

UNITED STATES VOLUNTEERS-JOINT SERVICES COMMAND

TRAINING PLAN 2022

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REFERENCES

- F M 6-0 Command and Staff Responsibilities
- TC/FM 3-21.5 Drill and Ceremonies
- Department of Defense Instruction 1300.15 *Authorized Provider Partnership Program (AP3)*
- USV-JSC Year -2022 Training Plan
- AR 350-1 *Army Training and Education (Dec 2009)*
- AR 350-1 *Army Training and Education Rapid Action Revision (Aug 2011)*

ORGANIZATION AUTHORITY

- Articles of Incorporation
- Federal Status: IRS Code 501(c)(3) Non-Profit Corporation and 501(c)(19) Veterans Organization
- Part 1 of subtitle E of Title 10 US Code
- DoD Instruction 1300.15 *Authorized Provider Partnership Program (AP3)*

MISSION

That the United States Volunteers-Joint Services Command (USV-JSC) provide Military Funeral Honors to all eligible Veterans; to train Veterans' Organizations IAW Department of Defense Instruction 1300.15; to support the Department of Defense and other federal Agencies as requested; to train with and provide assistance to federal disaster relief agencies and US Armed Forces Veterans; to assist *Community Outreach Programs* for US Armed Forces Veterans.

COMMANDER'S INTENT

That every Command establishes an Operations Team; that all Command and Staff actions shall support the Operations Team(s) at every level of the Command; that the Operations Team shall be the base organization from which all training and missions are conducted; that Commanders and Staff coordinate with National Guard Authorities on Certification Standards; that each Operations Team be Certified to conduct Military Funeral Honors.

MISSION ESSENTIAL TASK LIST (METL)

- Establish and Train one Operations Team
- Train to standard basic Drill and Ceremonies (TC/FM 3-21.5)
- Commander and Staff shall coordinate with National Guard for Certification Standards and train to that Standard IAW TC/FM 3-21.5
- Recruiting. Each US Volunteer recruits one new US Volunteer
- Commander and Staff shall avail itself of the available training for MERT

1. INTRODUCTION.

1.1. Purpose.

This Training Plan-2022 establishes procedures to plan, develop, implement and maintain the training program and curriculum. The following objectives have been established for this plan:

- Phase 1. Fully understand and embrace the **Operations Team Concept, Drill and Ceremonies and Military Funeral Honors Ceremonies.**
- Phase 2. Establish an **Operations Team.** Conduct Drill and Ceremonies including Military Funeral Honors. Obtain Certification from proper authority.
- Phase 3. Conduct Military Funeral Honors Ceremonies.

1.2. **Planning Principles.** Consideration was given to various forms for this Training Plan; multiple assumptions were made.

1.2.1. Assumptions. The following assumptions are believed to be true; conclusions were drawn in writing this Plan:

- That training facilities are available
- That scheduled training assemblies will be attended by all unit US Volunteers.
- That Commanders have competent Trainers.
- That Commanders are committed to conducting **Military Funeral Honors**
- That a minimum of one **Operations Team** will be organized and trained
- That the **Operations Team** is the base unit for all unit actions

- That Commanders who do not participate in **Military Funeral Honors Ceremonies** at federal, state or private cemeteries will use the **Operations Team** at private funeral services, for participation in parades, visits to nursing homes, serving in civic events such as helping the homeless, etc.

1.2.2. Constraints. The following limitations must be considered when implementing this Plan:

- That most Commands have few or no Non-Commissioned Officers
- That most Commands have few or no US Volunteers trained or experienced in **Drill and Ceremonies IAW Field Manual/TC 3-21.5**
- That some Commanders have no intent to coordinate with federal, state or private cemetery officials.
- That some Commanders' intent is to conduct **Military Funeral Honors Ceremonies** at private services in conditions different from the standard.

2. ROLES AND RESPONSIBILITIES.

2.1. Commander and Staff.

- Gather, read, and understand pertinent training documents:
- FM 6-0 Command and Staff Responsibilities
- TC/FM 3-21.5 Drill and Ceremonies
- USV-JSC Military Funeral Honors Training Manual and The Action Leaders specifically the organization and training of the Operations Team
- Department of Defense Instruction 1300.15 *Authorized Provider Partnership Program (AP3)*
- USV-JSC Year -2022 Training Plan

- USV-JSC Standard Training Schedule
- Service specific regulation(s) for uniform proper wear and appearance
- Publish monthly Training Schedule and receive next higher headquarters approval
- Establish an Operations Team
- Conduct periodic uniform inspections insuring proper wear and appearance of each US Volunteer's Service uniform.
- Coordinate with National Guard Authority for its Certification Standards
- Report to higher headquarters Commander and Staff its Operations Team is trained to National Guard Certification Standard
- Higher headquarters Commander and Staff observe the Command Operations Team and authorizes the Command to coordinate with proper authorities to conduct Military Funeral Honors Ceremonies
- Conduct specific training for the new Recruits according to the individual's past experience, e.g., non-prior Service, recent prior service, prior service.
- Conduct Common Military Subjects periodically during the training year
- Basic Drill and Ceremonies
- Ethics
- Customs and Courtesies
- Proper Wear and Appearance of the Service Uniform

2.2. Operations Team.

- Organize the Operations Team IAW USV-JSC Military Funeral Honors Training Manual and The Action Leaders.
- Each Operations Team train to standard IAW TC/FM 3-21.5 Drill and Ceremonies
- Conduct periodic uniform inspections
- Operations Team US Volunteers train to her/his assigned position
- Operations Team receives and trains to National Guard Certification Standard
- Operations Team accompanies Commander and Staff to National Cemetery to observe conduct of Military Funeral Honors
- Receive Commander's mission to conduct Military Funeral Honors IAW Department of Defense Instruction 1300.15 at federal, state or private cemetery

2.3. Recruiting.

- Command and Staff announce campaign to recruit one new member by each US Volunteer in 2022.
- Commander and Staff obtain approved Recruiting Pamphlets
- Personalize the Recruiting Pamphlets and materials with POC name, contact number/email address
- Conduct training and provide guidance on proper methods of recruiting, proper uniform and suggested successful places to conduct recruiting efforts
- Announce incentives for successful recruiting, e.g., certificates, ribbons, etc.

3. YEAR -2022 TRAINING PLAN

- See Attachment 1

4. MONTHLY TRAINING SCHEDULES.

- Using the **Year -2022 Training Plan** develop Monthly Training Schedules
- Commander and Staff shall obtain approval from its higher headquarters
- Commander and Staff assign trained/qualified Instructors are assigned
- Command and Staff record each US Volunteer attending assigned training
- Commander and Staff insure proper recognition for successful completion of training
- Command and Staff encourage and make awards for individual US Volunteers who perform in a superior manner in an appropriate Awards Ceremony.

ATTACHMENT 1

YEAR -2022 TRAINING PLAN

When a Commander is training Troops if the rules of movement are not well explained or if the Troops are not familiar with the orders, this is the fault of the Commander.
Sun Tsu. *The Art of War* 550-500 BC

Year-2022 Training Plan (YTP). The training year is divided into three phases:

Phase 1. Using current, approved written guidance, experience and previous training fully understand and embrace the ***Operations Team Concept, Drill and Ceremonies and Military Funeral Honors Ceremonies.***

Phase 2. Using full comprehension of Phase 1, establish an Operations Team. Once established, conduct Drill and Ceremonies including Military Funeral Honors Ceremonies. Obtain Certification from proper authority.

Phase 3. Implement the education, training and coordination with Federal, State and Private Cemeteries to conduct Military Funeral Honors Ceremonies.

YTP -2022 Intent:

PHASE 1

- Commander and Staff. (+)
 - Assemble all documents listed in *Sources*
 - Prepare Training Schedules
 - Operations Team (*)
 - Organization (*)
 - Team members' duties and responsibilities (*)
- Drill and Ceremonies (**)
 - Basic Individual Movements
 - Squad Movements
 - Platoon Movements

- Operations Team Movements
- Military Funeral Honors Ceremonies (^)
- Authority for USV-JSC to participate (#)
- Process of Certification (^^)
- Movements of Operations Team Members

PHASE 2

- Commander and Senior NCO
 - Assemble Unit
 - Assign Operations Team Commander
 - Assign Operations Team Executive Officer (XO)
 - Assign Operations Team First Sergeant (1SG)/Senior NCO (SNCO)
 - Assign Teams/Sections of the Operations Team
- Operations Team Commander *Takes Command*
 - Conducts discussion with Operations Team Members
 - Conducts Basic Drill and Ceremonies
 - Conducts Military Funeral Honors Ceremony IAW Chapter 14, TC 3-21.5
 - Train Full Operations Team *by-the-numbers*
 - Train Contingencies
 - Flag Folding Team *only*
 - Firing Team *only*
- Commander and Staff (coordination while Operations Team is training.)
 - Visit nearest Federal (VA) Cemetery, locate POC for Military Funeral Honors

- Ascertain POC for Team ***Certification***
 - What are the requirements/standards
 - Who/What entity ***Certifies***

PHASE 3

- Commander and Staff
 - Direct Operations Team Commander to:
 - Conduct full Operations Team Drill and Ceremonies
 - Conduct Operations Team Military Funeral Honors Ceremony
 - Full Operations Team
 - Separate Sections/Teams
 - Take Operations Team Command Post (Commander, XO, 1SG) to Cemetery
 - Tour the Cemetery
 - Introduce Operations Team Command Post to Cemetery POC
 - Observe working organizations conducting Military Funeral Honors Ceremonies
- Establish date(s) for Operations Team to serve on a regular schedule

In no other profession are the penalties for employing untrained personnel so appalling or so irrevocable as in the military.

General Douglas MacArthur, 1933

Train, train and train until you want to puke ...then get serious about training!

Lt Gen Allen A. Baumann, USAVR, USV-JSC, National Commander

Sources:

- + Field Manual 6-0
- (*) See Attached Document
- (**) TC 3-21.5 Chapters
- (^) TC 3-21.5 Chapter 14
- (#) DoD Instruction 1300.15 (AP3)

- (^^) Contact US Army National Guard
- (+*) Standard Training Schedule
- (++) Operations Plan