the screen is NOT visible and the Viewers lose interest and conduct distracting personal conversations losing the intent.) (The screen must be larger than the usual 'classroom' size screen.)
  - (b) Training Program
    - (1) Opening Remarks/Customs and Courtesies – LTG Baumann (15 min)
    - (2) Proper Wear of the Uniform- (1 hr total, by selected instructors)
    - (3) MERT – BG Schirle (2 hr)
    - (4) Fund Raising - BG Schirle & BG Miller (30 mins)
    - (5) Yearly Training Plan 2020 - MG Natterstad (1hr 30mins)
    - (6) By Laws update – CAPT Contreras (15 mins)
    - (7) Open discussion – LTG Baumann (2 hrs)
  - (c) That a water station, 2 urns of Coffee, and assorted breakfast rolls be available during the morning session.
  - (d) Bag lunch, prepaid to Maj John Pham , form on usv.org website
- (10) Banquet:

(1) Upon a signal from CSM Aguilar, the National Commander will Post himself and CSM Aguilar will turn over the Command. The National Commander will direct 'Front and Center' to the Task Force Chief of Staff who will direct all assembled US Volunteers to return to their chairs.

(2) CSM Aguilar, Task Force CSM is responsible for All required equipment, e.g., swords, colors, flags, flag stands, Kevlar helmet, rifle with bayonet, sandbags, (Soldiers' Cross Statue) Bell. Equipment supplied by MG Vien. Color Guard place to assemble and practice; composition of the Color Guard. Designate SR NCO to serve as the Commander of the Color Guard regardless of its composition; if dog tags are being used, brief the Team that carries the dog tag to the rifle for posting, posting the dog tags coordinated with the MC reading the deceased US Volunteer's Name; dog tags and chains arranged in order; insure sufficient dog tags for the number of names being read, post WO1 CJ Rodriguez-Hernandez so she can be clearly heard by all at the Banquet Hall announcing : NO ANSWER clearly and loudly with dignity. Designate a Bell Ringer of the Bell.

#### **4. SERVICE SUPPORT**

##### **a. Support Concept.**

(1) COL Ridge, Task Force Protocol Officer, coordinate with BG Peter Vien for National Commander's Commanders' Dinner; raised dais for Banquet Room.

(2) Medical Support: Clarion Hotel support personnel. POC: BG David Schirle, MD, makes on the spot determination to call 911; oversees safety, e.g., fire hazards, walkway obstacles, inebriated persons wandering around, Hotel Security POC, etc.

##### **b. Material and Service**

(1) Coordination between Colonel Ridge and CAPT Contreras NLT Cmdr Meeting, 08.24.2019, to insure required ribbons, promotion accoutrements, etc., 'in hand.' CAPT Contreras will transport all pins/ribbons, purple awards pillow if any awards given at Training Session, and secure same.

(2) Colonel Karin Ridge to transport all orders, certificates, awards, Appointment Oaths (Officer/Enlisted), etc., to the Hotel, if required.

#### **5. COMMAND AND SIGNAL**

##### **a. Command**

(1) MG John L. Natterstad, USAVR, Task Force: COMMANDER'S CALL cell: None

(2) MG Mark Nguyen, Chief of Staff, Task Force: COMMANDER'S CALL cell: 714.362.7011

(3) CSM Aguilar, USAVR, CSM, Task Force: COMMANDERS' CALL 2019 cell: 951.318.2213

(4) Lt Gen Allen A. Baumann, USAVR, National Commander cell: 661.236.2122

(5) CAPT Frank Contreras, USNVR, National J8/Comptroller cell: 951.233.8992

(6) Colonel Susan Korte, USMCVR, National J3/Oper & Training: cell: 206-605-7899

(7) DR/BG David Schirle, USAVR, Task Force Medical Officer cell: 206.658.5572

##### **b. Signal.**

(1) Emergency, 911

(2) Medical Officer: BG David Schirle (MD)

(3) The Clarion Hotel by the Airport POC: ?? TBD

#### **ACKNOWLEDGE:**

**BAUMANN**

LTG, USAVR, USV-JSC

#### **OFFICIAL:**

Col Susan M. Korte

Task Force: COMMANDERS' CALL 2019 J3

**ANNEXES:**

**Annex A - CC-19 Training Schedule**

**Annex B - Banquet Schedule**

**Annex C - Service Support**

**Annex D - MERT Training Schedule**

**Note: Additional Annexes TBD**

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