

## Study Guide for the rank of Corporal (Company Level NCO Boards)

### General Orders (interior Guards)

**1st)** I WILL GUARD EVERYTHING WITHIN THE LIMITS OF MY POST AND QUIT MY POST ONLY WHEN PROPERLY RELIEVED.

**2<sup>nd</sup>)** I WILL OBEY MY SPECIAL ORDERS AND PERFORM ALL MY DUTIES IN A MILITARY MANNER.

**3<sup>rd</sup>)** I WILL REPORT VIOLATIONS OF MY SPECIAL ORDERS, EMERGENCIES, AND ANYTHING NOT COVERED IN MY INSTRUCTIONS, TO COMMANDER OF THE RELIEF.

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THE **CHAIN OF COMMAND** IS THE DIRECT LINE OF AUTHORITY AND RESPONSIBILITY THAT EXTENDS FROM THE COMMANDER-IN-CHIEF TO THE MOST JR. ENLISTED MEMBER OF THE VIRGINIA DEFENSE FORCE.

#### *Chain of Command*

The Governor (Virginia)	Honorable Tim Kaine
The Adjutant General (Virginia)	MG Robert B. Newman
Division Commander (GW)	MG John Dean Taylor
Brigade Commander (Blackhorse)	COL Christensen
Battalion Commander (23rd)	LTC Holland
Company Commander (Echo)	CPT Furlong
Platoon Leader (Platoon)	LT (Normally)

#### *NCO Support Chanel*

Division	CSM Stevens
Brigade	CSM Clatterbuck
Battalion	CSM Williams
Company	1SG Ruggles
Platoon	Platoon SGT

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### VDF Missions

1. Assume control of the National Guard facilities when the National Guard is mobilized for federal service.
  2. Assist in National Guard Mobilization.
  3. Support the National Guard with Family Assistance when the guard is mobilized.
  4. Perform all tasks currently performed by the National Guard to protect life and property.
  5. Perform tasks unique to the Post Mobilization Environment.
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### Five Paragraph Operational Plan / Orders (Signed makes it orders)

1. **Situation** (*Forces, weather & terrain, Capabilities, course of action*)
  2. **Mission** (*Who, What, When, Why and Where*)
  3. **Execution** (*Concept of Operation, Commanders intent*)
  4. **Service support** (*Supply, Transportation, Personnel*)
  5. **Command & Signal** (*CoC, Location of command, Frequencies, Calls, Codes, PWDs*)
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**Attention** (company ATTENTION): From any position when you are standing still, stand upright, head up and facing forward, with your shoulders level and chest out; Your arms hang straight by the side, hands cupped, thumbs forward. Your legs are straight, heels together at a 45-degree angle.

**Parade Rest** (parade REST): This is the basic rest position from attention. Move your left foot to the left approximately 10 inches. Clasp your hands lightly in the small of the back with your palms and fingers flat.

**Stand At Ease** (*Stand at, EASE*): the soldier execute *Parade Rest*, but turn the head and eyes directly toward the person in charge of the formation. *At Ease* or *Rest* may be executed from this position.

**At Ease** (AT EASE): the soldier may move; however, he must remain standing and silent with his right foot in place. The soldier may relax his arms with the thumbs interlaced. *Rest* may be executed from this position.

**Rest** (REST): The soldier may move, talk, smoke, or drink unless otherwise directed. He must remain standing with his right foot in place. **AT EASE** must be executed from this position to allow soldiers to secure canteens, other equipment, and so forth.

## **NCO CREED**

No one is more professional than I. I am a Noncommissioned Officer, a leader of soldiers. As a Noncommissioned Officer, I realize that I am a member of a time honored corps, which is known as "The Backbone of the Army". I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the Military Service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

Competence is my watchword. My two basic responsibilities will always be uppermost in my mind -- accomplishment of my mission and the welfare of my soldiers. I will strive to remain tactically and technically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All soldiers are entitled to outstanding leadership; I will provide that leadership. I know my soldiers and I will always place their needs above my own. I will communicate consistently with my soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my soldiers. I will be loyal to those with whom I serve; seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders!