

STATE OF WEST VIRGINIA
ADJUTANT GENERAL'S DEPARTMENT
CHARLESTON, WEST VIRGINIA 25311-1085

Serial 56
66 of 3-9-87

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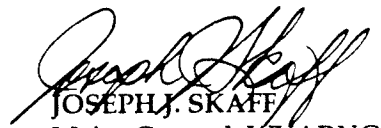
1 August 1990

WV MILITARY REGULATION (ARMY)
NUMBER 10-1

ORGANIZATIONS AND FUNCTIONS
STATE AREA COMMAND
WEST VIRGINIA

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FOR THE GOVERNOR:


JOSEPH J. SKAFF
Major General, WVARNG
The Adjutant General

CHAPTER 1

GENERAL

1-1 PURPOSE. This regulation defines the organization of State Area Command, West Virginia Army National Guard (STARC) and prescribes responsibilities and functions of its staff.

1-2 POLICY. Changes to organizational structure and/or realignment of functions must be approved in accordance with procedures established herein. This policy is not to be construed as a restriction to change.

1-3 PROCEDURE FOR REQUESTING CHANGE.

a. Proposed changes will be submitted to the Chief of Staff in letter form. The request will include justification for the change, evidence of authority for assuming additional responsibilities, if appropriate, and statements as to the impact of manpower.

b. A proposed organization chart and statements of responsibilities and functions as applicable will be included to the proposed change. The requested change will be prepared in the format and style of this regulation.

c. The following guidance is provided for developing changes to this regulation.

(1) Structure. All staff elements will be organized with the simplest structure attainable.

(2) Organizational elements. Sections may be consolidated as practical, based upon functional integrity, the importance of the function and the mission.

1-4 STATE AREA COMMAND, WVARNG ORGANIZATION. The State Area Command, WVARNG is organized into the following principal subdivisions.

a. **THE COMMAND GROUP.** The Command Group includes The Adjutant General, The Assistant Adjutant General, and the Deputy STARC Commander.

b. **THE GENERAL STAFF.** The General Staff consists of the Chief of Staff and Deputy Chiefs of Staff for Personnel (DCSPER), Operations and Training (DCSOP), Logistics (DCSLOG) Maintenance (DESMINT) Officer, the Facilities Manager and the Deputy Commander, Post Mobilization.

c. **THE SPECIAL STAFF.** The Special Staff consists of those officers whose advice is of special nature and whose primary areas of interest are more narrow than

those of the general staff. Normal general staff supervisory responsibility applies to special staff activities which involve functions listed as general staff responsibilities. They support and advise other sections and coordinate with sections which have an interest in the subject matter. The Special Staff consists of the Staff Surgeon, Staff Judge Advocate, Chaplain, Public Affairs Officer, Selective Service Chief, Director of Information Management and the Inspector General.

d. **OFFICE OF THE UNITED STATES PROPERTY AND FISCAL OFFICER (USPFO).** This is a special support section which provides logistical, financial, budget, internal review and automated data processing support for all organizations and separate units and activities of the West Virginia Army National Guard.

e. **TROOP COMMAND.** The Troop Command is to provide for command and control of separate company and detachment size units, exclusive of Engineer detachments and units, within guidance provided, in all administrative, training, mobilization and logistical functions.

f. **ARMY TRAINING SITE (ATS), CAMP DAWSON.** The ATS, Camp Dawson coordinates activities and operations of units scheduled to train at Camp Dawson.

g. **HEADQUARTERS DETACHMENT.** The Headquarters Detachment provides administrative, training, logistical and maintenance support for STARC Headquarters.

h. **SELECTIVE SERVICE SECTION.** The Selective Service Section assists in the administration and operation of the Selective Service System as required by the State Director. It also provides qualified Officers to augment the system when needed and to assist in reinstating the full operation of the system in the event of a national emergency.

1-5 RESPONSIBILITIES. Section Chiefs will ensure that the responsibilities, organization and functional alignment for their respective offices are current and accurate.

CHAPTER 2

MISSION AND COMMAND STRUCTURE

2-1 MISSION. The missions of the State Area Command (STARC) West Virginia are as follows:

a. FEDERAL

(1) Re-Mobilization

(a) Command, control, train and supervise Army National Guard units allotted to the state.

(b) Prepare for mobilization of Army National Guard Units in support of FORSCOM, WESTCOM and CONUSA Reserve Component mobilization plans.

(c) Develop and coordinate plans for providing assistance beyond the support capability of class I installations and other military facilities to family members in the state.

(2) POST MOBILIZATION

(a) Exercise command over mobilized ARNG units and OPCON of other Federal units as directed.

(b) Provide increased levels of support to mobilized units.

(c) Direct and coordinate the movement of mobilized units to mobilization station or port of embarkation.

(d) Assist the accountable USPFO in clearing mobilized unit property accounts and in securing/relocating Federal property not taken to the mobilization station.

(e) Provide assistance beyond the support capability of Class I installations and other military facilities to military family members in the state.

b. STATE.

(1) Pre-mobilization when authorized by the Governor, provide command, control and supervision of ARNG units employed in support of civil authorities in the protection of life and property and preserve peace, order and public safety under competent orders of State authorities.

(2) POST MOBILIZATION.

(a) Assist the State in organizing and training a militia if required.

(b) Perform command and control functions in support of civil authorities as directed.

(c) Prepare to reconstitute the ARNG/ANG when units are released from Federal service.

2-2 COMMAND STRUCTURE. The West Virginia Army National Guard command structure is illustrated on page 2-2.

2-3 STATE AREA COMMAND STRUCTURE. The STARC organizational structure is illustrated on page 2-3.

2-4 SUPPORTING ACTIVITIES. The following activities provide support to all WVARNG units.

a. United State Property Fiscal Officer (USPFO)

b. Maintenance Officer (MO)

(1) Combined Support Maintenance Section (CSMS)

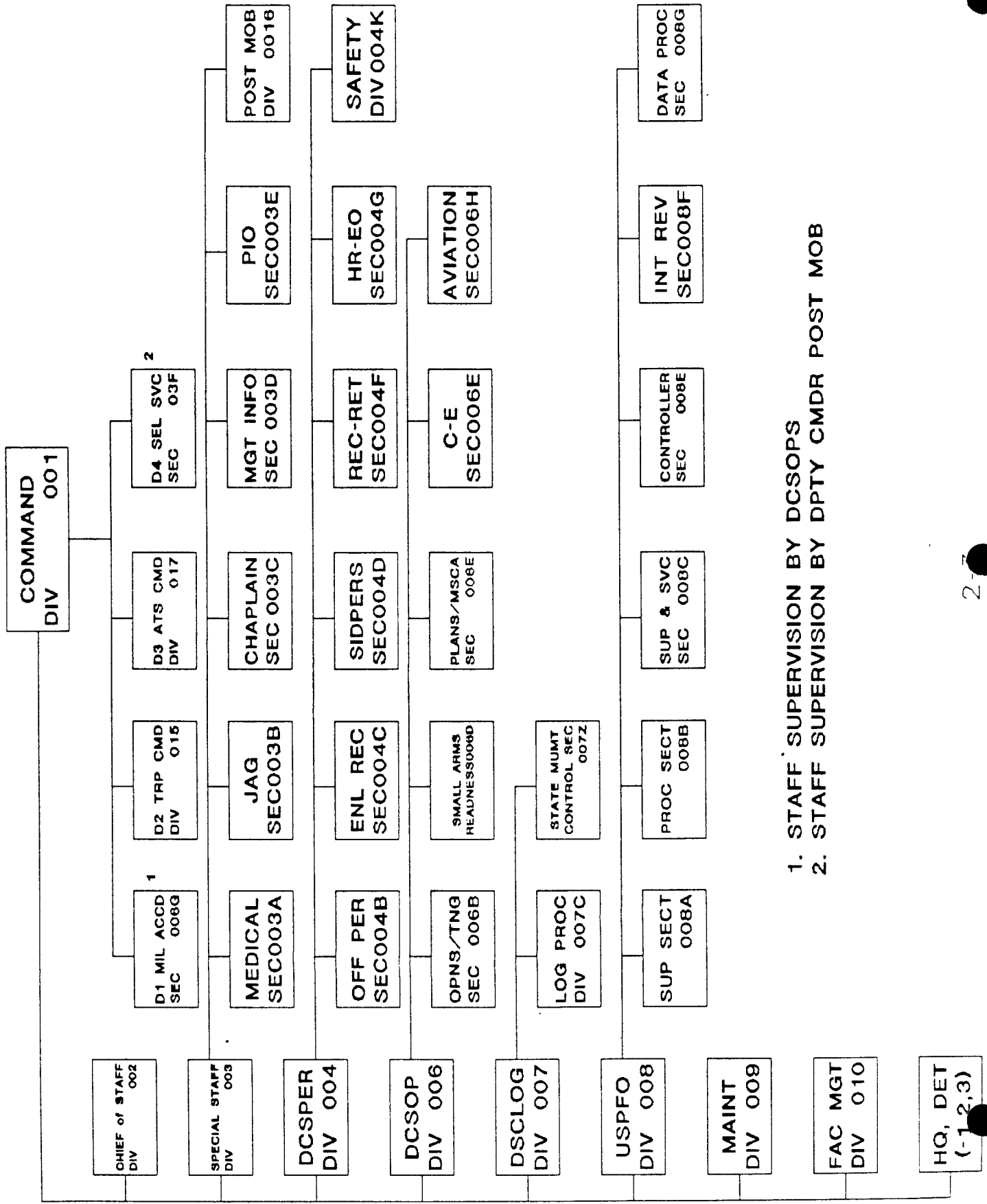
(2) Special Forces Equipment Pool (SFEP)

(3) Transportation Motor pool (TMP)

c. Army Aviation Support Facility (AASF)

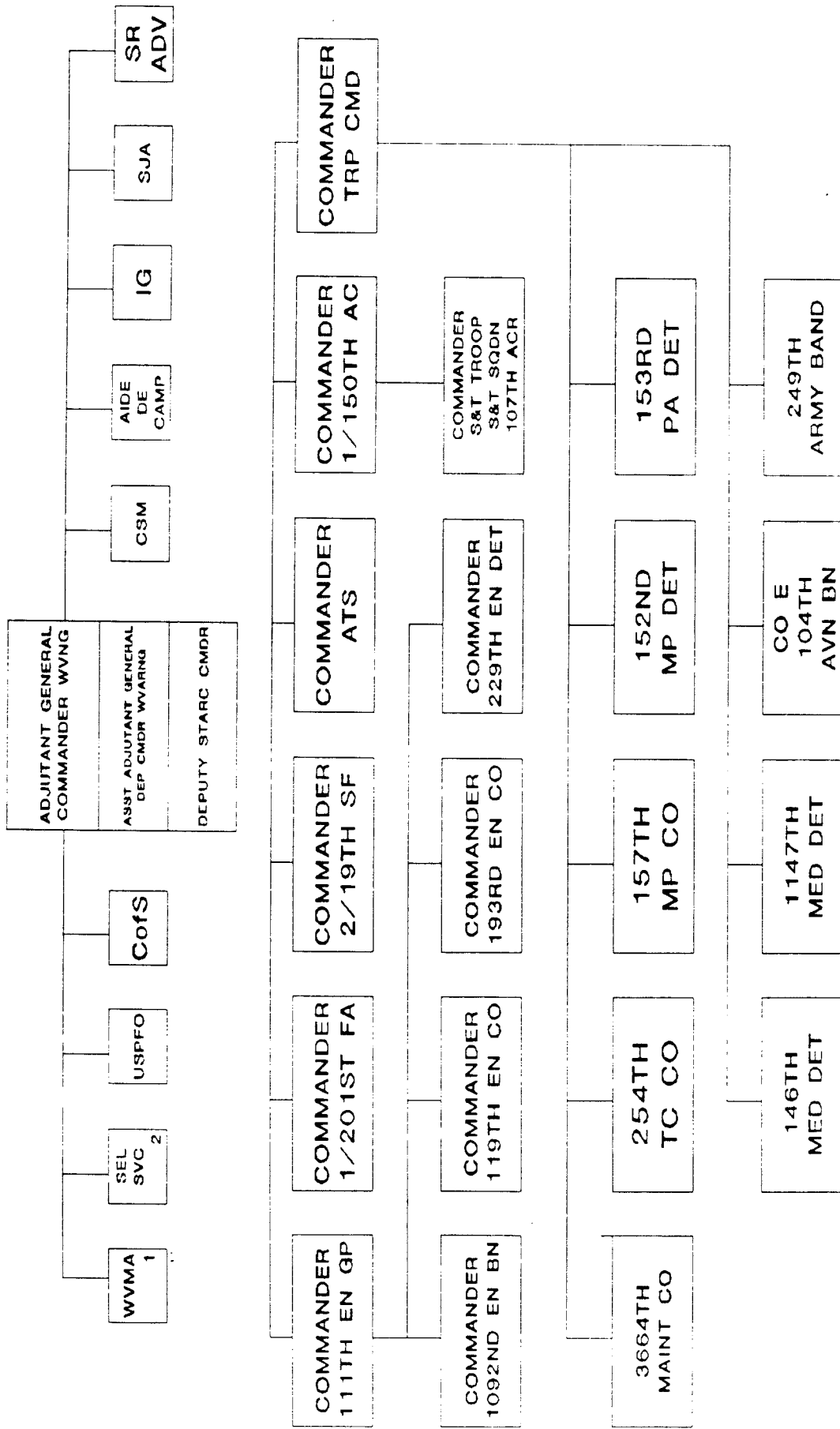
d. Army Training Site - Camp Dawson (ATS-CD)

STARC ORGANIZATION CHART



- 1. STAFF SUPERVISION BY DCSOPS
- 2. STAFF SUPERVISION BY DPTY CMDR POST MOB

THE ADJUTANT GENERAL



1. DCSOP HAS PRIMARY STAFF RESPONSIBILITY.
2. DEPUTY COMMANDER POST MOBILIZATION HAS PRIMARY STAFF RESPONSIBILITY.

CHAPTER 3

COMMAND DIVISION

3-1 THE ADJUTANT GENERAL. The Adjutant General (TAG) is the Chief of Staff to the Governor of West Virginia and is the Commanding General of all West Virginia National Guard, the West Virginia Army National Guard, West Virginia Air National Guard and State Militia. During premobilization, The Adjutant General is the State Area Command Commander (STARCCDR). As TAG and STARCCDR he is responsible for the planning, organizing, directing, coordinating and the controlling of all WVNG military forces, for the accomplishment of assigned missions. This authority also includes the responsibility for the health, welfare, training, morale and discipline of all WVARNG personnel.

3-2 DEPUTY COMMANDER, WVARNG. Serves as directed by TAG during premobilization. The Deputy Commander, WVARNG as directed by the TAG will have command and control of all WVARNG personnel during pre-mobilization and also serves as the Assistant Adjutant General (AAG) (Army) for West Virginia.

3-3 DEPUTY STARC COMMANDER. The Deputy STARC Commander acts as the principal assistant to The Adjutant General and the Assistant Adjutant General in implementing command policy. Organizes and is Chief inspector for all Command Inspections at Group and Battalion/Squadron level. Rates all Group and Battalion/Squadron Commanders.

3-4 AIDE-DE-CAMP. The Aide-De-Camp is responsible for the Adjutant General's personal and official scheduling. He coordinates supplementary details to ensure smooth transitions and planning for The Adjutant General's daily itinerary. His additional duties are as assigned by The Adjutant General.

3-5 COMMAND SERGEANT MAJOR. The Command Sergeant Major serves as the principal enlisted assistant to The Adjutant General, West Virginia Army National Guard and to the Deputy Commander of the West Virginia Army National Guard.

3-6 The organizational displacement of the Command division is illustrated in the WVARNG Command Structure Chart on page 2-1.

CHAPTER 4

CHIEF OF STAFF DIVISION

4-1. CHIEF OF STAFF. The Chief of Staff directs, supervises and ensures coordination of the work of the staff, except in those specific areas reserved by The Adjutant General (TAG) and the Assistant Adjutant General (AAG). The Chief of Staff is responsible for:

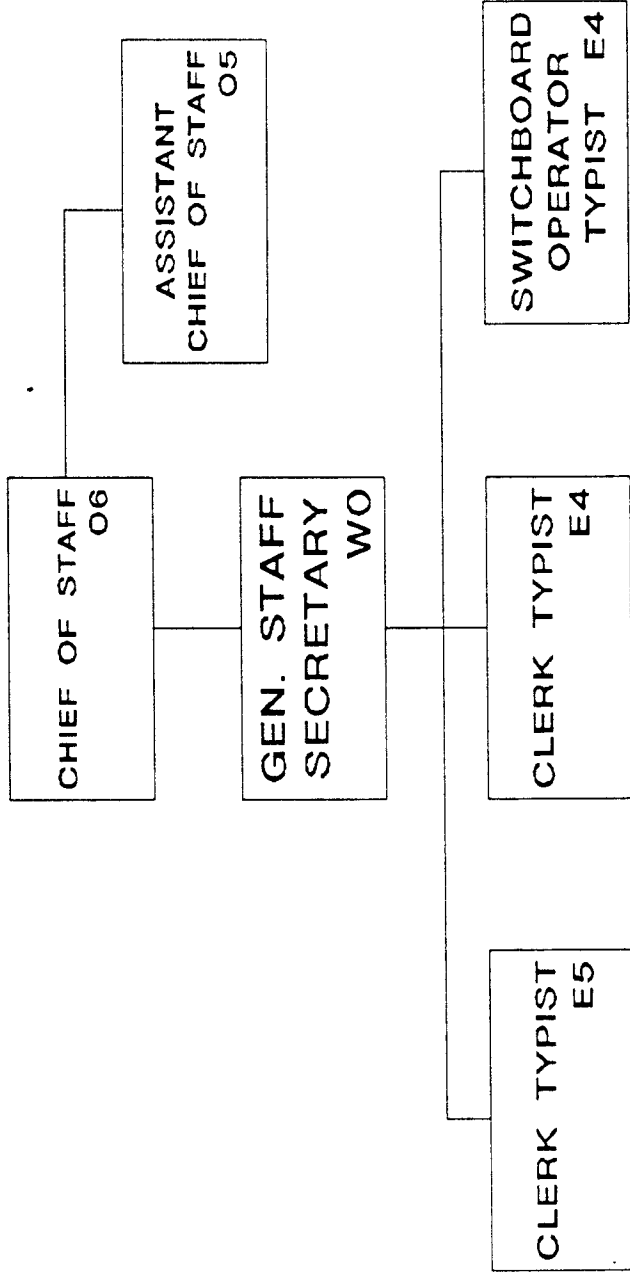
- a. Formulating and announcing staff operation policies.
- b. Ensures that the Adjutant General, Assistant Adjutant General and staff are informed on matters affecting the command.
- c. Representing the Adjutant General or Assistant Adjutant General, when authorized.
- d. Maintaining the master policy file which exists as West Virginia Military Regulations.
- e. Ensuring that required liaison is established.
- f. Requiring all coordinating and special staff officers, unless instructed otherwise by the Adjutant General or Assistant Adjutant General, to inform him of any recommendations or information that they give directly to the The Adjutant General or The Assistant Adjutant General or any instructions they receive directly from the commander. Personal staff officers are exempt from the requirement.

4-2. ASSISTANT CHIEF OF STAFF. Conducts special projects for the Chief of Staff and assists the Chief of Staff in staff coordination matters.

4-3. GENERAL STAFF SECRETARY. The General Staff Secretary is required to give technical expertise and administrative support to the Chief of Staff and other staff officers as directed. Serves as a member of various boards and committees as directed by the Chief of Staff. Communicates with all levels of command to obtain data and information for the staff. Coordinates with members of the staff in preparing drafts of correspondence, policy directives, regulations and memorandums for review and final processing. Performs all other duties and assignments as directed by the Chief of Staff.

4-4. The organization of the office of the Chief of Staff is illustrated on page 4-2.

CHIEF of STAFF GROUP



CHAPTER 5

SPECIAL STAFF DIVISION

5-1 MEDICAL SECTION. The Medical Section consisting of Medical Doctors, Dentists and Army Nurses are fulfilling a definite requirement for medical expertise on the Staff and providing service that would otherwise have to be contracted. The real strength of these positions is that they are mobilization assets that would not otherwise be available.

5-2 SURGEON. The Surgeon is responsible for:

- a. Advising on health services of the command.
- b. Determining requirements for the requisition, procurement, storage, maintenance, distribution management and documentation of medical, dental, optical and veterinary equipment and supplies.
- c. Determining requirements for medical personnel and making recommendations concerning their assignment.
- d. Planning and coordinating medical training in the command.

5-3 STAFF JUDGE ADVOCATE SECTION. The Staff Judge Advocate Section is responsible for providing legal advice and counsel on a wide variety of subjects including, but not limited to, contract law, claims, military justice, administrative and civil law and environmental law. The section also provides pre mobilization legal counseling to HQ, STARC and subordinate units.

5-4 CHAPLAIN SECTION. The Chaplain is responsible for

- a. Providing pastoral counseling to members of the command
- b. Advising TAG on matters about religion, morals and morale affected by religion.
- c. Assisting TAG by ensuring that policies and leadership practices of the command are of the highest moral, ethical and humanitarian standards.
- d. Organizing and providing religious support activities, religious education programs and religious training conferences for chaplains of subordinate organizations.
- e. Providing chaplain support for Annual Training for

subordinate organizations which do not have chaplains assigned.

f. Maintaining essential chaplain policy files and records.

5-5 PUBLIC INFORMATION OFFICERS SECTION. The Public Information Officers Section advises the staff of all aspects of command information, to include information planning, publication of command information newspaper and other information media. Ensures that material for public release has been reviewed for security clearance under established policies; distributes information pertaining to the command to appropriate media and maintains liaison with media representatives. Provides technical supervision to the 153d PA Detachment.

5-6 INSPECTOR GENERAL. The IG Section reports directly to and is under the direct supervision of The Adjutant General and Commander, WVARNG as confidential advisor. The IG Section inquires into reports pertaining to mission performance, discipline, efficiency and economy by conducting inspections, investigation, surveys and studies. The section consults with the Commander, WVARNG and staff sections on matters noted during inspections and provides technical assistance where required. The section receives, investigates and reports on allegations, complaints and grievances on individuals and agencies and recommends remedial action to correct deficiencies and delinquencies noted in inspections.

5-7. DIRECTOR OF INFORMATION MANAGEMENT. The DOIM serves as the primary staff assistant to the Chief of Staff as to all aspects of automation management within the WVARNG.

a. Supervises and performs as analyst, developer, contracting officer technical representative, configuration manager and fielding specialist of hardware systems for the full range of microcomputer through mainframe automated systems.

(1) Formulates plans for future automation to include main frames and microcomputers.

(2) Formulates plans for future communications as it relates to automation.

(3) Develops and implements policies on procuring and placing of computers within the state.

(4) Formulates automated systems hardware requirements and specifications based upon functional systems.

b. Designs automated management systems architecture to include interfaces.

(1) Maintains the WVARNG Information System Plan (ISP).

(2) Analyzes existing and future automated systems:

(3) Recommends necessary actions for automated systems.

c. Develops system test requirements, plans and conducts systems tests.

(1) Serves as primary interface between Data Processing Installation (DPI) and various end users of computer related systems.

(2) Reviews and approves/disapproves all requests for local programs and related systems.

d. Serves as Computer Science Instructor.

(1) Responsible to establish automation training for the WVARNG.

(2) Plans and implements automation training for the WVARNG.

(3) Establishes training programs for all system end users.

e. Directs, plans and implements security of automated systems.

(1) Over all responsibility to manage personnel security and security program (PSSP).

(2) Recommends to TAG the security accreditation level of all systems.

(3) Responsible for the preparation, screening and implementation of automation security.

(4) Serves as chairman of Automation Security Advisory Committee. (ASAC).

f. Conduct research and development for future systems.

b. Coordinates the highway movement of all army (military) convoys within the state and coordinates support for movement of federalized units to mobilization locations or to ports of embarkation.

c. Coordinates with the U.S. Property and Fiscal Officer (USPFO) for proper disposition of Federal equipment facilities vacated by mobilized ARNG units.

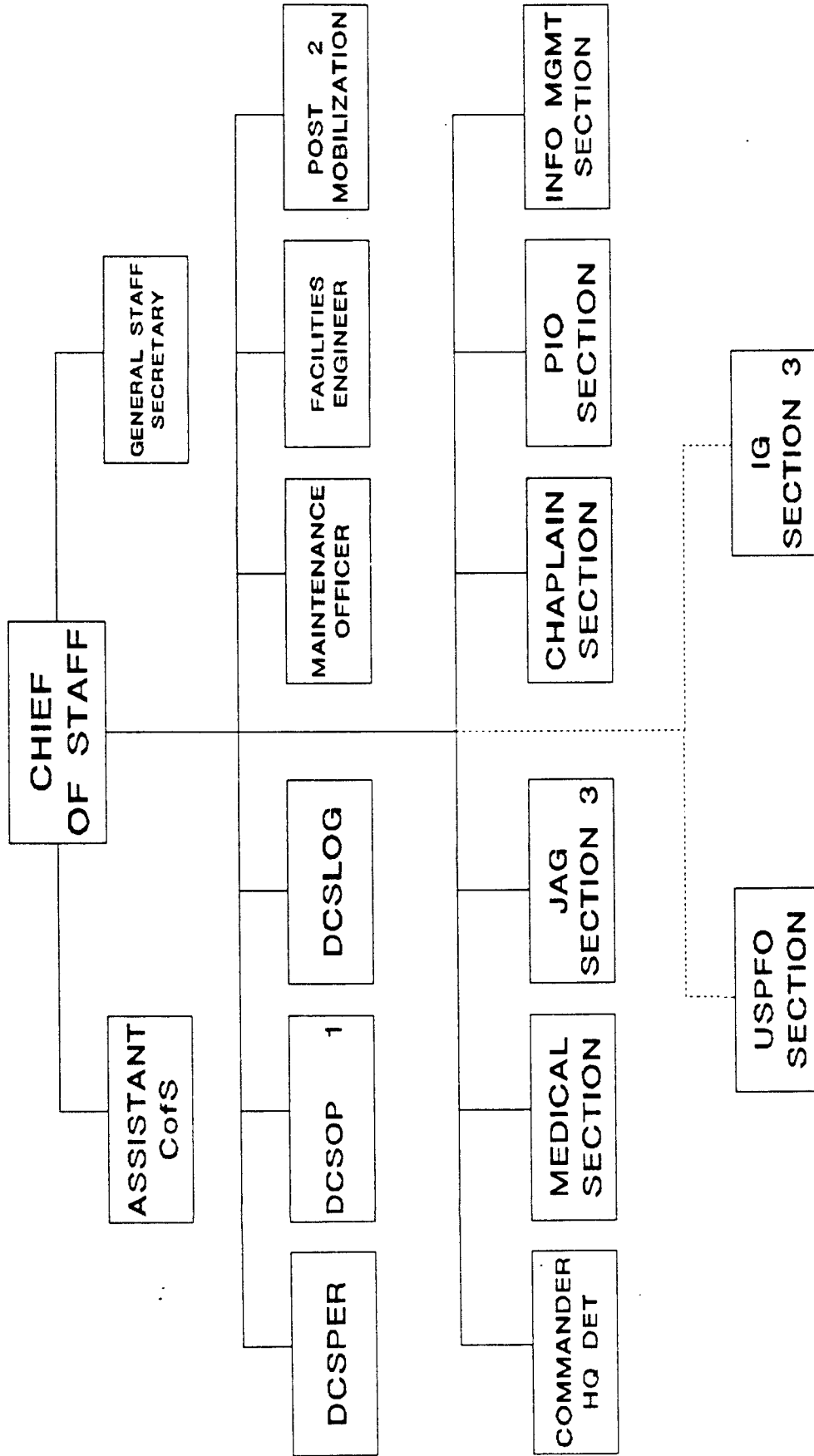
e. On order, executes continental US contingency plans, (i.e. Land defense, military support of civil defense, disaster relief, civil assistance, key assets protection, post attack damage assessments and recovery measures) in coordination with state and federal agencies (law enforcement, etc).

5-9. The organization chart for the Staff of HQ, WV-STARC is shown on page 5-3.

5-8 POST MOBILIZATION

a. Exercises command and control over federalized ARNG units and OPCON over other federal forces as directed by the Joint Regional Defense Command(JRDC). Remain in the state in federal status.

STAFF ORGANIZATIONAL CHART



1. HAS PRIMARY STAFF RESPONSIBILITY FOR WVMA.
2. HAS PRIMARY STAFF RESPONSIBILITY FOR SELECTIVE SERVICE SECTION.
3. MEMBERS OF COMMANDER'S PERSONAL STAFF BY REGULATION (AR 20-1 & AR 27).

CHAPTER 6

PERSONNEL AND ADMINISTRATION DIVISION

6-1 DEPUTY CHIEF OF STAFF PERSONNEL (DCSPER)

a. The DCSPER is the principal staff assistant to the The Adjutant General in the administration and management of individuals under military control.

b. The DCSPER has general staff responsibility for the personnel readiness and strength accounting of the command to general personnel planning and policy making for military personnel. areas of responsibility for the DCSPER include:

(1) Military personnel management, including the development of manpower policies and program and computer and other required record keeping.

(2) Recruitment and retention.

(3) Equal opportunity monitoring to ensure that no guardsperson is discriminated against because of race, sex, religion or national origin.

(4) Disciplinary issues including law and order.

(5) Morale, general welfare and educational programs.

(6) Drug and Alcohol Abuse Programs.

(7) Personnel related assistance necessary to ensure an orderly transition for personnel and their families during mobilization.

(8) Officer and Non-Commissioned Officer assignment advisor to The Adjutant General.

(9) Assists The Adjutant General with any program or assignment not specifically covered by other staff officers.

6-2 DEPUTY DCSPER

a. The assistant DCSPER is the principal staff assistant to the DCSPER in the management of military individuals and programs within the command and in the DCSPER absence, performs his duties.

b. Provides direct supervision of the Human Resources section to improve the quality of life for soldiers and their families. Supervises special programs such as Substance Abuse and Rehabilitation, Family Support Programs, Human Relations and Equal Opportunity, Educational Programs and Health and Safety.

6-3 MILITARY PERSONNEL OFFICER

a. The Military Personnel Officer (MILPO) is the staff assistant to the DCSPER in the management of military individuals and programs within the command.

b. During IDT and AT periods the MILPO supervises the activities of all the Personnel Section's staff exclusive of the Human Resources Section.

c. During mobilization and thereafter during full time periods of service the MILPO has among his duties:

(1) Collecting preparing and presenting command strength status data and loss estimates.

(2) Preparation of records and reports showing all personnel matters generally of the command.

(3) Overseeing leave, rest and recreational facilities, character guidance, religious activities, special services, housing, and postal, legal, financial, welfare and exchange services.

(4) General education development.

(5) Personnel matters not specifically assigned to another staff officer.

6-4 PLANS ACTION OFFICER

a. The Plans Action Officer serves as the principal staff assistant to the MILPO relative to administration of the Personnel Section.

b. The duties of the Plans/Action Officer include:

(1) Primary supervision of the Officer and Enlisted Personnel Records Sections.

(2) Developing and implementing policies and regulations relative to procuring, classifying, assigning, transferring, promoting, demoting, retiring and separating personnel.

(3) Evaluates effectiveness and ensures conformity to personnel management policies and procedures.

(4) Serves as the State Weight Control Officer overseeing the Army Weight Control Program for the Army National Guard.

(5) Performs special assignments at the direction of the Personnel Management Officer or the DCSPA.

6-5. THE UNIT PERSONNEL TECHNICIAN, OFFICE PERSONNEL SECTION, while working under the supervision of the Plans / Action Officer has the following responsibilities:

- (1) Supervises the Officer Personnel Records Section and their efforts in procuring, classifying, assigning, transferring, promoting, retiring and separating officer personnel.
- (2) Preparing records, reports and estimates showing the status of officer personnel matters within the command.
- (3) Conducts boards as required.
- (4) During mobilization and full-time service, he collects and presents command strength data and anticipated losses as they pertain to officer personnel.
- (5) Responsible for the administration of the Officer Personnel Management System (OPMS).
- (6) Performs other assignments as directed by superior officers in the Section.

6-6. THE UNIT PERSONNEL TECHNICIAN, ENLISTED PERSONNEL SECTION, while working under the supervision of the Plans Action Officer has the following responsibilities:

- (1) Supervises the Enlisted Personnel Records Section and their efforts in procuring, classifying, assigning, transferring, promoting, demoting, retiring, and separating enlisted personnel.
- (2) Preparing records, reports and estimates showing the status of enlisted personnel matters within the command.
- (3) Conducts boards as required.
- (4) During mobilization and full-time service he collects and presents command strength data and anticipated losses as they pertain to enlisted personnel.
- (5) Responsible for the administration of the Enlisted Personnel Management System (EPMS).
- (6) Performs other assignments as directed by superior officers in the Section.

6-7 CHIEF, SIDPERS INTERFACE BRANCH (SIB)

a. The Chief, SIDPERS Interface Branch (SIB), while under the supervision of MILPO has the following responsibilities:

- (1) Supervises the staff and overall operation of the SIDPERS Interface Branch.
- (2) Responsible for the maintenance of the total database for the SIDPERS activities for the State.
- (3) Performs periodic inspections of subordinate units of the State relative to matters associated with the SIDPERS Branch.
- (4) Recommends changes in policies and procedures relative to the input and the output of the SIDPERS operations.
- (5) Performs additional assignments as directed by superior officers in the Personnel Section.

6-8 ADMINISTRATIVE OFFICER

The Administrative Officer, while under the supervision of the Deputy DCSPER, has the following responsibilities:

a. FAMILY SUPPORT DUTIES

- (1) Acts as the principal staff assistant in the DCSPA Section relative to matters relating to Community and Family Support.
- (2) Formulates plans, policies, procedures and systems to provide community support services to soldiers, family members and civilian employees.
- (3) During mobilization the Personnel Action Affairs Officer offers assistance, information and referral services for soldiers, family members by Federal, State, County and local human services agencies, such as the Veterans Administration, the Salvation Army, the Red Cross, Alcohol Anonymous and others.

b EDUCATION DUTIES

- (1) Ensures that the military education assistance programs are emphasized and administered in the Army National Guard.
- (2) Counsels members of the Army National Guard relative to the educational requirements for promotion and retention in the Guard and the availability of those sources.

(3) Performs additional assignments as directed by superior officers in the DCSPA Section.

6-9 HUMAN RELATIONS/EQUAL OPPORTUNITY OFFICER

a. The Human Relations/Equal Opportunity Officer is the principal staff advisor to the Commander on matters pertaining to HR/EO and is under the direct supervision of the Deputy DCSPER.

b. His areas of responsibility are as follows:

(1) Providing subordinate commands with assistance in HR/EO training for their units. Unit visitations are utilized as necessary to assess local programs and provide guidance on procedures for managing an effective HR/EO program.

(2) Conducting surveys and analyzing data to determine racial, ethnic, religious and other differences existing within the West Virginia Army National Guard.

(3) Developing the WVARNG Affirmative Action Plan and maintaining it and appropriate regulations.

(4) Coordinating with local minority and female organizations in development of an effective minority/female recruiting program.

(5) Performing additional assignments as directed by the DCSPA.

6-10 RECRUITING AND RETENTION MANAGER

a. The Recruiting and Retention Manager, while under the supervision of the DCSPER, oversees the activities relative to strength maintenance of the WVARNG.

b. The areas of responsibility are as follows:

(1) Managing the entire recruiting and retention efforts of the WVARNG, to include development of plans, programs and supervision of the personnel assigned to the Recruiting and Retention Section.

(2) Assisting subordinate units as they work toward targeting eligible recruits and encourage retention of existing soldiers.

(3) Personally visiting units to ensure compliance with programs and quotas.

(4) Preparation of the State Recruiting and Retention SOP's and regulations.

(5) Preparation and reporting of strength reports for the WVARNG.

(6) Coordinates with MILPO on all matters of personnel, recruitment and retention.

(7) Performs additional assignments as directed by superior officers in the DCSPER Section.

6-11 SAFETY OFFICER

a. The Safety Officer, while under the supervision of the Administrative Officer, oversees the area of general safety for the West Virginia Army National Guard.

b. His areas of responsibility are:

(1) Advising the Command and Staff on matters pertaining to general surface safety.

(2) Developing specific recommendations for implementation of an integrated safety program for all elements of the WVARNG.

(3) Conducting surveys of training areas and activities to assure compliance with applicable safety regulation/directives and assists in determining methods of reducing/eliminating hazards.

(4) Assisting in conducting of accident investigations by providing technical information.

(5) Planning, scheduling and conducting safety demonstrations, lectures and meetings.

(6) Performing other duties as directed by the superior officers in the DCSPER Section.

6-12 OCCUPATIONAL HEALTH NURSE

a. The Occupational Health Nurse, while under the supervision of the Deputy DCSPER, oversees the area of Occupational Health and Safety for the West Virginia Army National Guard.

b. Areas of responsibility include:

(1) Advising The Adjutant General and Staff relative to the occupational health requirements found in regulations and public laws.

(2) Inspecting work areas and practices to ensure compliance with established occupational health standards.

(3) Assuming other duties as directed by the Personnel Management Officers and DCSPA.

6-13 SUBSTANCE ABUSE OFFICER

a. The Substance Abuse Officer, while under the supervision of the Deputy DCSPER, oversees activities related to the prevention of substance abuse by members of the WVARNG.

b. Areas of responsibility include:

(1) Functioning as the principal staff assistant in the administration and management of the Substance Abuse Manager.

(2) Providing information concerning results of the program to units and staff personnel.

(3) Visiting units to present educational information concerning the Substance Abuse Program.

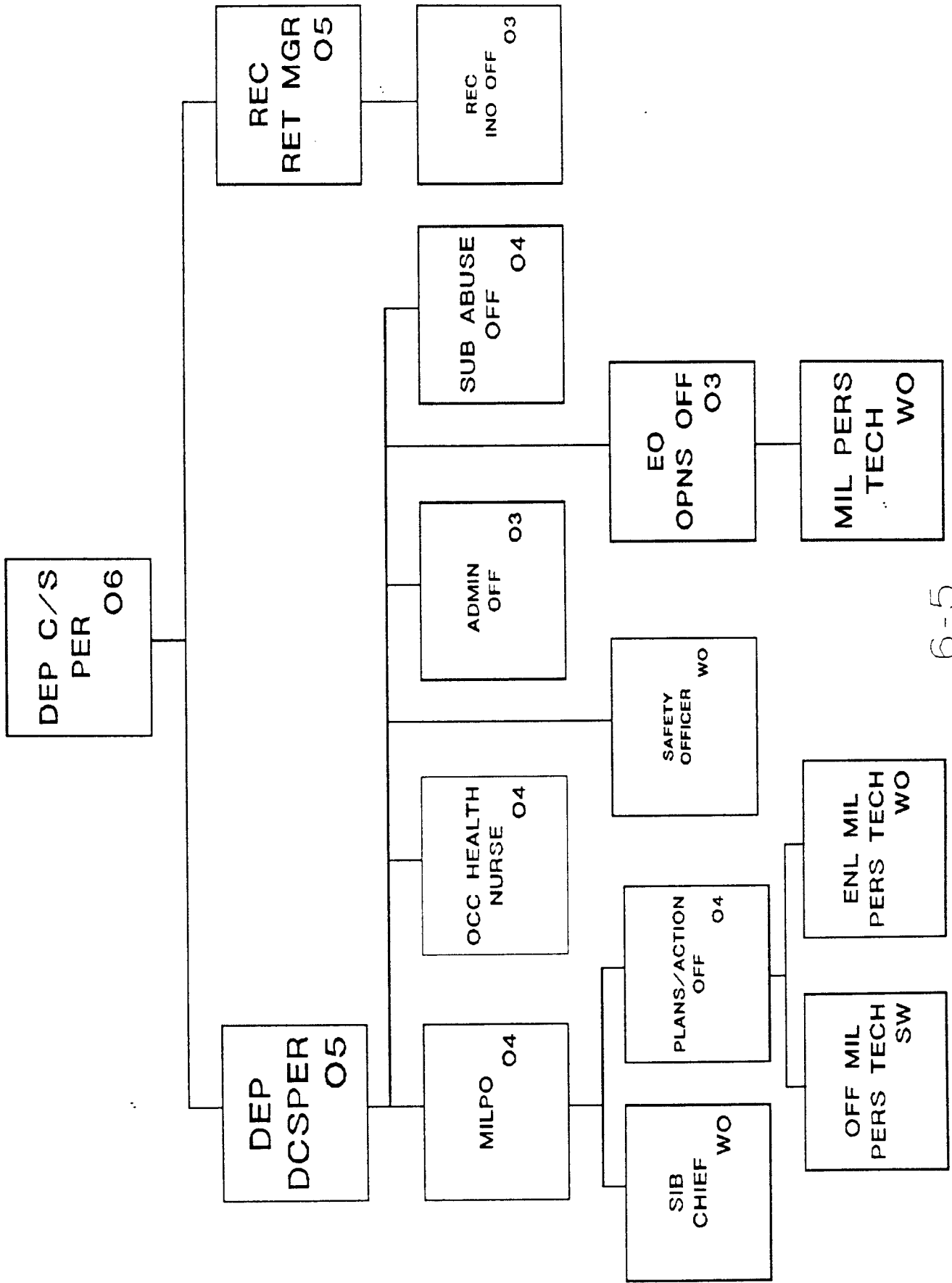
(4) Develops and conducts Period of Instruction (POI) for battalion level personnel for the collection and administration of urine analysis testing.

(5) Providing information, publication and collection materials to units.

(6) Conducting actual testing procedures when required.

6-14 An organization chart of the Personnel and Administration Division is shown on page 6-5.

PERSONNEL & ADMINISTRATION DIVISION



CHAPTER 7

OPERATIONS AND TRAINING

7-1 GENERAL.

a. MISSION. The mission of The Deputy Chief of Staff for Operations (DCSOPS) Division of STARC, West Virginia Army National Guard, is to provide staff input, assistance, monitoring, coordination and supervision in the areas of planning, operations, readiness, and individual and unit training.

b. ORGANIZATION. The Division is under the general supervision of the Deputy Chief of Staff for Operations (DCSOPS), who reports to the Chief of Staff. As shown on page 7-10, the division is organized into six sections:

- (1) Operations and Training Section
- (2) Readiness and Mobilization Section
- (3) Plans/MSCA Section
- (4) Communication-Electronics Section
- (5) Military Academy Section
- (6) Aviation Section

c. DCSOPS. The DCSOPS:

- (1) Advises the Commander, through the Chief of Staff, on matters of planning, operations and training.
- (2) Provides guidance and supervision to the heads of the six component sections.

7-2 OPERATIONS AND TRAINING SECTION

a. Mission. The mission of the Operations and Training Section is to develop plans and guidance for training of WVARNG organizations and units, review and approve the yearly training programs prepared by WVARNG organizations and units and monitor the execution of those programs. Additionally, the section is responsible for administration of training of WVARNG personnel in Active Component Schools and Unit Schools.

b. Organization. The section is under the supervision of the Training Officer, who reports to the DCSOPS. Other key personnel are the Operations Officer and Operations Sergeant.

c. TRAINING OFFICER. The Training Officer is responsible for the following:

- (1) Assumes all responsibilities of the DCSOPS in his absences or incapacitation of the DCSOPS.
 - (2) Develops recommendations for training objectives of subordinate organizations and units in keeping with determined training needs and guidance and directives from NGB, FORSCOM and other higher headquarters.
 - (3) Develops detailed training plans and programs, including applicable budget formulation.
 - (4) Coordinates the use of training facilities by subordinate organization and other organizations and units.
 - (5) Monitors and makes recommendations to the DCSOPS in regards to OPSEC Training and OPSEC Surveys.
 - (6) Evaluates training and makes recommendations relative to improved use of training facilities, changes in training time allocations and priorities in distribution of equipment among subordinate organizations and units.
 - (7) Revises training directives and other publications as necessary for compliance with directives of higher headquarters.
 - (8) Monitors and advises the DCSOPS concerning unit ARTEP's and instructional materials.
 - (9) Provides overall supervision of the Small Arms Readiness Section.
 - (10) Coordinates with CONUSA to obtain support for ARTEPS, CPXs and other training requirements.
 - (11) Coordinates ammunition requirements and sub-authorizes ammunition to subordinate units.
 - (12) Coordinates the Individual Training Evaluation Program (ITEP) and serves as the Test Standards Officer (TSO) of the WVARNG.
- d. OPERATIONS OFFICER.** The Operations Officer is responsible for the following:
- (1) Reviews and recommends approval of training plans and programs of subordinate organizations and units, providing guidance and assistance in program development.

(2) Evaluates training of subordinate organizations and units to ensure adherence to programs and policies.

(3) Monitors the progress of subordinate organizations and units toward stated training objectives.

(4) Coordinates special civil disturbances training programs with the Plans/MSCA Section.

(5) Monitors procurement of training aids throughout the command.

(6) Recommends allocation of training funds to support organizational requirements and monitors monthly expenditures of training funds to preclude obligation of funding.

(7) Develops, issues and updates training SOP Letters.

(8) Responsible for the planning and coordination of Nuclear, Biological and Chemical (NBC) defense training.

(9) Provides technical assistance to all personnel with direct NBC responsibilities.

g. OPERATIONS SERGEANT. The Operations Sergeant is the senior enlisted member of the section. The Operations Sergeant is responsible for the following:

(1) Programs and monitors Active Component school training of WVARNG personnel, including the establishment of quotas and coordination of budgeting with the USPFO.

(2) Coordinates USAR School and Unit School training requirements.

(3) Assists the Training Officer in conducting training evaluations.

(4) Supervises other enlisted members of the section.

7-3 SMALL ARMS READINESS TRAINING SECTION

a. MISSION. The mission of the Small Arms Readiness Training Section (SARTS) is to work towards improving small arms marksmanship and qualification within the WVARNG. An important part of marksmanship training are the state level competitive teams, both National Match and Combat, which are coordinated and supervised through this section.

b. ORGANIZATION. This section is under overall supervision of the Operation Officer and under direct supervision of the State Marksmanship Coordinator (SMC). The other key personnel are the SARTS Officer and rifle and pistol instructors.

c. STATE MARKSMANSHIP COORDINATOR. The Marksmanship Coordinator is the principal staff officer coordinating Army National Guard Marksmanship training and competition. The responsibilities of the SMC include:

(1) Administering to the eighteen (18) composite rifle and the twelve (12) composite pistol team members by performing all regulatory duties.

(2) Conducts the indoor and outdoor state championship tournaments annually.

(3) Selects state combat rifle and combat pistol teams based on the state championship tournament. These teams represent the state at higher levels of competition.

(4) Prepares the Annual Marksmanship Training Plan.

(5) Selects, organizes and trains the State Rifle and Pistol squads.

(6) Coordinates with the PBO, HHD, STARC to ensure necessary weapons, ammunition, supplies and equipment to conduct the State Competitive Marksmanship programs (to include Biathlon) are available and issued IAW NGB Regulations.

(7) Develops a broad based and continued application of the competitive program which will develop a much higher degree of marksmanship effectiveness throughout the State than could be obtained by the Annual Qualification Program.

d. SARTS OFFICER. The SARTS Officer is the principle staff officer coordinating unit level marksmanship training and individual weapons qualification. The responsibilities of the SARTS Officer include:

(1) Initiate and maintain contact with all WVARNG units through Unit Marksmanship Coordinators.

(2) Supervise and coordinate the rifle and pistol instructors and their schedule of assisting units and training trainer.

(3) Be the state expert on small arms marksmanship training and qualification procedures.

(4) Assist the SMC in all duties as directed.

e. Small Arms Instructors (Rifle and Pistol). Are the state experts on small arms rifle and pistol marksmanship training and qualifications. They will provide assistance to units and conduct staff visits to units during marksmanship training and qualification firing.

7-4 PLANS/MILITARY SUPPORT OF CIVIL AFFAIRS (MSCA) SECTION.

a. **MISSION.** The missions of the Plans/MSCA Section of the Port Division are to:

(1) Write and maintain plans for the employment of assigned personnel and equipment during federal missions of civil disturbances, disaster recovery, nuclear attack, postal disruptions, land defense, civil defense and drug interdiction and eradication support operations.

(2) Write and maintain plans for the employment of assigned personnel and equipment during state missions of disaster recovery, civil disturbances and other military support to civil authorities.

(3) Prepare, coordinate and manage the state program for drug interdiction and eradication.

(4) Prepare, coordinate and monitor Command COMSEC plan and program for WVARNG.

(5) Prepare regulations and SOP's for physical security of all federal property, information security and state active duty.

(6) Perform intelligence and counterintelligence functions for state and federal missions.

(7) Inspects major commands and facilities of the WVARNG. Monitors inspections, reports and inventories of subordinate units in above areas.

(8) Develop and maintain liaison with several echelons of federal, state and local government officials and law enforcement agencies.

(9) Supervises assigned liaison officers of the Army, Navy and Air Force Reserve.

(10) Acts as point of contact to plan, exercise and implement missions of the WVARNG in concert with these various agencies when directed by proper authority.

b. **ORGANIZATION.** The Plan/MSCA Section is under the general supervision of the Civil Military Operations Officer, who reports to the Deputy Chief of Staff for Plans and Operations (DCSOPS). Reporting to the Civil Military Operations Officer is the Security/Intelligence Officer.

(1) Reporting to the Security/Intelligence Officer are the Chief Intelligence Sergeant and the Clerk-Typist.

(2) Reporting to the Intelligence Sergeant are the Administrative Sergeant and Senior Clerk-Typist.

c. Plans/MSCA Section and Position Responsibilities:

(1) Civil Military Operations Officers (CMO). The Civil Military Operations Officer:

(a) Exercises general supervision over the Plans MSCA section and direct supervision over the Security/Intelligence Officer.

(b) Conducts visits and inspections of WVARNG organizations to assure the adequacy of organizational and unit plans concerning programs of interest to the Plans/MSCA Section.

(c) Coordinates with DCSOPS.

(d) Coordinates with high level military and government officials in planning for all contingency missions and employment of any portion of the authorized troop structure of the WVARNG.

(e) Established policy in contingency planning and military support to civil authorities from broad guidelines provided by the STARC Commander and the DCSOPS.

(f) Coordinates the activities of the liaison officers attached from the Air Force, Navy and USAR.

(g) Prepares the WVARNG MEDEVAC Plan.

(h) Prepares the WVNG Natural Disaster Plan.

(i) Prepares all other federal plans as required.

(j) Conducts visits and inspections to determine the adequacy of planning and training of WVARNG units to carry out missions set forth in the various plans.

(k) Has the responsibility to organize and arrange for necessary manning to operate the headquarters WVNG Emergency Operations Center (EOC) for state and federal emergencies.

- (1) Performs other duties as assigned by DCSOPS.
- (2) **SECURITY/INTELLIGENCE OFFICER.** The Security/Intelligence Officer:
- (a) Serves as the State Physical Security Officer and is responsible for preparation of the State Physical Security SOP.
- (b) Serves as the State Information Security Officer and is responsible for preparation of the State Information Security SOP.
- (c) Serves as a classified document custodian.
- (d) Coordinates with the State Maintenance Officer on security matters pertaining to vehicles.
- (e) Coordinates with State Aviation Staff Officer on security matters pertaining to aircraft.
- (f) Ensures that physical security inspections are conducted IAW State Physical Security SOP and performs inspections as deemed necessary.
- (g) Prepares the WVNG Civil Disturbance Plan and overseas training programs for Civil Disturbance Operations.
- (h) Serves as principal advisor to the staff and command on intelligence and counterintelligence activities.
- (i) Disseminates intelligence and counterintelligence information and materials to the command and ensures that the training of intelligence personnel meets the requirements of the DCSOPS and the STARC Commander.
- (j) Performs other duties as required by Civil Military Operations Officers.
- (k) Serves as the head of the Plans/MSCA Section in the absence of the CMO Officer.
- (3) **INTELLIGENCE SERGEANT.** The Chief Intelligence Sergeant:
- (a) Assists the Security/Intelligence Officer in carrying out his responsibilities.
- (b) Is responsible for maintaining an intelligence library and reference documents.
- (c) Serves in EOC as the individual responsible for maintaining situation maps and updates for briefing purposes.
- (d) Prepares intelligence estimates, annexes, reports, summaries, briefings, studies and other intelligence documents as seemed necessary.
- (e) Responsible for State COMSEC Program and develops State COMSEC SOP.
- (f) Serves as the principal point of contact for all SQT matters relating to the enlisted members of the Plans/MSCA Section and is specifically responsible for the training of clerk typist.
- (g) Performs other duties as directed by the Security/Intelligence Officer and the Civil Military Operations Officer.
- (4) **LIAISON OFFICERS.** There are three (3) officers assigned to the Plans/MSCA section to provide liaison with The Adjutant General in matters pertaining to interservice military support to civil authorities. These officers represent the Air Force, Army and Navy. A breakout of the positions and their responsibilities follow:
- (a) **US AIR FORCE STATE PREPAREDNESS LIAISON OFFICER (SPLO).** The SPLO:
- (1) Provides liaison between the Air Force and State Adjutant General and/or STARC in matters pertaining to Air Force support of civil defense.
- (2) Provides coordination of Air Force support to the State in implementing the civil defense portion of the National Plan for Emergency Preparedness.
- (3) Must be responsive to the requirements of the CONUSA and the State Adjutant General in matters pertaining to MACA/MSCD.
- (4) Represents the Air Force area planning agent to the State Adjutant General in planning for Air Force support of CD.
- (5) Advises the staff of the State Adjutant General on Air Force policies, concepts and procedures for providing assistance in a CD emergency.
- (6) Assists state planning officers in preparing those parts of the STARC Plan which involve Air Force installations organizations within the State.
- (7) Performs liaison visits, at least annually to the USAF Civil Air Patrol Wing Liaison Officer (USAF-CAP, WGLO), each STARC Sub-area Commander and CD Director.

- (8) Reviews the State MSCD Plan to ensure accuracy of Air Force related matters. and reports changes as they occur to The Adjutant General.
- (9) Assists in processing and satisfying requests for Air Force assistance originating within the State or higher headquarters. (8) Develops knowledge of Active Component and USAR capabilities and availabilities as well as the procedures required to obtain support.
- (10) Reports to the region FPLO and/or Air Force liaison officer at CONUSA and status of Air Force assistance requirements and support operations being conducted within the State. (9) Serves as the point of contact with all Active Component and USAR units in the State for matters concerned with military support to civil defense.
- (11) Assists in obtaining civilian-controlled resources in support of Air Force mission requirements. (10) Keeps First US Army advised of the current status of military support and land defense planning to reflect local problems.
- (12) Coordinates military requests for Civil Air Patrol support with civil requests through State Emergency Operating Center. (11) Upon mobilization, report to State Area Command (STARC) for duties as directed by Commander, First US Army.
- (13) Assists, as required, the STARC and/or sub area headquarters in obtaining timely summary reports of Air Force forces that could be available for support of civil defense. (12) Provides support to the Plans/MSCA Section as deemed appropriate.
- (b) USAR LIAISON OFFICER. The USAR Liaison Officer.** (c) **NAVAL REPRESENTATIVE TO MILITARY SUPPORT PLANS OFFICER (NRMSPO).** The NRMSPO.
- (1) Serves as the First US Army representative to The Adjutant General in matters concerned with military support to civil defense and CONUS land defense planning. (1) Assists in clarifying capabilities as well as the command structure of the Navy, Marine and Coast Guard Active and Reserve Forces and facilities.
- (2) Maintains up-to-date knowledge of the First US Army organization resources, capabilities, plans, policies and procedures regarding military support to civil defense, land defense and mobilization, and makes this information available to The Adjutant General. (2) Acts as the liaison officer between the Commander Naval Base, Norfolk and The Adjutant General with regards to naval support to civil authorities.
- (3) Attends training and special assemblies with WV-STARC or First US Army, as required. (3) Advises and assists the Military Support Plans Officer in preparation and revision of state military support to civil authorities plans, as pertain to naval participation.
- (4) Provides assistance or guidance to the Plans MSCA Section in the interpretation of First US Army plans and directives. (4) Participates in exercises involving military support to civil authorities when naval liaison is required.
- (5) Assists in planning, coordination and formulation of the West Virginia Area Command Land Defense Plan as it pertains to Active Component and USAR units within the State. (5) Forwards requests for commitment of naval support resources to Commander Naval Base, Norfolk (Code N34) or the Base Duty Officer.
- (6) Assists major USAR commanders and installation commander, upon request, in effecting coordination with The Adjutant General regarding military support of civil defense and land defense plans. (6) Upon mobilization, assumes duties as Naval Representative to the State Area Commander.
- (7) Maintains an up-to-date station listing of Active Component and USAR units located within the State. (7) Represents the Commander, Naval Base Norfolk at meetings, conferences, seminars and the civil and/or military functions as the Commander may consider appropriate.
- (8) Provides support to the Plans/MSCA Section as deemed appropriate. (8) Provides support to the Plans/MSCA Section as deemed appropriate.

7-5 COMMUNICATION-ELECTRONICS SECTION.

a. MISSION. The mission of the Communication Electronics Section is to provide general staff assistance and supervision to all communications-electronics (CE) matters of the West Virginia Army National Guard.

b. ORGANIZATION. The section is under the supervision of the Communication-Electronics Staff Officer, who reports to the DCSOPS. ns Chief.

c. COMMUNICATIONS-ELECTRONICS STAFF OFFICER. The Communications-Electronics Staff Officer is responsible for the following:

- (1) Advises on C-E operations.
- (2) Monitors and coordinates the technical and tactical installation and operation of C-E systems, facilities and equipment.
- (3) Determines and recommends requirements for C-E support.
- (4) Prepares the communications and electronic countermeasures (ECCM) portion of the training program and provides general staff supervision to the training throughout the command.
- (5) Supervises the implementation of SIGSEC policy and procedures and takes action to ensure that:
 - (a) Only approved COMSEC material is used and the COMSEC interface is provided for planning CRYPTO operations.
 - (b) Only approved ELSEC procedures are applied.
 - (c) DCSOPS Section heads are advised on C-E matters pertaining to OPSEC.
- (6) Prepares, coordinates and publishes the Signal Operating Instructions (SOI) for use throughout the command.
- (7) Prepares the C-E annex to operations orders and plans.
- (8) Serves in the additional duty as Electronic Warfare (EW) Officer, to include assisting in the preparation of EW plans, annexes and SOP's.
- (9) Coordinates the reporting and progress against reasoning, interference jamming and intrusion problems.

d. TELECOMMUNICATIONS TECHNICIAN. The Telecommunications Technician is responsible for the following:

- (1) Supervised the encryption and decoding of messages processed in the signal center, including the routing of traffic and operations.
- (2) Develops procedures and instruction for filing of messages, preparation of messages for transmission and security precautions.
- (3) Plans, supervises and conducts training in preparation, processing and handling of classified messages.
- (4) Assists the COMSEC custodian in the procurement, receipt, storage, issue and stock control of cryptographic material.
- (5) Advises the Communication-Electronics Staff Officer on security regulations and principles applicable to cryptographic devices and activities.
- (6) Assume the duties of the Communications Electronics Officer when required.

e. COMMUNICATIONS CHIEF. The Communications Chief is the senior enlisted member of the section. He performs tasks as assigned by the Communications-electronics Staff Officer and provides normal supervision over the other enlisted members of the section.

7-6 WEST VIRGINIA MILITARY ACADEMY:

a. MISSION. The West Virginia Military Academy (WVMA) is organized and authorized to conduct military training/education courses designed to provide essential career development training for members of the West Virginia Army National Guard (WVARNG) and US Army Reserve (USAR).

b. AUTHORITY. The WVMA is established as a continuing unit of the WVARNG under section 504 and 505 of Title 32, United States Code, by authority of the National Guard Bureau, NGR 351-5 and the Governor of West Virginia, General Orders No 10, AGD, 1 July 1958.

c. ORGANIZATION. The WVMA is under the supervision of the Commandant who reports to the Deputy Chief of Staff, Operations (DCSOPS), WVARNG. The Academy structure includes a Command element,

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administrative section, an operation/training section, a logistical section, an Officer Candidate School (OCS) and a Noncommissioned Officer (NCO) School.

(1) COMMAND ELEMENT.

(a) The command element has the direct responsibility for the operation of the staff, OCS/NCOES schools, and the conduct of the instructional courses conducted at the Academy.

(b) The command element consists of the Commandant, Director of Instruction (additional responsibility as Executive Officer) and the Command Sergeant Major.

(2) ADMINISTRATIVE SECTION.

(a) The Administrative Section is responsible for the coordination of administrative and personnel matters for all assigned staff, temporary support personnel and all students attending and/or attached to the WVMA for training.

(b) The administrative section is staffed by an Administrative Officer and a Personnel Sergeant.

(3) OPERATIONS/TRAINING SECTION.

(a) The Operation/Training section is responsible for all matters pertaining to the planning, preparation and execution of all instructional courses conducted by the Academy. This includes, but is not limited to, the preparing and publishing of training programs, training schedules, instructor selection/notification, classroom preparation, examination control, ITEP administration, instructor/course evaluation and the directives pertinent to the instructional programs.

(b) The section is staffed by the Director of Instruction, Operations Sergeant, Assistant Operation Sergeant, Senior Instructor, three (3) Instructors and a Publications NCO.

(4) LOGISTIC SECTION.

(a) The logistics section is responsible for the coordination of all logistical matters concerning the support of each instructional/training program and the accountability/care of equipment and property utilized by the WVMA.

(b) The logistics section is staffed by a Supply and Services Officer and a Supply Sergeant.

(5) OFFICER CANDIDATE SCHOOL (OCS) SECTION.

(a) The OCS section is responsible for the training, discipline, welfare and leadership development/assessment of Officer Candidates preparing for commissioning in the WVARNG or the USAR.

(b) This section's staff consists of a Deputy Commandant and a Senior Teach, Advise and Counsel (TAC) Officer.

(6) NONCOMMISSIONED OFFICER (NCO) SCHOOL SECTION.

(a) The NCO school section is responsible for the training, discipline, welfare and leadership development of all students attending the appropriate level course of the Noncommissioned Officer Education System (NCOES).

(b) Staffing for this section consists of the Deputy Commandant and an Assistant NCOES NCO.

d. Faculty/Support Personnel: Additional personnel are selected to supplement the WVMA staff by providing instruction and support for the military education/training courses conducted at the Academy.

(1) Instructors and section support personnel will be selected WVARNG personnel and members of the Army Advisor staff as designated by the Senior Army Advisor. Personnel of the USAR may be utilized with the approval of the Commander, First US Army and The Adjutant General, State of West Virginia.

(2) Selection of instructors will be based on current instructor qualification/certification as dictated by each respective Course Management Plan (CMP) and Program of Instruction (POI).

(3) Commanders are encouraged to make available those persons who are qualified instructors that may be required as an instructor for a course being conducted at the WV Military Academy. Funding resources are available for instructor/support personnel. Individuals may also perform duty on a State Pay funding status.

7-7 AVIATION SECTION.

a. MISSION. The mission of the Aviation Section is to serve as the basis for planning and programming WVARNG aviation resources to attain the highest sustainable levels of individual readiness, thereby improving unit readiness. Also, the Aviation Section is to provide general staff planning, control, coordination and supervision for all WVARNG aviation activities and programs.

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b. Organization. The division is under the supervision of the Aviation Staff Officer, who reports to the DCSOPS.

c. AVIATION STAFF OFFICER. The Aviation Staff Officer is the principal assistant to The Adjutant General in all matters concerning WVARNG aviation training, safety and other related activities. The Aviation Staff Officer is responsible for the following:

- (1) Implementing the provisions of the Aircrew Training Program (ATP).
- (2) Maximizing integration of aircrew training with the Army Training and Evaluation Program (ARTEP) and combined arms training.
- (3) Providing guidance on aviation training to major and subordinate unit commanders.
- (4) Staff coordination with NGB and other agencies on all matters pertaining to aviation training.
- (5) Preparing and coordinating budgetary information required to support aviation specialized training programs.
- (6) Development and implementation of the annual flying hour program (FHP).
- (7) Review and consolidation of Aviator Training Report.
- (8) Review and approval of all aircrew member unit school requests.
- (9) Review and approval of all NGB Form 64 applications for flight training.

d. AVIATION SAFETY OFFICER. The State Aviation Safety Officer is responsible for overall aviation safety management with the command. This includes providing for safety training, safety education and promotion, accident reporting, analysis and statistics. The Aviation Safety Officer will also integrate both aviation and surface safety into all activities within the command. His or her duties are as follows:

- (1) Observe flight and ground operations to detect and correct unsafe practices.
- (2) Conduct hazard analysis, rank hazards in terms of severity and accident probability and advise responsible officials promptly.
- (3) Educate air crew members on safety related subjects.

- (4) Review aircraft accident reports and help implement corrections.
- (5) Rehearse and review adequacy of the preaccident plan.
- (6) Inspect physical conditions of airfields, heliports and tactical landing sites for hazards; recommend improvements; and ensure that all known hazards are publicized.
- (7) Maintain current reference files of aviation safety literature.
- (8) Maintain organization aircraft accident records.
- (9) Review aviator flight records and unit training program and make recommendations to correct deficiencies.
- (10) Observe aviation maintenance operations and make recommendations to correct unsafe procedures and practices.
- (11) Manage Operational Hazard Report (OHR) function.
- (12) Advise and assist aircraft accident investigation boards.
- (13) Analyze unit accidents and results of semi annual accident prevention surveys.
- (14) Monitor unit aviation life support equipment (ALSE) and related survival training programs.
- (15) Perform other duties as outlined in DA Pam 385-95 and WVMR 385-95.

e. OPERATIONS AND TRAINING OFFICER. The Operations and Training Officer is responsible for the following:

- (1) Review flight records and unit training programs to ensure that training is directed toward known deficiencies.
- (2) Develop a positive plan that ensures mission and aircraft assignments are within crew capabilities. Brief Aviation Staff Officer on mission schedule.
- (3) Ensure that the pilot's reading file is maintained IAW AR 95-1.
- (4) Cause sound flight principles and procedures to be followed for all operations regardless of mission urgency.

(5) Require that adequate and timely weather reports are provided to aircrews during field exercises.

(6) Ensure aircraft mission briefings are comprehensive and complete for all missions.

7-8 MOBILIZATION AND READINESS SECTION

a. MISSION. The mission of the Mobilization Readiness Division is to direct, implement and oversee the Force Structure Integration Program, Readiness Management System, the Army CAPSTONE Program and the Mobilization and Deployment Exercise Program for the WVARNG.

b. ORGANIZATION. The Division is under the general supervision of the Mobilization Readiness Officer who reports to the Deputy Chief of Staff, Operations and Training (DCSOP). The Division is organized as follows:

- (1) Mobilization Readiness Officer
- (2) Mobilization Plans Officer
- (3) Computer Operator
- (4) Clerk Typist

c. FUNCTIONS

(1) Develop, implement and oversee the WVARNG Force Structure Program. Provide liaison with the United State Army Reserve Commands (ARCOM) and First U.S. Army concerning force structure issues.

(2) Coordinate the Force Integration Program with other staff sections to ensure a smooth integration of new equipment into force structure. This includes the planning and coordination of the State Force Integration Committee.

(3) Develop, implement and manage the Readiness Management System to include the coordination and planning for the State Readiness Review Committee. Maintain Readiness data for all units and prepare quarterly summaries, reports and other correspondence for readiness actions. Identify causes of unreadiness from Unit Status Reports and effect corrective action. Provide data to National Guard Bureau on a quarterly basis.

(4) Direct and review the Army CAPSTONE Program for all WVARNG units. Provide liaison and coordinate wartime mission guidance with CAPSTONE headquarters, National Guard Bureau and CONUSA.

(5) Develop, implement and publish technical guidance on the processing and maintenance of The Army Authorization Documentation System (TAADS) authorization documents. Review, publish and distribute Modified Table of Organization and Equipment (MTOE) and Table of Distribution and Allowances (TDA) documents as approved by HQ DA. Oversee the development and update of the pre and post mobilization Table of Distribution and Allowances.

(6) Direct and manage the Mobilization and Deployment Exercise Program. Review unit mobilization and deployment plans on a regular basis and provide current guidance in the State Mobilization Plan and Unit Mobilization File. Schedule and conduct periodic readiness and mobilization exercises for WVARNG units.

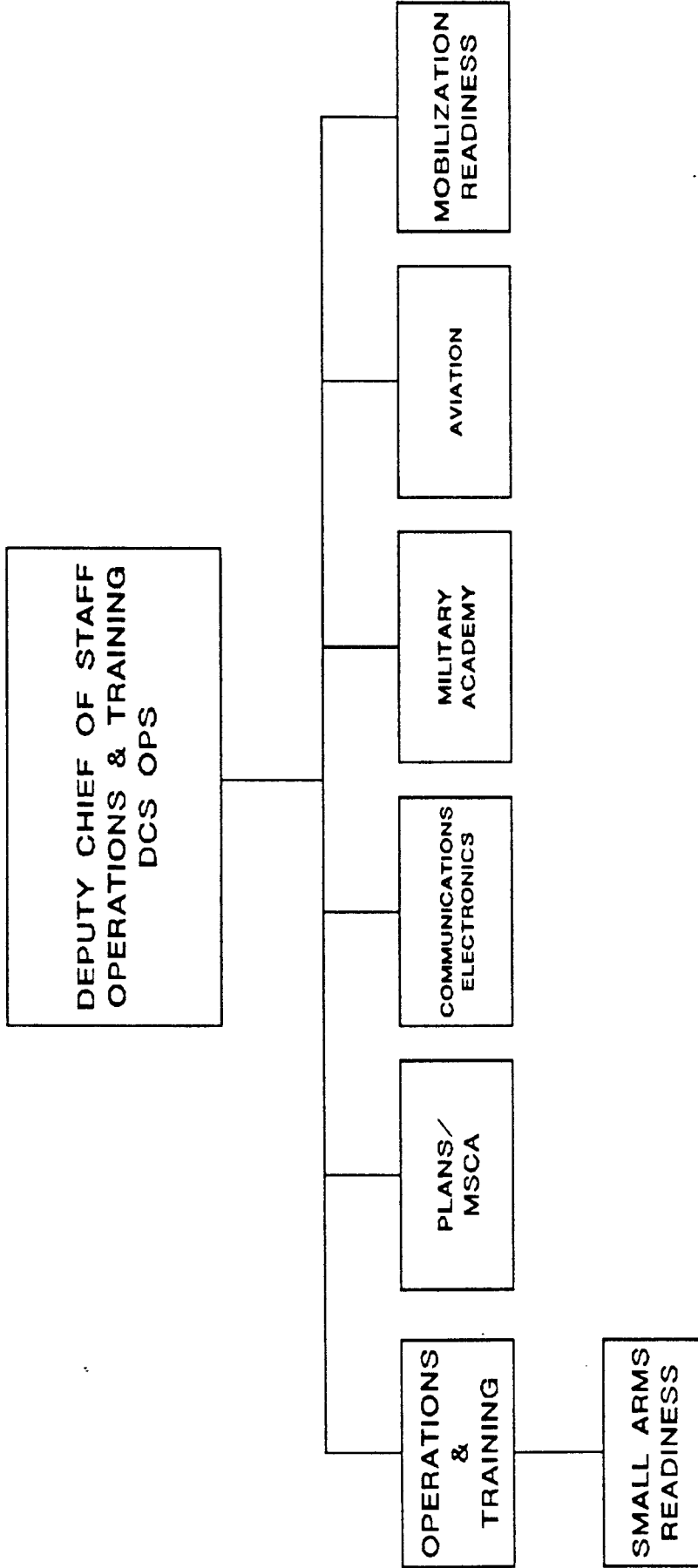
(7) Maintain current wartime information extracted from the World Wide Military Command and Control System (WWMCCS). Distribute information to units for the development of training plans.

(8) Maintain communications with First U.S. Army and Mobilization Stations through the Developmental Army Readiness Management System (DARMS). Provide Post Mobilization Training Support Requirement (PTSR) data from reporting units to CONUSA and mobilization stations.

(9) Conduct periodic Mobilization Readiness staff visits to subordinate units to provide assistance in planning, programming and reporting mobilization and readiness information.

(10) Plan, program and manage funds associated with mobilization, CAPSTONE and new equipment training.

OPERATIONS & TRAINING SECTION



CHAPTER 8

DEPUTY CHIEF OF STAFF FOR LOGISTICS
(DCSLOG)

8-1 GENERAL.

a. MISSION. The DCSLOG is responsible for all command logistics functions within the WVARNG. These include the development of logistics policy, assuring unit compliance with existing directives, direct involvement in the redistribution of equipment to meet readiness criteria, management of the state food service program, coordination and approval of convoy movements, direct participation in the Command Inspection Program and coordination of the Command Supply Discipline Program. In the pre-mobilization phase, these functions are accomplished on a daily basis in the Command Logistics Office by a technician work-force and are continued militarily in an Inactive Duty and Annual Training Status on select days throughout the year. During the mobilization phase, all attention will be directed to command support of the mobilized units emphasis given to cross-leveling activities, troop feeding, unit loading and road movement plan implementation. Post mobilization missions will include working with other sections on issues such as storage and security of installation/TDA property and providing guidance on the movement of deadline equipment. A more detailed review of the duties and functions of this section is found in the WV-STARC Mobilization Plan.

b. ORGANIZATION. The section, including the Deputy Chief of Staff for Logistics (DCSLOG), consists of thirteen persons. The DCSLOG maintains general supervisory control over the entire section and reports directly to the Chief of Staff. This section is subdivided as follows:

- (1) DCSLOG Section (2 Off and 1 Enl).
- (2) Logistics Program Section (2 Off, 1 WO, 4 Enl).
- (3) State Movement Control (2 Off and 1 Enl).

8-2 DCSLOG SECTION.

a. MISSION.

(1) Responsible to the The Adjutant General for all logistics matters with emphasis on policy and compliance issues, CSDP, supply accountability, transportation movement and food service.

(2) Provides guidance and supervision to the personnel within this sub-division and two separate section supervisors.

(3) Serves as the key logistics staff officer for coordination with other staff sections.

b. ORGANIZATION. Consists of the DCSLOG, Logistics Management Officer and a clerk-typist.

8-3 LOGISTICS PROGRAM SECTION

a. MISSION. Monitors and supervises supply, food service, and the compliance aspects of the Command Supply Discipline Program.

b. Organization. Consists of seven (7) personnel under the direct supervision of the senior Supply and Services Officer who reports directly to the DCSLOG.

8-4 STATE MOVEMENT CONTROL

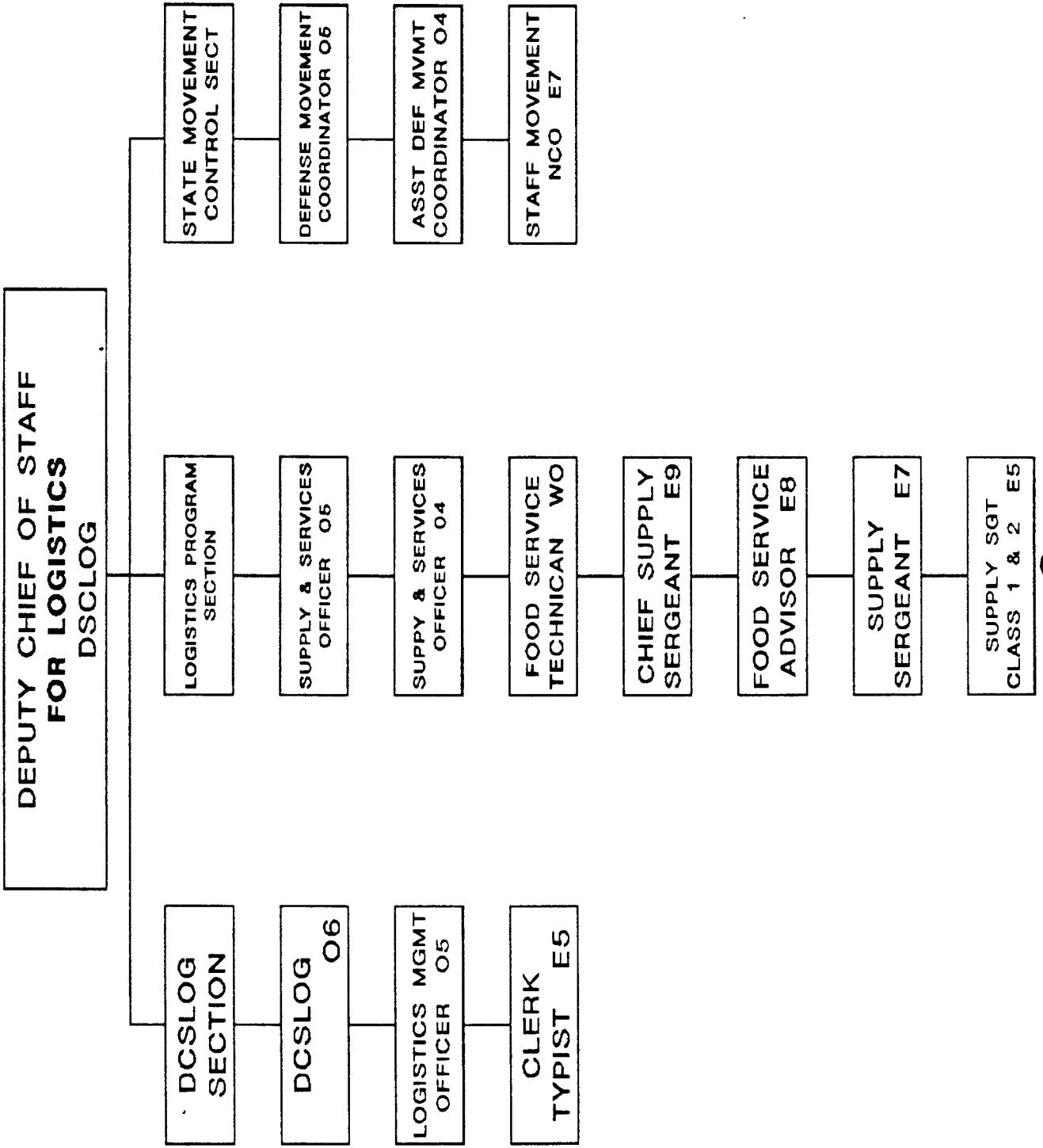
a. MISSION

(1) Provides support to the units in the form of convoy clearance approval, training on proper loading procedures, development of movement plans and scheduling of military bus transportation support.

(2) Responsible for all gaining approval for all ARNG and USAR movements originating in the State of West Virginia.

b. ORGANIZATION. Consists of three personnel under the direct supervision of the Defense Movement Coordinator who report directly to the DCSLOG.

LOGISTICS DIVISION



CHAPTER 9

USPFO SUPPORT SECTION

9-1 GENERAL.

a. **MISSION.** The USPFO Support Section provides logistical, financial, budget, internal review and management information (ADP) to all organizations, separate unit and activities of the West Virginia Army National Guard. It parallels functions assigned to the Office of the USPFO and provides for a continuance of these functions on a military basis during Inactive Duty Training and Annual Training. Upon mobilization, it provides necessary and timely supply support, financial and ADP support for mobilized units. During post-mobilization, it provides for the security and disposition of excess federal property resulting from mobilization and assumes other support missions as assigned by STARC or other appropriate headquarters. The preponderance of personnel in the Division occupy core positions of the USPFO. Administrative and technician support required in the performance of the Section's mission are provided by civilian technicians employed in the OUSPFO. This element of the West Virginia State Area Command (STARC) has its duty station at the Office of the USPFO for West Virginia in Buckhannon, West Virginia but will coordinate closely with DCSLOG Division.

b. **ORGANIZATION** The Section is under general supervision of the Assistant USPFO. As illustrated on page 9-3, the Section consists of an administrative office and five functional divisions with an authorized total military manning of six (6) officers, two (2) warrant officers and twenty (20) enlisted personnel. The Sections are:

- (1) Supply Division (008A).
- (2) Procurement Division (008B).
- (3) Services Division (008C).
- (4) Comptroller Division (008E).
- (5) Internal Review Division (008F).
- (6) Data Processing Division (008G).

9-2 SUPPLY DIVISION.

a. Monitors all logistics, finance, internal review and data processing (computer) programs and advises the The Adjutant General on the status of these programs within the WVARNG.

b. Provides guidance and supervision to heads of the five (5) subdivisions.

c. Advises other staff officers of the command and assists them in supply support, finance, internal review and computer areas of Transportation support is provided through one Traffic Management Coordinator.

9-3 PROCUREMENT DIVISION

a. **MISSION.** The Procurement Division provides local procurement and contracting support to include construction, repair parts, subsistence and other procurement of items and services not available through the Federal Depot Supply System.

b. **ORGANIZATION.** The Procurement Division is headed by a Contracting Officer with a federal contracting authority up to \$2,500,000 who supervises a Property Book Technician and Procurement Personnel.

9-4 SERVICES DIVISION

a. **MISSION.** The Supply and Services Division provides logistical support and direction for four battalion property book accounts and 31 separate unit/detachment property book accounts which include readiness management of all reportable equipment, warehouse storage and operation of Self Service Supply and Service Stock.

b. The Supply and Storage Division is headed by a supply officer 02 who directs the operation of stock control and warehousing operations manned by supply and Warehouse Specialists.

9-5 COMPTROLLER DIVISION

a. **MISSION** The Comptroller Division provides financial, fiscal accounting, military pay, travel and budget assistance for all units and activities of the WVARNG. This support is also provided on a day-to-day basis by applicable sections and personnel of the Office of the USPFO for West Virginia comprised of both military and civilian personnel.

b. **ORGANIZATION** The Comptroller Section is headed by a finance officer 0-4 who directs three (3) major functions.

(1) **FISCAL ACCOUNTING FUNCTION** Personnel within the fiscal accounting section are responsible for establishment and maintenance of all fiscal accounting records for the WVARNG involving obligation

and expenditure of federal funds and the preparation of all fiscal reports. Upon post-mobilization, this section would be required to function until all fiscal accounts have been reconciled, closed out and final reports rendered to the appropriate headquarters. The branch is manned by accounting specialists.

(2) PAY AND EXAMINATION FUNCTION. The personnel within the pay section are responsible for processing pay, maintenance of payroll office records, processes vouchers for commercial accounts and provide guidance and assistance to units and activities in pay-related issues. They also process military and civilian travel orders and vouchers. Upon post-mobilization this section would be required to function until all military pay accounts were transferred to Active Army JUMPS and the civilian work force terminated and their records closed out. The function is supported by military pay and quality assurance specialists.

(3) Budget is headed by a finance officer who performs budgetary planning and analysis for all federal funds. The Budget Officers analyzes completeness and accuracy of budget information for effective program completion. In addition, the budget officer establishes controls and techniques which control the budget execution process.

9-6 INTERNAL REVIEW DIVISION The Internal Review Division performs audits and conducts internal reviews of the West Virginia National Guard as directed by The Adjutant General. This section also performs special reviews by direction of the USPFO for West Virginia or The Adjutant General when fraud malfeasance, misfeasance or misappropriation of federal property or funds is suspected or uncovered during regularly scheduled reviews. During mobilization, it performs the function of transferring non-deployable equipment from property book officers back to the USPFO for West Virginia and assists in reporting deployable assets of the mobilized units. Division staff conducts unannounced drill verifications of WVARNG units as directed by the Assistant USPFO or Deputy STARC Commander.

b. ORGANIZATION The Internal Review Division is headed by a Supervisory Auditor and one (1) Auditor.

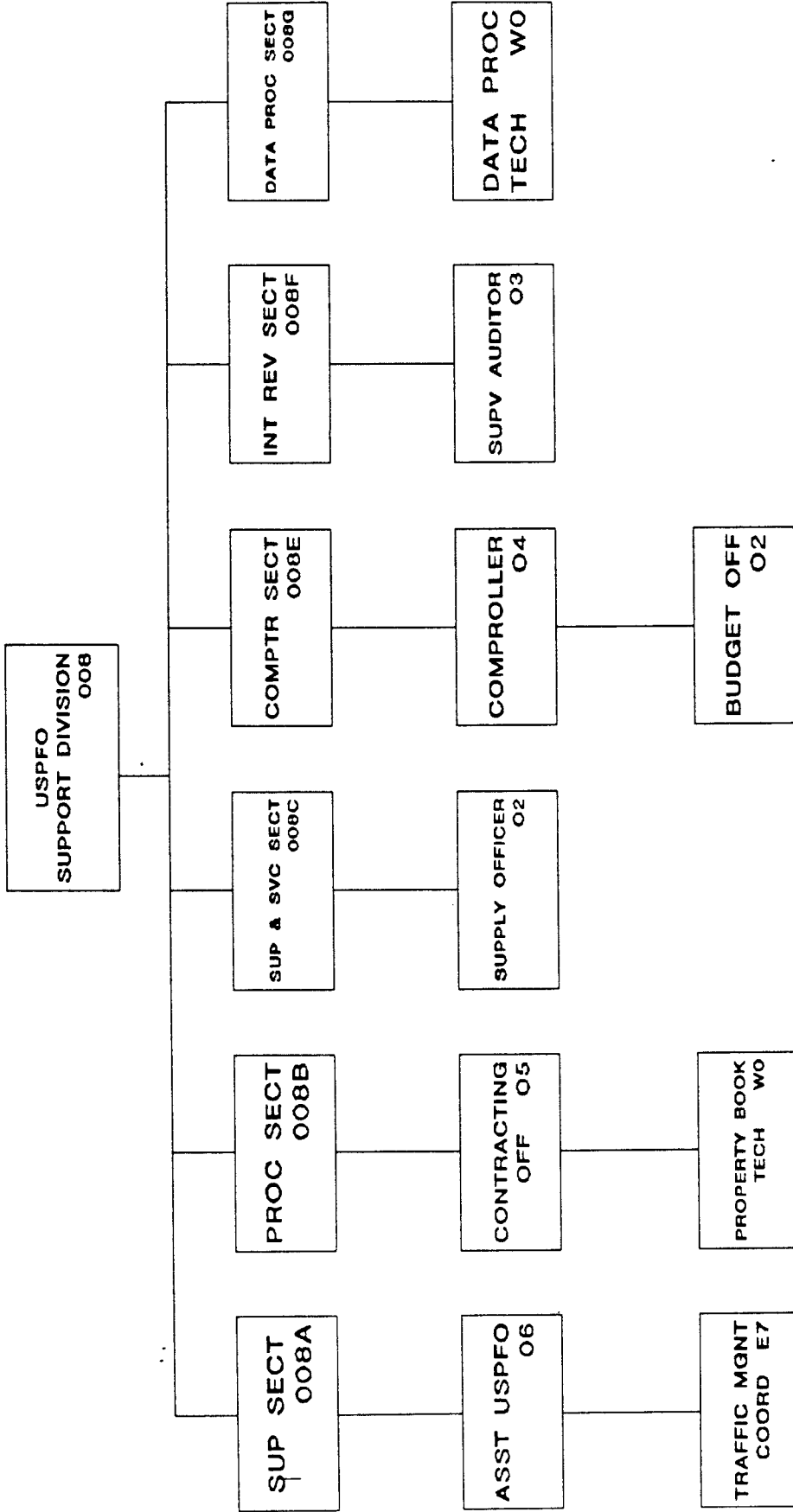
9-7 DATA PROCESSING DIVISION

a. MISSION The Data Processing Division provides automated data services for all units and activities of the WVARNG including supply, payrolls, personnel, fiscal, training and maintenance.

b. ORGANIZATION The Data Processing Division is headed by a warrant officer supervisory computer

specialist, who directs the activities of the computer programmer, systems supervisor and three (3) operators and provides technical assistance and advice to computer using activities. Data transcription and telecommunications support is provided through one (1) telecommunications specialist.

USPFO SUPPORT DIVISION



CHAPTER 10

MAINTENANCE DIVISION

10-1 DEPUTY CHIEF OF STAFF MAINTENANCE (DCSMAINT)

- a. The DCSMAINT has the primary responsibility for the maintenance support of the command.
- b. The DCSMAINT is the principal staff assistant to The Adjutant General in matters pertaining to maintenance and material readiness. He advises other staff officers and assists them in maintenance or material readiness matters that apply to their areas of responsibility.
- c. Advises Organizational Commanders on maintenance requirements to include preparation of broad planning guidance and policies for maintenance operations.
- d. Establishes uniform procedures for collection and presentation of maintenance management information.
- e. Coordinates closely with the State Maintenance Officer in determining the adequacy of maintenance organization, personnel, skills, training, tools, test equipment, facilities, repair parts and material readiness in order to provide maximum maintenance support for WVARNG equipment.
- f. Ensures that every means is utilized to guarantee that federal surface equipment issued to the WVARNG is maintained in accordance with policies and procedures prescribed in National Guard, Department of the Army, and other applicable publications.
- g. During pre-mobilization, provides maintenance guidance, training, Maintenance Assistance Team (MAIT), inspections, technical assistance and other assistance to commanders designed to keep ARNG equipment at a high level of maintenance readiness.
- h. During mobilization, provides assistance to commanders to ensure that their vehicles and equipment are ready for movement to mobilization stations and where needed coordinate with DCSLOG for evacuation, shipment or administrative storage of equipment.
- i. Coordinates organizational maintenance support of vehicles and equipment not accompanying units to their mobilization/deployment stations, and for units

not mobilized. Support may also involve utilization of USAR maintenance facilities and personnel assets.

- j. Coordinates the reconstitution of DS/GS Maintenance Support for WVARNG units after mobilization of the 3664th Maintenance Company.
- k. Coordinates post mobilization maintenance requirements and arranges for post-mob support of the Combined Support Maintenance Shop (CSMS) and Organizational Maintenance Shops (OMS's).
- l. Provide assistance to unit supply and maintenance personnel with various reports to include Material Condition Status Reports (MCSR), End Item Master Identification File (EIMIF), Military Manhour Report, among others.
- m. Coordinate and maintain close liaison with DCSLOG concerning items in short supply that effect maintenance.
- n. Coordinates with SMO in determining depot overhaul, repair or rebuild requirements, and for major maintenance support problems that cannot be resolved.
- o. Supervise and direct the efforts of the Maintenance Directorate personnel.
- p. Coordinate with the SMO in providing training and assistance to units in Maintenance Management (TAMMS) and improvement of operator Preventive Maintenance Checks and Services (PMCS) and Organizational Maintenance Operations.

10-2. MAINTENANCE MANAGEMENT OFFICER

- a. Assists the DCSMAINT in accomplishment of his duties and responsibilities.
- b. Coordinates DS Maintenance support requirements with Commander, 3664th Maintenance Company, to include making available the CSMS facility during IDT.
- c. Recommends operator/user, organizational and DS/GS maintenance training requirements to the DCSMAINT based upon observation, studies, inspection, reports and through other information.
- d. Provides assistance to unit/activities of the WVARNG in such areas as Material Condition Status Reports, TAMMS, Modification Work Orders (MWO's), Safety, Continuity of Operations, Maintenance Training, PLL/Repair Parts, MOS Qualification of maintenance personnel, Maintenance SOP's, Utilization of Facilities, among others.

- e. Assists commanders in coordinating on-site maintenance and contact team maintenance support.
- f. Assists the DCSMAINT, in planning and providing maximum maintenance support of mobilized units; to providing support for units vehicles and equipment that do not accompany troops and assisting in the preparation of vehicles and equipment to be shipped to a mobilized unit.
- g. Assists the DCSMAINT in reconstructing DS/GS Maintenance support after mobilization of the 3664th Maintenance Company.
- h. Recommends Annual Training (AT) DA Maintenance support requirement. Coordinates those requirements with the DCSMAINT and Commander, 3664th Maintenance Company.

10-3 AUTOMOTIVE MAINTENANCE TECHNICIAN

- a. Provide assistance and instructions in Maintenance Management and Maintenance operations to unit during AT and IDT. This training will include equipment condition and serviceability, proper use of tools and equipment and repair parts supply procedures.
- b. Assists Commanders with maintenance personnel, management, training records and reports management (TAMMS), publications and their proper use, shop layout and operations, SOP's, productions, introduction of new doctrine and techniques, operator's requirements (PMCS), organizational level maintenance, preventive maintenance techniques and equipment repair.
- c. Evaluates maintenance complaints received from supported units and makes recommendation to the DCSMAINT for resolution.
- d. Assists units in performing classification inspection to determine economic repairability. Periodically reviews and assists units in updating shop standard inspection procedure files, to incorporate new inspection techniques and to establish procedures for new equipment.
- e. Upon mobilization of WVARNG units conduct initial inspection on equipment to determine existing faults and necessary repairs. Provides technical assistance and training needed by commanders until the unit reaches the mobilization station.
- f. Performs in-process inspections to identify areas for improving operational methods and to ensure that repairmen are performing work according to approved

procedures and established standards.

- g. Keeps DCSMAINT informed about maintenance problems that require resolution and recommended training.

10-4 MANAGEMENT ASSISTANT

- a. Assists units and activities in development and conduct of maintenance training.
- b. Collects maintenance performance data and other information for use in recommending maintenance improvements, economy of operation, and for correction of operator/user abuse and neglect.
- c. Serves as management assistant to the DCSMAINT.
- d. Assists in review and preparation of maintenance guidance and directives. Assists in scheduling MAIT, technical assistance and DS maintenance support to supported units.
- e. Assists units in preparation and submission of Material Readiness reports to include DA Form 2406 and DA Form 2715.
- f. Assists in coordination of equipment density information between units supply and maintenance personnel.
- g. Upon mobilization of WVARNG units, assists in the coordination of maintenance requirements and support.
- h. Provides technical assistance to units relative to maintenance reports to include Material Condition Status Reports, Deadline Reports, Army Oil Analysis Program (AOAP), Manhour Reporting, among others.

10-5 CALIBRATION OPERATIONS NCO

- a. Coordinates closely with the CSMS Calibration Electronics supervisor regarding identified problems and recommendations for improved operation and maintenance of electronics and calibration equipment items, to include training.
- b. Conducts liaison with supported units to schedule DS support and assistance for Test Measuring of Diagnostic Equipment (TMDE). Coordinates with unit TMDE Coordinator for timely and appropriate calibration of equipment items.
- c. Diagnoses nature and extent of required overhaul or repair of radar sets, radio sets, mine detectors, telephones, switchboards, computers, radio teletypewrit-

ers, chemical alarms, COMSEC equipment, radio equipment, power supplies, radiacmeters and other items of electronic equipment.

d. Recommends improvements of calibration procedures and operation of calibrated equipment to the DCMAINT.

e. Upon mobilization of WVARNG units, provide direct assistance, quality surveillance, and technical support for TMDE, Calibration and communications/electronics equipment.

10-6 COMMUNICATION EQUIPMENT INSPECTOR

a. Assists in the inspection of communications maintenance activities and initiates appropriate corrective actions as required.

b. Determine capabilities and limitations of assigned equipment using appropriate references.

c. Brief operations and maintenance personnel on the relationships and interface of all communications elements within the organization.

d. Performs liaison between staff, operations and maintenance personnel.

e. Advises maintenance officer and unit commander on communications maintenance activities.

f. Assists command/staff in continuous appraisal of communications-electronics equipment maintenance in installation, operations and training.

g. Recommends changes in work or operations procedures and reports on unsatisfactory equipment and circuitry within communications-electronics equipment.

h. Reviews, consolidates and prepares technical reports pertaining to communications - electronics equipment maintenance, calibration and installation.

i. Coordinates maintenance calibration of calibrated equipment.

j. Instructs and demonstrates correct maintenance, installation procedures and use of special test equipment, tools and standards.

k. Performs quality control, quality assurance or inspection functions on communications equipment and

systems. Duties may be performed as part of equipment planning, integration or testing and disposal process.

10-8 UNIT SUPPLY SPECIALIST

a. Assists in the development of equipment requirements and reports.

b. Maintains property under the Standard Property Book System (SPBS).

c. Maintains administrative and logistics files.

d. Receives, inspects, loads, unloads, segregates, stores, issues, delivers, and turns in organization and installation supplies and equipment.

e. Verifies unit of issue, description and quantity of requested material against issue and turn in documents.

f. Prepares unit supply requests and assigns document numbers.

g. Posts and files regulations, publication, records and forms.

h. Prepares, reviews and corrects hand receipt property listings and annexes.

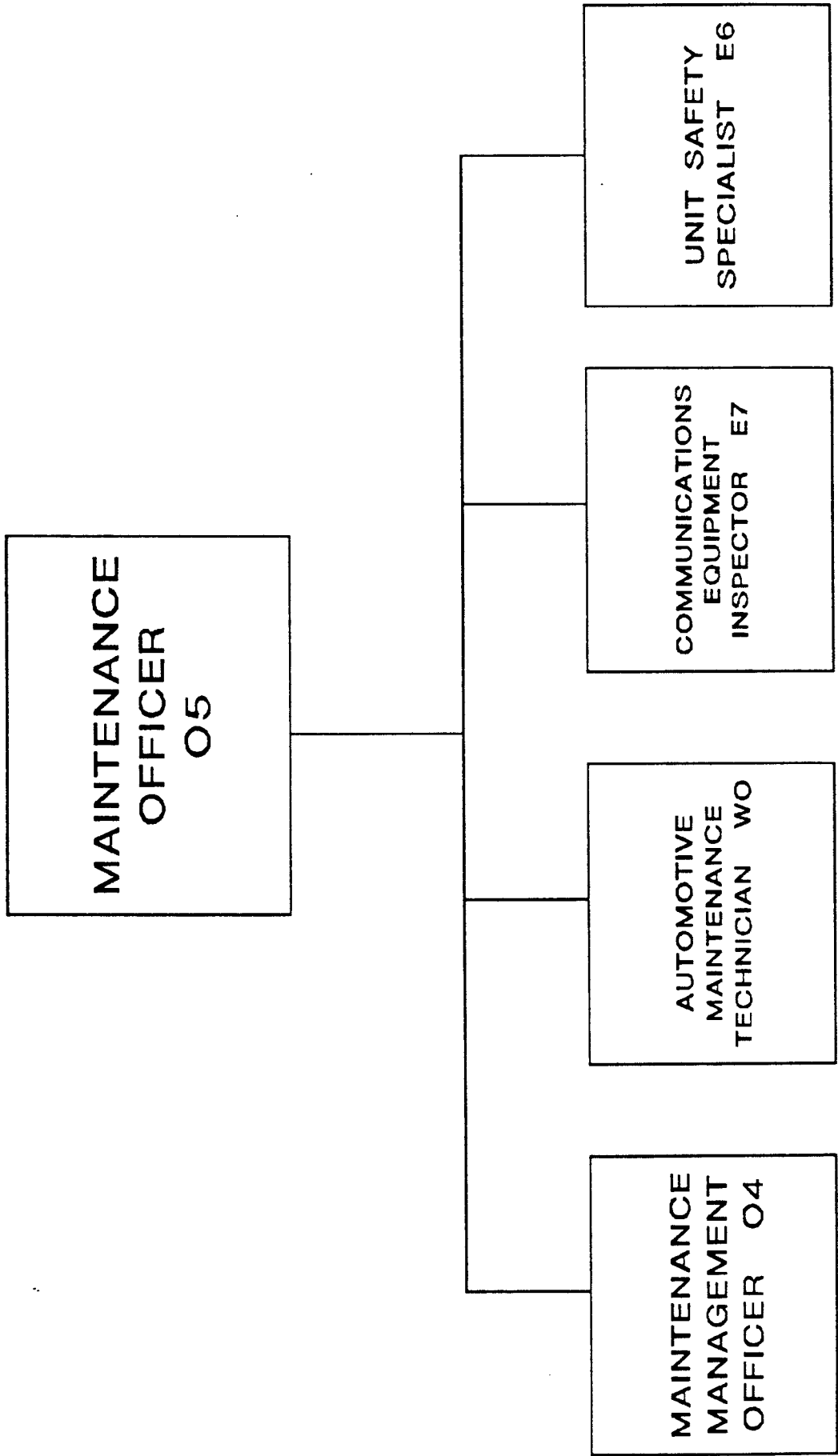
i. Inspects completed work for accuracy and compliance with established procedures.

j. Coordinates supply activities with supply and service and motor transport units.

k. Posts transactions to organizational and installation property books and supporting transaction files.

l. Assists and advises maintenance officer and commander.

MAINTENANCE DIVISION



CHAPTER 11

FACILITY MANAGEMENT DIVISION

11-1. FACILITY MANAGEMENT DIVISION.

a. RESPONSIBILITIES. The Facility Management Officer serves as the Chief Advisor to the Adjutant General, Staff and Commanders on all phases of ARNG military construction.

b. FUNCTIONS.

(1) Responsible for the coordination of all construction matters and for developing construction programs to provide necessary administration, logistics, maintenance and training facilities for all assigned WVARNG units.

(2) Prepares justification, economic analysis, site development and master plan for WVARNG construction program(s).

(3) Develops and implements programs to assure are in compliance with Occupational Safety and Health Act (OSHA) and fire safety regulations.

(4) Provides coordination with state, federal and local environmental agencies, ARNG Commander and Facility Manager/Commander to assure that environmental control systems are constructed, operated and maintained in compliance with the applicable laws and regulations of the Environmental Protection Agency (EPA), Resource Conservation and Recovery Act (RCRA) and The Occupational, Safety and Health Act (TOSHA).

(5) Analyzes and oversees operations maintenance programs, projects and personnel to assure appropriate scheduling and completion of essential requirements.

11-2 CIVIL ENGINEER

a. RESPONSIBILITIES. The Civil Engineer serves as a technical advisor and provides professional engineering services for all Army National Guard (ARNG) major construction, minor construction, maintenance and repair projects.

b. FUNCTIONS

(1) Assists the Facility Management Officer with the design, preparation and drawings and specifications on construction, maintenance, and repair projects.

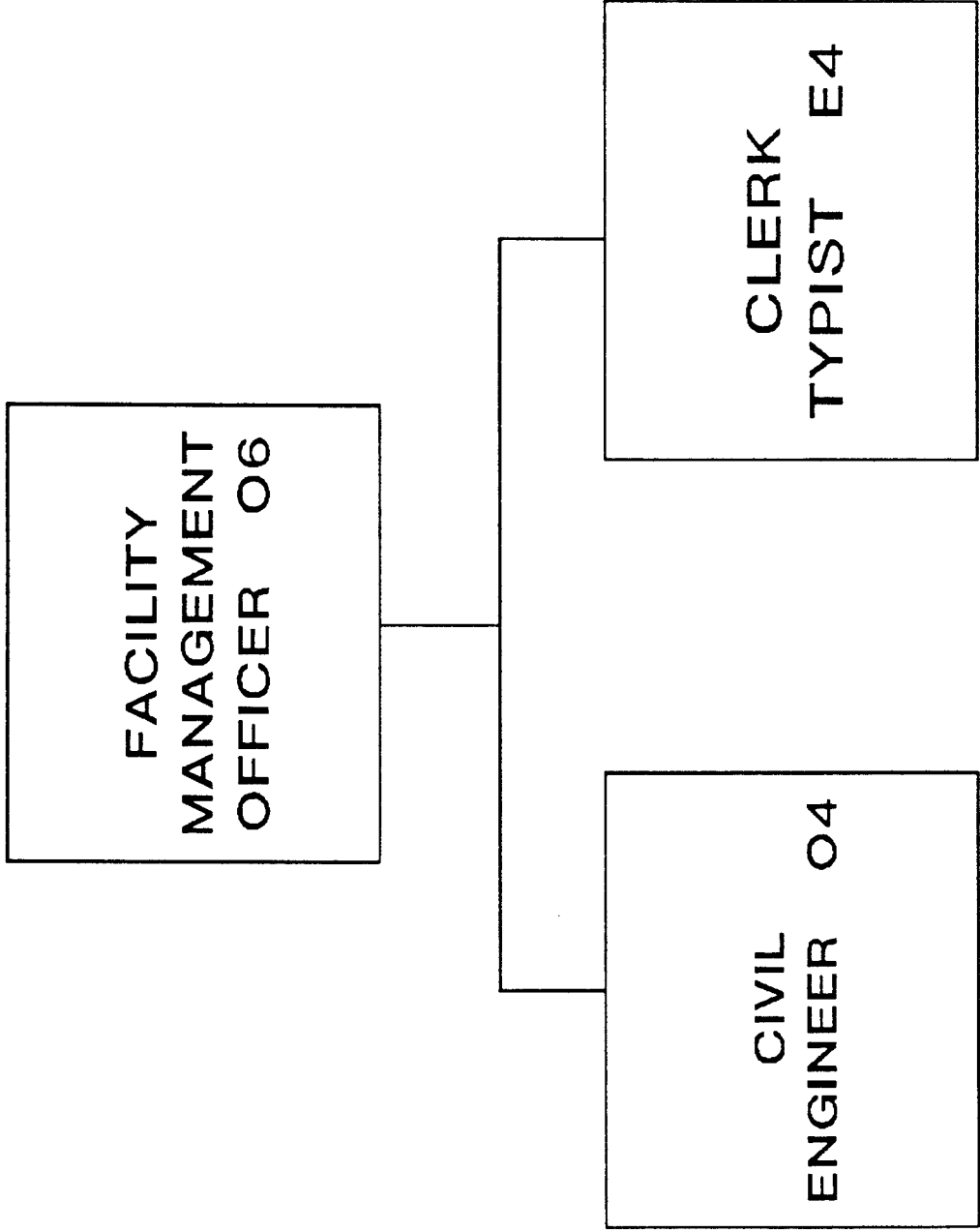
(2) Assists with the development of project justification documents for major and minor construction programs.

(3) Assists with the development of master plans for ARNG facilities and installations as appropriate.

(4) Serves as an engineering consultant on all ARNG construction projects.

11-3 CLERK-TYPIST The clerk-typist works for the Facility Management Division and types military and nonmilitary correspondence, messages, recurring and special reports, regulations, directives, SOPs and similar material.

FACILITY MANAGEMENT DIVISION



CHAPTER 12

HEADQUARTERS DETACHMENT

12-1 RESPONSIBILITIES. The Headquarters Detachment is responsible for providing such personnel services and logistical support as appropriate for each section and exercises operational control over headquarters personnel not assigned or attached to subordinate commands.

12-2 FUNCTIONS.

a. DETACHMENT COMMANDER. The Detachment Commander is responsible for the following:

- (1) Serves as principal advisor and coordinator for members of the Headquarters Detachment.
- (2) Maintains the detachment at authorized strength.
- (3) Sets standards and guidelines for morale and appearance.
- (4) Authorizes and supervises equivalent and split training.
- (5) Ensures that the Alert and Mobilization Plans are maintained current.
- (6) Responsible for the maintenance of physical security.
- (7) Causes mandatory training to be conducted.

b. FIRST SERGEANT. The First Sergeant is responsible for the following:

- (1) Directs the operation of the Headquarters Detachment in the absence of the Detachment Commander on drill weekends.
- (2) Responsible for the accounting of attendance at training assemblies.
- (3) Supervises the SQT training in the detachment.
- (4) Supervises the Headcount NCO and dining facility operations.
- (5) Supervises the NCODP in HQ, STARC (-Det 1,2,3) WVARNG.

c. PROPERTY BOOK TECHNICIAN. The Property Book Technician is responsible for the following:

- (1) Responsible for the organizational and installation property.
- (2) Directs the operation of the Headquarters Detachment on a full-time basis for the Detachment Commander.
- (3) Appointed as the Property Book Officer.
- (4) Appointed as the Unit Fund Manager and Custodian.
- (5) Appointed as the Physical Security Officer.
- (6) Maintains the supply portion of the Unit Mobilization file.

d. SUPPLY SERGEANT. The Supply Sergeant is responsible for assisting the Property Book Technician in supply functions.

- (1) Maintains the supply records and operates the supply room for the receiving, storage and issue of equipment, clothing and OCIE.
- (2) Maintains dining records.
- (3) AAE and Non-sensitive Key Custodian.
- (4) Maintains physical security in the supply room area.
- (5) Serves as Armorer.
- (6) Dispatcher for the tactical vehicles.
- (7) Completes DA Form 2407, Maintenance Request.

e. SUPPLY SPECIALIST. The Supply Specialist is responsible for assisting the Supply Sergeant in the maintenance of the supply functions as outlined in Paragraph d. above.

f. PERSONNEL/OPERATIONS SERGEANT. Serves as advisor to the Detachment Commander and First Sergeant on matters pertaining to personnel, administration and training by:

- (1) Ensuring that members personnel, pay and training records are maintained in an up-to-date and orderly fashion.
- (2) Ensure that the Headquarters Detachment's administrative files are kept in accordance with current directives.

(3) Provides information to SIDPERS to maintain accurate data base for each member.

(4) Terminal Access Security Officer (TASO) for the Headquarters Detachment.

(5) Prepares the Units payrolls.

(6) First line supervisor of the Training/Personnel NCO on the full-time basis.

(7) Directs the operation of the Headquarters Detachment in the absence of the Property Book Technician.

g. ADMINISTRATIVE NON-COMMISSIONED OFFICER. The Administrative NCO is responsible for the following:

(1) Maintains personnel and pay records.

(2) Posts and Maintains all publications.

(3) Assists the Personnel/Operations Sergeant in the maintenance of the administrative files.

(4) Alternate driver of TMP and tactical vehicles.

h. CLERK TYPIST. The Clerk Typist assists the Personnel/Operations Sergeant in administrative matters.

(1) Supports other sections of the Detachment in administration and typing.

(2) Primary alternate driver of TMP and tactical vehicles.

(3) Conducts records view and assists in the personnel actions as required.

i. LIGHT WHEEL VEHICLE MECHANIC. The Light Wheel Vehicle Mechanic is responsible for the following:

(1) Conducts the training and testing of personnel for their military drivers license.

(2) Issues SF Form 46, US Government Motor Vehicle Operators Identification Cards.

(3) Maintains DA Form 348, Equipment Operators Record.

(4) Maintains DA Form 2401, Equipment Control Log.

(5) Performs maintenance on vehicles.

(6) Assists Supply Sergeant in the maintenance of weapons.

(7) Maintains DA Form 314, Preventive Maintenance Schedule and Record.

(8) Primary driver of TMP and tactical vehicles.

j. TRAINING/PERSONNEL STAFF NCO. The Training/Personnel Staff NCO is responsible to the Personnel/Operations Sergeant.

(1) Maintains the unit training program.

(2) Maintains the Unit Mobilization File (except supply portion).

(3) Maintains the Unit Alert Roster.

(4) Maintains the Mobilization Packets.

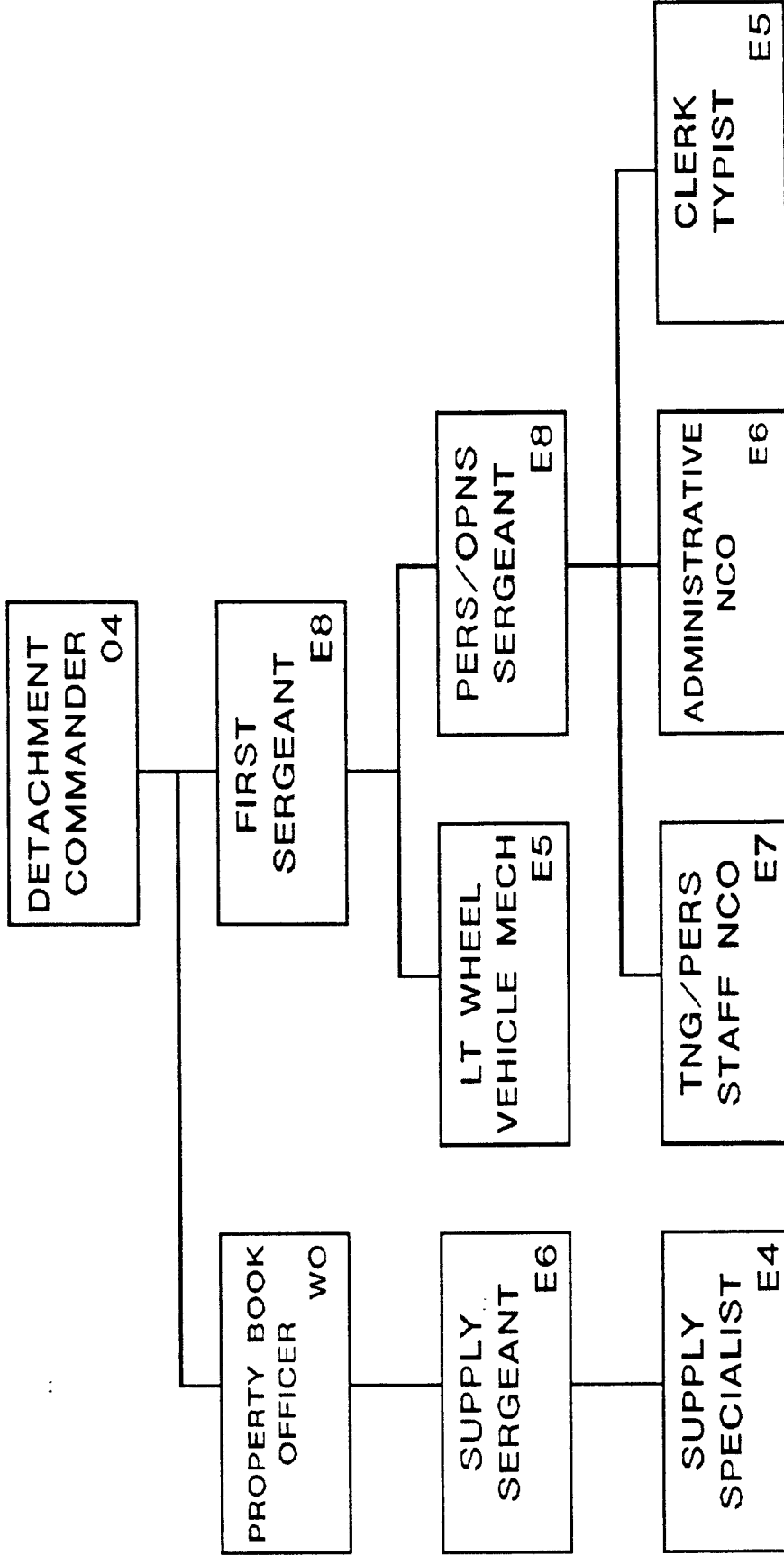
(5) Requests and distributes letter orders.

(6) Operates the learning center

(7) Assists in the Personnel/Administrative programs.

(8) Maintains the Unit Bulletin Boards.

HEADQUARTERS DETACHMENT, WV STARC



CHAPTER 13

TROOP COMMAND

13-1 MISSION. The mission of Troop Command is to provide command and control of separate company and detachmentsize units, as determined by the Adjutant General, in all administrative, training, mobilization and logistical functions.

13-2 ORGANIZATION. Troop Command is organized as a separate detachment in the WV-STARC TDA and is subordinate to the Command Section, WV-STARC.

13-3 COMMAND STRUCTURE. The headquarters command structure is illustrated on page 13-5.

13-4 SUPPORTING ACTIVITIES. OMS 7, Huntington, West Virginia is attached for operational control by Troop Command.

13-5 COMMAND SECTION

a. COMMANDER. Commands attached units and the Troop Command Headquarters, WV-STARC. Reports to the Command Section, WV-STARC. Plans, supervises and directs the administration, operations, training, supply, security and discipline of the command. Prescribes, policies, procedures, missions and standards. He visits and inspects attached units to determine compliance with correct regulations and directives.

b. EXECUTIVE OFFICER. Commands attached units and the Troop Command Headquarters, WV-STARC in the absence of the Commander. Ensures that the Commander's policies are carried out. Supervises, directs and coordinates the functions of the Headquarters staff. Coordinates briefings and the Headquarter's administrative standing operating procedures.

c. COMMAND SERGEANT MAJOR. Serves as the principal enlisted assistant to the Commander. Maintains liaison between the Commander and the First Sergeants of attached units and advises and assists senior noncommissioned officers within the command. He assists the Commander in inspecting attached units and serves as the Commander's principal supervisor of the Command's Noncommissioned Officer Development Program.

13-6 SPECIAL STAFF. Provides legal expertise to the Commander and to attached units that would normally be available from a battalion level command to

which separate units would be assigned upon mobilization. The Special Staff is under the general supervision of the Executive Officer, who coordinates their unit assistance schedule of visits and special staff work assignments.

a. MOBILIZATION PLANS OFFICER. The Mobilization Plans Officer is responsible for the following:

(1) The Mobilization Plans Officer is the Commander's special staff officer on all matters pertaining to or involving mobilization plans of attached units.

(2) Supervises and is responsible for the preparation and maintenance of mobilization plans of the headquarters and of units attached to the headquarters for administrative support.

(3) Reviews mobilization plans of attached units for accuracy and completeness.

b. JUDGE ADVOCATE OFFICER. The Judge Advocate Officer is responsible for the following:

(1) The JAG Officers is the Commander's special staff officer on all matters pertaining to or involving military or state law.

(2) Supervises and is responsible for the administration of military justice and other legal matters of the command.

(3) Prepares and processes correspondence concerned with the imposition of nonjudicial punishment under Article 15, WVMC, reviews appeals and makes recommendations to the Commander.

(4) Reviews reports of investigating officers and boards of officers to determine legal sufficiency and makes appropriate recommendations.

(5) Supervises military justice and mobilization related legal counsel training within the command.

13-7 S-1 SECTION. The S-1 Section performs administrative and personnel management duties for the command to include personnel, clerical, secretarial, correspondence, mailing and related duties and records proceedings of boards conducted by the headquarters.

a. S-1 OFFICER. The S-1 Officer is responsible for the following:

(1) The S-1 is the principal staff assistant to the Commander in the administration and management of individuals under military control.

(2) The S-1 has general staff responsibility for the personnel readiness and strength accounting of the command to include personnel, plans, policies and procedures for military personnel.

(3) Responsible for the following:

- (a) Military personnel management.
- (b) Recruitment and retention.
- (c) Discipline, laws and order.
- (d) Morale, welfare and educational activities.
- (e) Safety.
- (f) Drug and alcohol abuse.
- (g) Race relations.
- (h) Equal employment opportunity.
- (i) Awards and Decorations.
- (j) Other programs as directed.

(4) FUNCTIONS:

(a) Coordinates administration of attached units and supervises and coordinates personnel matters within the command.

(b) Authenticates, publishes and distributes correspondence and orders.

(c) As the Headquarters Detachment Commander, supervises all activities needed for the efficient accomplishment of the headquarters mission and for the accomplishment of all functions needed to properly feed, clothe, equip, house and train personnel assigned to the headquarters.

b. UNIT PERSONNEL TECHNICIAN. The Unit Personnel Technician is responsible for the following:

- (1) Assists the S-1 in the performance of his duties.
- (2) Provides advice and supervises actions involving personnel management throughout the command.
- (3) Implements requirements from higher headquarters on classifying, transferring, promoting, demoting, eliminating, retiring and separating personnel.

(4) Evaluates effectiveness and ensures conformity to personnel management policies and procedures.

c. PERSONNEL STAFF NCO. The Personnel Staff NCO is responsible for the following:

(1) Supervises and assists in the initiation and maintenance of personnel records of the headquarters and of units attached to the headquarters for administrative support.

(2) Processes personnel actions and reports relating to awards and other personnel matters.

(3) Supervises enlisted personnel performing duties in support of the headquarters, maintains duty rosters, performs needed administration and supervises clerks performing duties in support of the headquarters.

13-8 S-3 SECTION. The S-3 Section plans and supervises individual and unit training and employment of attached units. This section plans, coordinates and supervises command physical security activities and supervises and maintains status of readiness capabilities of attached units.

a. S-3 OFFICER. The S-3 Office is responsible for the following:

(1) The S-3 Officer is the principal staff assistant to the Commander in the areas of planning, operations, individuals and unit training, and readiness.

(2) The S-3 Officer has general staff responsibility for training readiness and physical security matters of attached units.

(3) Responsible for the following programs:

(a) Reviews and recommends approval of training plans and programs of the headquarters and attached units, providing guidance and assistance as required.

(b) Monitors and makes recommendations in regards to OPFOR and OPSEC training of attached units.

(c) Evaluates training and makes recommendations relative to the improved use of training facilities and training resources such as equipment, funds and school quotas.

(d) Coordinates special civil disturbance programs.

(e) Monitors the procurement of training aids throughout the command.

(f) Administers recording and reporting systems for ARTEP's, FTX's and the evaluation activities.

(g) Coordinates movement of attached units.

b. ASSISTANT OPERATIONS AND INTELLIGENCE OFFICER. The Assistant Operations and Intelligence Officer is responsible for the following:

(1) Assists the S-3 in the accomplishment of his duties.

(2) Serves as the security, plans and training officer.

(3) Develops and implements training plans for NBC, intelligence and OPSEC training conducted by attached units.

(4) Serves as the principal staff assistant for physical security OPSEC and information security programs within the command.

(5) Monitors individual security clearances, requests for security clearances and serves as custodian of classified material.

c. OPERATIONS SERGEANT. The Operations Sergeant is responsible for the following:

(1) Principal enlisted assistant to the S-3.

(2) Supervises and assigns work to section personnel, assists in the preparation of plans, policies and procedures.

(3) Coordinates NBC and other special training, as determined by the S-3.

(4) Prepares movement plans and assists in the preparation of operations plans and training schedules.

(5) Serves as the Detachment First Sergeant.

d. INTELLIGENCE SERGEANT. The Intelligence Sergeant is responsible for the following:

(1) Principal enlisted advisor to the S-3 for physical security, OPSEC, COMSEC, Information Security and related training.

(2) Monitors the preparation of security clearance requests to ensure that all are in accordance with established directives.

(3) Conducts physical security inspections of attached units.

13-9 S-4 SECTION. The S-4 Section performs internal and external supply functions for the command. Supervises the maintenance of separate property books throughout the command. Supervises and inspects attached unit internal supply and food service activities.

a. S-4 OFFICER. The S-4 Officer is responsible for the following:

(1) The S-4 Officer is the principal staff assistant to the Commander in matters pertaining to supply, food service and miscellaneous logistical support.

(2) Recommends courses of action to ensure property accountability within the command

(3) Supervises property control of the headquarters and of attached units.

(4) Monitors fire protection programs of the headquarters and of attached units.

(5) Provides for food service management of attached units.

(6) Prepares logistical estimates, report and plans.

(7) Monitors fuel usage and energy conservation programs of the headquarters and attached units.

b. GENERAL SUPPLY TECHNICIAN. The General Supply Technician is responsible for the following:

(1) The General Supply Technician assists the S-4 in the performance of his supply duties.

(2) Supervises and monitors the maintenance of all property books of the command.

(3) Ensures that all authorized items are on hand or on order and that no excess items are maintained by the attached units.

13-10 MAINTENANCE SECTION. The Maintenance Section performs maintenance management duties for the command to include general supervision of attached OMS activities.

a. MAINTENANCE OFFICER. The Maintenance Officer is responsible for the following:

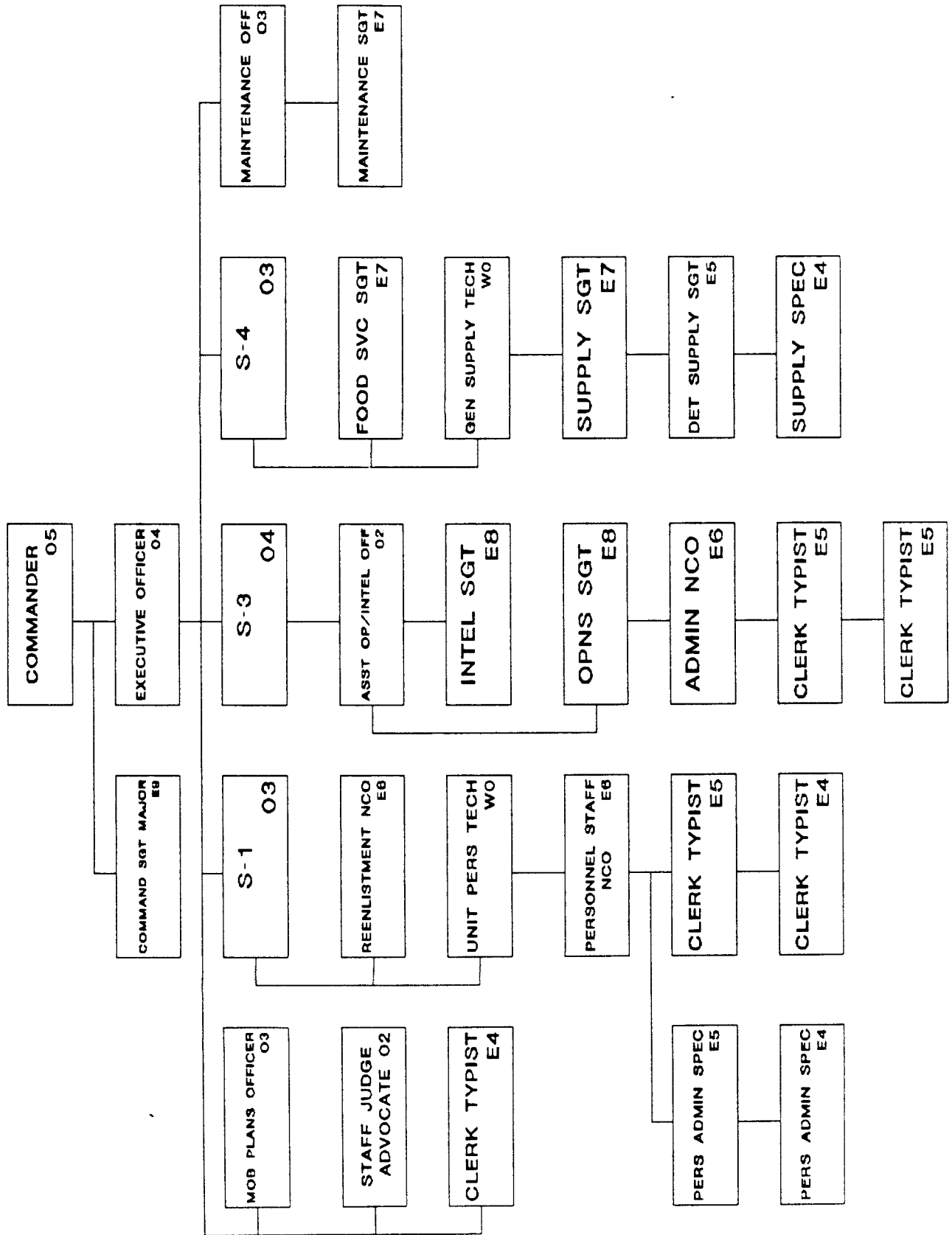
(1) The Maintenance Officer is the principal staff assistant to the Commander in matters pertaining to maintenance management and activities.

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- (2) Responsible for the headquarters and attached units' maintenance program.
- (3) Coordinates and ensures updating of attached units' Prescribed Load Listing (PLL) and Combat Prescribed Load Listing (CPLL).
- (4) Advising the Commander on the operational status of equipment within the command.
- (5) Monitors and supervised the Preventive Maintenance Check and Services Procedures (PMCS) within the command.
- (6) Monitors the oil analysis program of the command.
- (7) Monitors and assists attached units in the Equipment Status Reporting System.

TROOP COMMAND



CHAPTER 14

ARMY TRAINING SITE (ATS), CAMP DAWSON

14-1 MISSION. The mission of the Army Training Site (ATS) is to provide year round training areas and supporting facilities to support essential training of the West Virginia Army National Guard (WVARNG). Other National Guard (Army and Air), Reserve and Active Component organizations and units are supported on a space available basis.

14-2 REFERENCE

- a. NGR 570-3, Manning Criteria - ARNG Major Training Areas
- b. AR 5-3, Installation - Management and Organization.

14-3 ORGANIZATION. The ATS organization is depicted in figure 14-3.

14-4 ARMY TRAINING SITE COMMAND ELEMENT. The command element will:

- a. Operate the training site effectively and economically.
- b. Organize the training site support activities and establish management procedures in accordance with current regulations and higher headquarters.
- c. Ensure that key training site personnel, civilian and military receive appropriate training.

14-5 HEADQUARTERS DETACHMENT (HD).

a. The detachment serves the command element for individuals assigned to the Army Training Site TDA Organization. The detachment will:

- (1) Command, to include administration, billeting and supply functions.
- (2) Perform training, morale support, military discipline, housekeeping and welfare functions for assigned/attached personnel.
- (3) Provide local security for the headquarters.
- (4) Provide for reception and accommodation of visitors.

b. **DINING FACILITY.** The section operates dining facility(ies), unit and/or consolidated for personnel assigned/attached to the ATS and for other personnel authorized by the HD commander to subsist in the facility.

14-6 PERSONNEL AND COMMUNITY ACTIVITIES (PCA) This staff section performs the Army's traditional S1 functions (FM 101-5) for the ATS. THE PCA has the primary staff responsibility for all the "people programs" designed to enhance morale and promote readiness. The staff officer is responsible for and advises the ATS commander on matters pertaining to Camp Dawson community affairs, families, education, personnel and administrative operations and moral, welfare and recreation (MWR) business operations.

14-7 PLANS, TRAINING AND SECURITY (PTS).

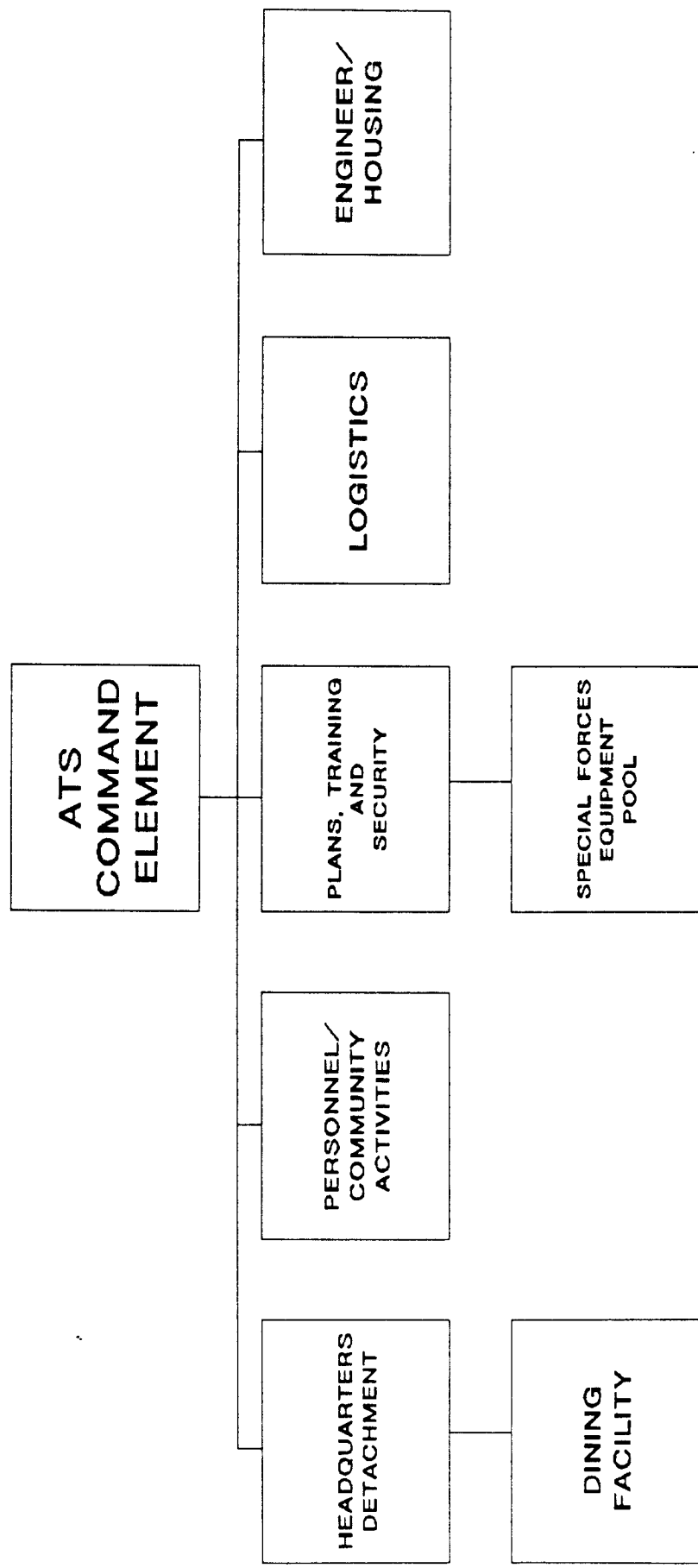
a. This staff section performs the Army's traditional S3 functions (FM 101-5) for the ATS. The staff officer directs and coordinates plans and training for the training site; coordinates non-military activities, military and civilian aviation, airfield operations, use of weapons, ammunition, and training equipment; directs and coordinates range activity to include maintenance and development of new ranges and training facilities and acquisition of training devices. This section has direct responsibility for coordinating AT Administrative Plans for additional man-day support for the training site. Will direct and coordinate military intelligence, counterintelligence and security activities to include assignment and control of the training site Security Guards (State Employees). Plans and determines requirements for and monitors the operation and installation for communications systems. Furnishes technical guidance on communication systems. Furnishes technical guidance on communication matters for plans, exercises and tests. Develops and coordinates input for the training site 5-year range and master plan. Prepares and coordinates emergency disaster and special plans and exercises.

b. **SPECIAL FORCES EQUIPMENT POOL.** This section will provide equipment to Special Forces organization/units and to other using units for special type training. The Senior Airdrop Equipment NCO will coordinate their activity with the ATS Operations and Plans Officer. Also, the section leader has the staff responsibility for drop zone certification.

14-8 LOGISTICS (L). This staff section performs the Army's traditional S4 functions (FM 105-5) for the ATS. The staff officer exercises staff supervision over all logistics functions performed by other ATS staff elements and staff coordination with supporting tenants; advise the commander and staff members on all training site logistic activities; provides staff supervision of all maintenance operations to include those of the training site activities; develop and supervise the training site supply discipline program; and administers contracts within delegated authorities including conduct of quality assurance surveillance/evaluation of contract performance.

14-9 FACILITIES ENGINEERING (FE). This staff section performs the functions associated with operating, maintaining, repairing and constructing real property facilities; and managing natural resources. The staff officer provides environmental assessments and prepares environmental impact statements relating to the preservation, protection and enhancement of the environment; responsible for the activity of the Post Engineers (State Employees), organizational maintenance of engineer equipment, fire prevention and protection, refuse collection and disposal, and supply and storage of engineer equipment and other miscellaneous engineering services, to include civilian contracted equipment.

DETACHMENT 3, ARMY TRAINING SITE WV - STARC



CHAPTER 15

SELECTIVE SERVICE

15-1 SELECTIVE SERVICE SECTION. The Selective Service Section has the requirement to be able to expand and augment the Selective Service System in an emergency where full operation of the system is required in a national emergency. Officers assigned to the section must be able to exercise intelligent and objective judgement in the complex field of manpower procurement in both a standby and a mobilization situation.

(2) Assists in matters of procurement and transportation.

(3) Trains to function in the State Headquarters in event of mobilization.

a. Section Chief (MAJ)

(1) Coordinates activities of reserve officers assigned to duty in state with command of Region II of the Selective Service System.

(2) Coordinates work and training of the section with the West Virginia State Director of Selective Service.

(3) Directs efforts of the section in recruiting, selecting and training local and appeal board members.

(4) Directs training of the section as prescribed by the Director of Selective Service and the Adjutant General of West Virginia.

b. Selective Service Officers (one MAJ, two CPT).

(1) Responsible for reconstitution, training and supervision of assigned area office.

(2) Performs duties designed to enhance registration compliance.

(3) Annually trains MEPS personnel assigned to augment the Selective Service in the event of emergency mobilization.

(4) Additional duties:

Executive Office - MAJ

Training Officer - CPT

Unit Librarian - CPT

Board Member Trainers - As Assigned

Public Relations - As Assigned

c. Unit Personnel Technician, Chief Warrant Officer (CWO).

(1) Chief of Administrative Services.