

UNITED STATES VOLUNTEERS-JOINT SERVICES COMMAND

TRAINING PLAN 2020

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REFERENCES.

- o F M 6-0 Command and Staff Organization and Operations, (May 2014)
- o Training Circular/Field Manual 3-21.5 Drill and Ceremonies (Jan 2012)
- o Department of Defense Instruction 1300.15 *Authorized Provider Partnership Program (AP3) (Dec 2017)*
- o USV-JSC Year -2020 Training Plan
- o AR 350-1 *Army Training and Leader Development (Dec 2007)[pages 8 & 12 and Chapter 5 especially]*

ORGANIZATION AUTHORITY.

- o Articles of Incorporation
- o Federal Status: IRS Code 501(c)(3) Non-Profit Corporation and 501(c)(19) Veterans Organization
- o DoD Instruction 1300.15 *Authorized Provider Partnership Program (AP3)*

COMMANDER'S INTENT

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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).

- o Establish and Train one Operations Team
- o Train to standard basic Drill and Ceremonies (TC/FM 3-21.5, Jan 2012, Chapters 2 – 7, Chapter 12, 14, 15 and Appendix A, B, F & K)
- o Commander and Staff shall coordinate with National Guard for Certification Standards and train to that Standard IAW TC/FM 3-21.5
- o Recruiting. Each US Volunteer recruits one new US Volunteer
- o Commander and Staff shall avail itself of the available training for MERT

1. INTRODUCTION.

1.1 PURPOSE.

This Training Plan-2020 establishes procedures to plan, develop, implement and maintain the training program and curriculum. The following objectives have been established for this plan:

- o Phase 1. Fully understand and embrace the **Operations Team Concept, Drill and Ceremonies and Military Funeral Honors Ceremonies.**

- o Phase 2. Establish an **Operations Team.** Conduct Drill and Ceremonies including Military Funeral Honors. Obtain Certification from proper authority.

- o 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:

1. That training facilities are available
2. That scheduled training assemblies will be attended by all unit US Volunteers.
3. That Commanders have competent Trainers.
4. That Commanders are committed to conducting **Military Funeral Honors**
5. That a minimum of one **Operations Team** will be organized and trained

6. That the **Operations Team** is the base unit for all unit actions

7. 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:

1. That most Commands have few or no Non-Commissioned Officers

2. That most Commands have few or no US Volunteers trained or experienced in **Drill and Ceremonies IAW Field Manual/TC 3-21.5**

3. That some Commanders have no intent to coordinate with federal, state or private cemetery officials.

4. 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:

- o Gather, read and understand pertinent training documents:
 - o FM 6.0 Command and Staff Organization & Operations
 - o TC/FM 3-21.5 Drill and Ceremonies
 - o USV-JSC Military Funeral Honors Training Manual and The Action Leaders specifically the organization and training of the Operations Team

- o Department of Defense Instruction 1300.15 *Authorized Provider Partnership Program (AP3)*
- o **USV-JSC Year -2020 Training Plan**
- o USV-JSC Standard Training Schedule
- o Service specific regulation(s) for uniform proper wear and appearance
- o Publish monthly Training Schedule and receive next higher headquarters approval
- o Establish an Operations Team
- o Conduct periodic uniform inspections insuring proper wear and appearance of each US Volunteer's Service uniform.
- o Coordinate with National Guard Authority for its Certification Standards
- o Report to higher headquarters Commander and Staff its Operations Team is trained to National Guard Certification Standard
- o 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
- o Conduct specific training for the new Recruits according to the individual's past experience, e.g., non-prior Service, recent prior service, prior service.
- o Conduct Common Military Subjects periodically during the training year
 - o Basic Drill and Ceremonies
- o Ethics (Responsibility of the Office of the JAG)

- o Customs and Courtesies (AR 600-25, Sep 2004)
- o Proper Wear and Appearance of the Service Uniform

2.2 Operations Team:

- o Organize the Operations Team IAW USV-JSC Military Funeral Honors Training Manual and The Action Leaders.
- o Each Operations Team train to standard IAW TC/FM 3-21.5 Drill and Ceremonies
- o Conduct periodic uniform inspections
- o Operations Team US Volunteers train to her/his assigned position
- o Operations Team receives and trains to National Guard Certification Standard
- o Operations Team accompanies Commander and Staff to National Cemetery to observe conduct of Military Funeral Honors
- o 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 .

- o Command and Staff announce campaign to recruit one new member by each US Volunteer in 2020.
- o Commander and Staff obtain approved Recruiting Pamphlets
- o Personalize the Recruiting Pamphlets and materials with POC name, contact number/email address

- o Conduct training and provide guidance on proper methods of recruiting, proper uniform and suggested successful places to conduct recruiting efforts
- o Announce incentives for successful recruiting, e.g., certificates, ribbons, etc.

3. YEAR -2020 TRAINING PLAN

See Attachment 1

4. MONTHLY TRAINING SCHEDULES.

- o Using the **Year -2020 Training Plan** develop Monthly Training Schedules
- o Commander and Staff shall obtain approval from its higher headquarters
- o Commander and Staff assign trained/qualified Instructors are assigned
- o Command and Staff record each US Volunteer attending assigned training
- o Commander and Staff insure proper recognition for successful completion of training
- o Command and Staff encourage and make awards for individual US Volunteers who perform in a superior manner in an appropriate Awards Ceremony.

ATTACHMENT 1

3. YEAR -2020 TRAINING PLAN