







# Virginia Army National Guard Leader's Book

Name:

Unit:











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#### CREED OF THE NON COMMISSIONED OFFICER

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

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

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



### Soldier's Creed

I am an American Soldier.

I am a warrior and a member of a team.

I serve the people of the United States, and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy, the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.





### **Army Values**

L- LOYALTY: BEAR TRUE FAITH AND ALLEGIANCE TO THE U.S. CONSTITUTION, THE ARMY AND OTHER SOLDIERS.

**D- DUTY:** FULFILL YOUR OBLIGATIONS.

R- RESPECT: TREAT PEOPLE AS THEY SHOULD BE TREATED.

**S- SELFLESS SERVICE**: PUT THE WELFARE OF THE NATION, THE ARMY, AND YOUR SUBORDINATES BEFORE YOUR OWN.

**H-HONOR:** LIVE UP TO ALL THE ARMY VALUES.

- INTEGRITY: DO WHAT'S RIGHT, LEGALLY AND MORALLY.

**P-PERSONAL COURAGE:** FACE FEAR, DANGER, OR ADVERSITY (PHYSICAL AND MORAL).



### **Important NCO Regulations**

#### **PERSONNEL**

AR 600-9 The Army Body Composition Program

AR 600-8-19 Enlisted Promotions and Reductions

AR 600-8-22 Military Awards

AR 623-3 Evaluation Reporting System

NGR 600-200 Enlisted Personnel Management

AR 670-1 Wear and Appearance of Army Uniforms and Insignia

#### **LOGISTICS**

AR 710-3 Inventory Management Asset and Transaction Reporting

**System** 

AR 735-5 Property Accountability Policies

DA PAM 710-2-1 Using Unit Supply Systems

#### **TRAINING**

AR 350-1 Army Training and Leader Development

ADP 7-0 Training

ATP 4-02.2 Medical Evacuation

FΜ

FM 6-22 Army Development

FM 7-22 Army Physical Readiness Training

TC

TC 3-21.5 Drill and Ceremonies



### **Chain of Command**

Squad Leader	Name:
Address	
Telephone	
	•
Platoon Sergeant	Name :
Address	
Addiooo	
Telephone	
1SG	Name :
Address	
Address	
Telephone	
Commander	Name :
Address	
Addicas	
Telenhone	



# **Important Numbers**

Unit Readiness NCO	
Unit Training NCO	
Unit Supply NCO	
Unit Retention NCO	
Team Leader	
Squad Leader	
Platoon Sergeant	
Platoon Leader	
1SG	
Commander	
Legal Office	
EEO	
Red Cross	



### **Privacy Act Statement**

The personnel listed below authorize to maintain their SSN and personnel information in their Leader Book with the understanding that this information will not be disclosed except in the line of their official duties.

NAME	DOD ID	SIGNATURE	DATE



# **Daily Personnel Status**

**AWOL** 

**LEAVE** 

		Off	NCO	ENL	Total
Autho	orized				
Ass	igned				
Present for	r Duty				
Absent from	Duty				
TDY		-		041	
I IDY					
				Other	
Unsat				On Duty	
			Out Pr	+	
Unsat			Out Pr	On Duty	
Unsat				On Duty ocessing	

**KIA** 

MIA



### **Soldier's Personal Data**

NAME:		RAN	IK:	DOR:	LAST 4:
BASD:	ETS:		DOB:		
MOS:	TIG:		TIS:		
PROMOTABLE: YE	ES/NO	POINTS:	WEIGH	IT:	HEIGHT:
HAIR:	EYES:	AGE	: MARI	TAL STATUS	S:
SPOUSE'S NAME:			AGE:	M/F	EFMP: YES/NO
CHILD'S NAME:			AGE:	M/F	EFMP: YES/NO
CHILD'S NAME:			AGE:	M/F	EFMP: YES/NO
CHILD'S NAME:			AGE:	M/F	EFMP: YES/NO
CHILD'S NAME:			AGE:	M/F	EFMP: YES/NO
HOME PHONE:					
ADDRESS:					
CITY/STATE/ZIP CO	DDE:				
REL: BLOOD	TYPE:	WEAPON	#: WE	APON SERIA	AL#
LAST WEAPON QU	IAL:		QUAL: MARK/S	SHARP/EXPE	ERT
LAST ACFT:	sc	ORE:			
LAST WEIGHT IN:	BOD	Y FAT:	PROFILE:	T/P	
DATE CTT TEST:			<b>GO/NOGO DAT</b>	E DRIVERS	TRAINING:
DATE QUALIFIED	CREW SERVE	D WEAPON:		TYPE/S:	
NBC SUIT SIZE:	MASK S	IZE: OC	P COAT SIZE:	TR	OUSERS SIZE:
BERET: H	AT SIZE:	BOOT SI	ZE:		
NCOES COMPLETE	≣: [	DATE:	DLC COMPLE	ETE:	DATE:
AWARDS:					
DATE LAST GCM:			DATE LAST NO	OER:	
NEXT OF KIN:			PHONE NUMBE	ER:	
ADDRESS:					
CITY/STATE/ZIP CO	DDE:				
POV MAKE:			MODEL:	YR:	COLOR:
LIC PLATE:	I	NS COMPAN	<b>Y</b> :	EXP	DATE:
ALLERGIES:					
REMARKS:					



# **Counseling Data**

RANK	NAME	INITIAL COUNSELING DATE	PERFORMANCE COUNSELING DATE	NEXT PERFORMANCE COUNSELING DATE



### NCOES/DLC

RANK	NAME	DLC LV	NCOES	NEXT DLC	DATE TO BE COMPLETED	NEXT NCOES	DATE TO BE COMPLETED



### **Unresolved Issues**

RANK	NAME	ISSUE	DATE-STATUS- FOLLOW-UP



### **ACFT Data**

NAME	MDL	SPT	HRP	SDC	LTK	2MR	TOTAL	R/D	DATE



# **Weapons Qualifications**

NAME	DATE	TYPE	SCORE	RATING	REMARKS



### 8 Step Training Model

#### **PLAN**

- 1. Training Objectives
- 2. Soldiers to Train
- 3. Trainers/Evaluators
- 4. Land/Facilities
- 5. Equipment/Supplies
- 6. References & TTP's
- 7. Risk Assessment

#### TRAIN THE TRAINERS

- 1. Train Leaders First
- 2. Focus on Doctrine, Basics, & Standards
- 3. Classroom Instruction
- 4. Performance Tests
- 5. Written Tests
- 6. On Site Certification

#### **RECON**

- 1. Recon Training Site,
- 2. Route, & Obstacles
- 3. Terrain Walk Done
- 4. With Key Leaders

#### **ISSUE ORDER**

- 1. Situation
- 2. Enemy
- 3. Friendly
- 4. Attachments & Detachments
- 5. Mission
- Execution
   Concept of Operation
   Coordination Instructions
- Service and Support Concept of Logistics,
- 8. Materiel, and Medical Evacuation command and Signal

#### **REHEARSE**

- 1. Leaders and OC's
- 2. Reduced Force
- 3. Sand Table
- 4. Rock Drill
- 5. TEWT
- 6. Full Force
- 7. Force on Force

#### **EXECUTE**

- 1. Pre-combat Checks
- 2. Focus on Doctrine,
- 3. Basics, & Standards
- 4. Coach Frequently
- 5. Control Environment
- 6. Develop Teamwork

#### CONDUCT AAR

- 1. Establish What Happened
- 2. Establish Why It Happened
- 3. Determine What Was Right4. Determine What Was Wrong
- 5. Determine What Should Be

#### **RETRAIN**

- 1. Alternate Instructor
- 2. Focus on Weakness



### **Operation Order**

#### 1. Situation.

- A) Enemy Forces
  - 1. Situation (enemy, weather and terrain).
  - 2. Capabilities.
  - 3. Probable course of action.
- B) Friendly Forces.
  - 1. Mission of Next higher unit.
  - 2. Mission of adjacent units (left, right, front, rear).
  - 3. Mission and location of supporting elements.
- C) Attachments and Detachments.
- 2. Mission, Who, What, When, Why, and Where (coordinates).
- 3. Execution.
  - A) Concept of Operation.
    - 1. Scheme of maneuver.
    - 2. Formation.
    - 3. Route.
    - 4. Tactical Missions to subordinate Units.
  - B) Subunit subparagraphs.



### **Operation Order**

#### 4. Sustainment

- A) Supply.
  - 1. Rations.
  - 2. Uniforms and Equipment.
  - 3. Arms and Ammunition.
  - 4. Captured Materiel.
- B) Transportation.
- C) Medical Evacuation.
- D) Personnel.
- E) Prisoners of War.

#### 5. Command and Signal.

- A) Signal.
  - 1. Frequencies and Call Signs.
  - 2. Pyrotechnics and Signals.
  - 3. Challenge and Password.
  - 4. Code Words.
- B) Command.
  - 1. Command Leader Location.



### **Pre-Combat Checklist**

	Check		Check
Individual		Platoon Sergeant (cont'd)	
Equipment Packed IAW with TACSOP		Operation Equipment	
LBV complete and serviceable		Maps, Updated	
Ear Plugs		Compasses	
First aid pouch		Pens, etc	
Ammunition pouches		Sleep Plan Established	
Canteen w/water and cup		Class V Issued	
Kevlar with camo cover and band		MOPP Level known and disseminated	
Weapons, zero in pistol grip		Weapons control	
Protective Mask w/carrier and hood		Platoon Status to First Sergeant	
Body armor as required		Situation Briefed	
Flashlight with batteries and lens filters		MRE's Issued	
Causality feeder reports			
Individual Decon Kit		First Sergeant	
M8/M9 Paper		Personnel Accounted For	
Current MOPP implemented		Uploaded by Load Plan	
Weapon at appropriate arming level		Expendable Supplies on hand	
Optical Inserts		Operation Equipment	
Anti Fogging Kit		Maps, Updated	
ID Card		Compasses	
ID Tags (2 sets, w/2 tags, 1 set worn)		Pens, etc	
MREs'		Individual PCI Completed and verified	
Drivers Licenses		LP/OP Briefed and positioned	
Challenge and Password		Defense Plan Established and Rehearsed	
Shot Records		Defensive Sector Diagram Complete	
Hot/Cold Weather Brief		Range Cards Verified and Complete	
Mission Brief		Camouflaged	
		Vehicles	
Squad Leader		Equipment	
Personnel Accounted For		Positions	
Individual PCI Completed		Glass and mirrors	
Reference Publications Reviewed		Repack all equipment not in use	
Uploaded by Load Plan		Field Sanitation enforced	
Expendable Supplies on hand		Hand Washing enforced	
Sleep Plan Established		Trash kept Policed	
MOPP Level lmown and disseminated		Medevac helio pad marked	
Weapons control		Casualty collection identified	
Section Status to Platoon Sergeant		Reference Publications Reviewed	
Situation Briefed		Early warning devises employed	
J'v1RE ' s Issued		Noise and light discipline enforced	
Ammo Basic Load Issued		Sleep Plan Established	
		Class V Issued	
Platoon Sergeant		Feeding Plan "Established	
Personnel Accounted For		MOPP Level known and disseminated	
Individual PCI Completed		Accountability of Personnel to S-1	
Reference Publications Reviewed		Accountability of sensitive items to S-3	
Uploaded by Load Plan		Reportable Equipment Status to BMO	
Expendable Supplies on hand		Situation Briefed	



### **Pre-Combat Checklist**

Communications Equipment   Generator Operator		Check		Check
Radios Microphones Antennas BOIs SOis Generator Topped off Extra fuel and POL Radios Antennas				
Microphones Antennas I-10 manual on hand Encrypting Equipment Solis Generator Topped off PMCS Completed Radios Antennas Vehicle Commander Antennas Encrypting Equipment Vehicle Commander Antennas Encrypting Equipment All Bill on hand Call Sign Board Pononer Tools Frequencies Fric extinguishers Unit Intimute Tools Proceed Medevae Vehicle Tomanual on hand Next Higher Medevae Vehicle Tomanual on hand Next Higher Medevae Vehicle Topped off Fric extinguishers Intimute Tools Proceed Medevae Vehicle Topped off Fric extinguishers Intimute Tools Proceed Medevae Vehicle Topped off Fric extinguishers Intimute Tools Proceed Medevae Vehicle Topped off Intimute Tools Proceed Medevae Wire Grease Pencils Wire Grease Pencils Note Book available SINGARS: Batteries Pens/Pencils available Wire Maps and overlays Maps and overlays Microphones Headsets Antennas Headspace and timing checked Markeries Compass/GPS present serviceable Microphones Headsets Antennas Headspace and timing checked Batteries Antennas Headspace and timing checked Batteries Coordinate Pick-up of Equipment Coordinate Pick-up of Sol Vehicle Load Plan Verified SEMGARS Spare Battery Coordinate Pick-up of Sol Vehicle Load Plan Verified SEMGARS Spare Battery Crew Served Weapons Individual PCI complete Chemical Agent Alarms employed PMCS performed on M8 Alarm Head Space and Timing Set (M2) Machine Gunsh Tourbuse extraction on hand PMCS performed on M8 Alarm Head Space and Timing Set (M2) Machine Gunsh Tourbuse marketion on hand PMCS performed on M8 Alarm Head Space and Timing Set (M2) Machine Gunsh Market in trust extraction on hand PMCS performed on M8 Alarm Head Space and Timing Set (M2) Machine Gunsh Market in trust extraction on hand PMCS performed on M8 Alarm Head Space and Timing Set (M2) Machine Gunsh	Equipment Accounted For			
Antennas				
Encrypting Equipment SOis Generator Topped off Extra fuel and POL Radios Antennas Encrypting Equipment All Bil on hand Call Sign Board Frequencies Fire extinguishers Unit Intimate PMCS Performed PMCS Completed Radios Antennas Encrypting Equipment All Bil on hand Call Sign Board Pioneer Tools Frequencies Fire extinguishers Unit Intimate PMCS Performed PMC PMCS Performed PMCS Perf	Microphones		Fire extinguishers	
SOIS   Generator Topped off	Antennas			
PMCS Completed Radios  Antennas Encrypting Equipment Frequencies Fire extinguishers Unit  PMCS Performed  PMCS Performed  Vehicle Radios Radios Fire SuppOil Extra fuel and POL Extra fuel and POL  Wire Extra fuel and POL  Wire Grease Pencils Reel Handles on hand Note Book available SINGARS: Batteries Pens@Pencils available Wire Maps and overlays Blank Report Formats Sun/wind/dust Goggles Spare Equipment Compass/GPS present serviceable Microphones Binoculars Headsets Crew Served Weapons Antennas Headspace and timing checked Batteries Ammunition Basic Load Coordinate Pick-up of Equipment Crew Served Weapons Individual PCI complete Chemical Agent Alarms operational Spare Barrels, Cleaning Kit's on-hand Chemical Agent Alarms operational Spare Barrels, Cleaning Kit's on-hand Chemical Agent Alarms operational Spare Barrels, Cleaning Kit's on-hand Chemical Agent Alarms operational Fire Chemical Agent Alarms Tripod w/T&E mechanism, Bipod Tri	Encrypting Equipment		PMCS Performed	
Radios Antennas Encrypting Equipment Call Sign Board Pioneer Tools Frequencies Fire extinguishers Unit PMCS Performed  Next Higher Medevac Range Control Radios Fire Supp011 Vehicle Topped off TA-312s: Batteries Extra fuel and POL Wire Grease Pencils Reel Handles on hand Note Book available SinGARS: Batteries Pass Maps and overlays Blank Report Formats Spare Equipment Coordinate Pick-up of Equipment Coordinate Pick-up of Equipment Coordinate Pick-up of Equipment Coordinate Pick-up of SOI SENGARS Spare Battery  NOE Served Weapons Alarms employed MPCS performed on Ma Identified MPCS performed			Generator Topped off	
Radios Antennas Encrypting Equipment Call Sign Board Pioneer Tools Frequencies Fire extinguishers Unit PMCS Performed  Next Higher Medevac Range Control Radios Fire Supp011 Vehicle Topped off TA-312s: Batteries Extra fuel and POL Wire Grease Pencils Reel Handles on hand Note Book available SinGARS: Batteries Pass Maps and overlays Blank Report Formats Spare Equipment Coordinate Pick-up of Equipment Coordinate Pick-up of Equipment Coordinate Pick-up of Equipment Coordinate Pick-up of SOI SENGARS Spare Battery  NOE Served Weapons Alarms employed MPCS performed on Ma Identified MPCS performed	PMCS Completed		Extra fuel and POL	
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Pioneer Tools	Antennas		Vehicle Commander	
Frequencies Unit Unit Int Int Int Int Int Int Int Int Int In	Encrypting Equipment		All BII on hand	
Unit Next Higher Next Higher PMCS Performed Wedevac Vehicle Range Control Radios Fire Supp01i Vehicle Topped off TA-312s: Batteries Extra fuel and POL Wire Reel Handles on hand Note Book available SINGARS: Batteries Pens/Pencils available Wire Maps and overlays Blank Report Formats Sun/wind/dust Goggles Spare Equipment Compass/GPS present serviceable Microphones Headsets Crew Served Weapons Antennas Headspace and timing checked Batteries Ammunition Basic Load Coordinate Pick-up of Equipment Qualified Gunner Coordinate Pick-up of SOI Vehicle Load Plan Verified SENGARS Spare Battery  NBC Equipment Cord Marms employed Glove; bolt rupture extraction on hand PMCS performed on M8 Alarm Tripod w/T RE mechanism, Bipod M273 kit per Chemical Alarm Head Space and Timing Set (M2) M256/256A Detector Kit as required AN/VRDR-2 Radiac sets on hand Function Check IM-9 Dosimeter issued Test fire w/permission NBC Batt Rit available First Aid Kit Maring Triangles First Aid Kit Fire Extinguisher Combat Lifesavers Wanning Triangles Venice Lessare Venice Perporned Venice Perparation Venice Perparation Venice Perparation Venice Perparation Venice Venice Perparation Venice Perparation Venice Venice Perparation Venice Perparation Venice Venice Per	Call Sign Board		Pioneer Tools	
Next Higher	Frequencies		Fire extinguishers	
Medevac   Vehicle   Radios   Radios   Radios   Pire Supp01i   Vehicle Topped off   Vehicle Topped off   Vehicle Topped off   TA-312s: Batteries   Extra fuel and POL   Grease Pencils   Reel Handles on hand   Note Book available   SINGARS: Batteries   Pens/Pencils available   Pens/Pencils available   Wire   Maps and overlays   Maps and overlays   Blank Report Formats   Sun/wind/dust Goggles   Spare Equipment   Compass/GPS present serviceable   Microphones   Binoculars   Crew Served Weapons   Antennas   Headsets   Crew Served Weapons   Antennas   Headspace and timing checked   Ammunition Basic Load   Coordinate Pick-up of Equipment   Qualified Gunner   Coordinate Pick-up of SOI   Vehicle Load Plan Verified   SENGARS Spare Battery   Convoy Number on Vehicle   MBC Equipment   Crew Served Weapons   Individual PCI complete   Clean and functional   Chemical Agent Alarms operational   Spare Barrels, -Cleaning Kit's on-hand   Chemical Agent Alarms employed   Glove; bolt rupture extraction on hand   PMCS performed on M8 Alarm   Head Space and Timing Set (M2)   M256/256Al Detector Kit as required   Machine Guns Mounted   AN/RDR-2 Radiac sets on hand   Function Check   Tree fire where the state of the state of the state of the support of the state of the st			-10 manual on hand	
Medevac   Vehicle   Radios   Radios   Fire Supp01i   Vehicle Topped off   Vehicle Topped off   TA-312s: Batteries   Extra fuel and POL   Wire   Grease Pencils   Rotel Dava available   SINGARS: Batteries   Pens/Pencils available   SINGARS: Batteries   Pens/Pencils available   Pens/Pencils available   Wire   Maps and overlays   Blank Report Formats   Sun/wind/dust Goggles   Spare Equipment   Compass/GPS present serviceable   Microphones   Binoculars   Crew Served Weapons   Antennas   Headsets   Crew Served Weapons   Antennas   Headspace and timing checked   Ammunition Basic Load   Coordinate Pick-up of Equipment   Qualified Gunner   Coordinate Pick-up of SOI   Vehicle Load Plan Verified   SENGARS Spare Battery   Convoy Number on Vehicle   MBC Gunner   Complete   Crew Served Weapons   Individual PCI complete   Clean and functional   Chemical Agent Alarms operational   Spare Barrels, Cleaning Kir's on-hand   Chemical Agent Alarms employed   Glove; bolt rupture extraction on hand   PMCS performed on M8 Alarm   Head Space and Timing Set (M2)   M273 kit per Chemical Alarm   Head Space and Timing Set (M2)   M256/256Al Detector Kit as required   Machine Guns Mounted   AN/RDR-2 Radiac sets on hand   Function Check   Test fire w/permission   NVD, serviceable   GTA Warning system issued   Test fire w/permission   Test fire w/permission   MBC marking kit available   First Aid Kit   Fire Extinguisher   Combat Lifesavers   Warning Triangles   Combat Lifesavers   PMCS performed   PMCS perfor	Next Higher		PMCS Performed	
Fire Supp01i  TA-312s: Batteries  Extra fuel and POL  Wire  Grease Pencils  Reel Handles on hand  Note Book available  SINGARS: Batteries  Pens/Pencils available  Wire  Maps and overlays  Blank Report Formats  Sun/wind/dust Goggles  Spare Equipment  Compass/GPS present serviceable  Microphones  Binoculars  Headsets  Crew Served Weapons  Antennas  Headspace and timing checked  Batteries  Condinate Pick-up of Equipment  Qualified Gunner  Coordinate Pick-up of SOI  Vehicle Load Plan Verified  SENGARS Spare Battery  Convoy Number on Vehicle  NBC Equipment  Crew Served Weapons  Individual PCI complete  Clean and functional  Spare Barrels,- Cleaning Kit's on-hand  Chemical Agent Alarms operational  Spare Barrels,- Cleaning Kit's on-hand  Chemical Agent Alarms employed  PMCS performed on M8 Alarm  Tripod w/T&E mechanism, Bipod  M273 kit per Chemical Alarm  Head Space and Timing Set (M2)  M256/256Al Detector Kit as required  AN/VRDR-2 Radiac sets on hand  Function Check  Test fire w/permission  NVD, serviceable  GTA Warning system issued  PBT and Nerve Agent antidote issued  NPC parking kit available  First Aid Kit  Fire Extinguisher  Combat Lifesavers  Combat Lifesavers  Combat Lifesavers Bags issued  PMCS performed  PMCS performed			Vehicle	
Fire Supp01i  TA-312s: Batteries  Extra fuel and POL  Wire  Grease Pencils  Reel Handles on hand  Note Book available  SINGARS: Batteries  Pens/Pencils available  Wire  Maps and overlays  Blank Report Formats  Sun/wind/dust Goggles  Spare Equipment  Compass/GPS present serviceable  Microphones  Binoculars  Headsets  Crew Served Weapons  Antennas  Headspace and timing checked  Batteries  Condinate Pick-up of Equipment  Qualified Gunner  Coordinate Pick-up of SOI  Vehicle Load Plan Verified  SENGARS Spare Battery  Convoy Number on Vehicle  NBC Equipment  Crew Served Weapons  Individual PCI complete  Clean and functional  Spare Barrels,- Cleaning Kit's on-hand  Chemical Agent Alarms operational  Spare Barrels,- Cleaning Kit's on-hand  Chemical Agent Alarms employed  PMCS performed on M8 Alarm  Tripod w/T&E mechanism, Bipod  M273 kit per Chemical Alarm  Head Space and Timing Set (M2)  M256/256Al Detector Kit as required  AN/VRDR-2 Radiac sets on hand  Function Check  Test fire w/permission  NVD, serviceable  GTA Warning system issued  PBT and Nerve Agent antidote issued  NPC parking kit available  First Aid Kit  Fire Extinguisher  Combat Lifesavers  Combat Lifesavers  Combat Lifesavers Bags issued  PMCS performed  PMCS performed	Range Control		Radios	
TA-312s: Batteries  Wire  Grease Pencils  Reel Handles on hand  Note Book available  SINGARS: Batteries  Pens/Pencils available  Wire  Maps and overlays  Blank Report Formats  Sun/wind/dust Goggles  Spare Equipment  Microphones  Headsets  Crew Served Weapons  Antennas  Batteries  Ammunition Basic Load  Coordinate Pick-up of Equipment  Coordinate Pick-up of SOI  SENGARS Spare Battery  Convoy Number on Vehicle  NBC Equipment  Crew Served Weapons  Individual PCI complete  Clean and functional  Spare Barrels,- Cleaning Kit's on-hand  Chemical Agent Alarms operational  Chemical Agent Alarms employed  PMCS performed on M8 Alarm  M256/256Al Detector Kit as required  MN/VBDR-2 Radiac sets on hand  MPG arming system issued  PBT and Nerve Agent antidote issued  NBC unit in the survival and in the survival by Auring Triangles  Combat Lifesavers  PMCS performed			Vehicle Topped off	
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Combat Lifesavers Bags issued PMCS performed	Combat Lifesavers			
	100% inventory and all supplies replenished		Vehicle Topped off	



## **Pre-Combat Checklist**

	Check
Driver/Vehicle Preparation (cont'd)	
Loaded according to load plan	
POL products including weapons oil	
5 gallon can of water	
5 gallon can of fuel	
Rags	
MREs rations stowed	
Tools	
Goggles	
Dispatch	
Vehicle Hardened as required	
Strip Map on-hand	
Convoy route and plan briefed	
Camouflage nets/poles configured/stowed	
Lights and markings covered	
Convoy number on Vehicle	
Trailer properly hooked	



# **Deployment Checklist**

CATEGORY	ITEMS	GOOD	NEED	DATE OR REMARKS
MILITARY	Military ID Card			
	Military ID/Dog Tags			
	Military Shot Record			
	Military Meal Card			
	Military Weapon's Card			
	Military Driver's License			
	Military Allergy Card/Tag			
	Geneva Convention Card			
	Passport			
DOCUMENTS	Credit Card			
	Phone Card			
	Medical Card			
	Civilian Driver's License			
	Travel/Assign Orders.			
	Power of Attorney			
	Last Will & Testament			
UPDATED	Life Insurance Policy			
	Family Care Plan			
	Vehicle Loan			
	Home Mortgage			
	School/Classes			
	Credit/Bills			
<b>PAYMENTS</b>	Vehicle Insurance			
	Home Insurance			
	Health Insurance			
	Home Utilities			
	Credit Cards			
	Blank Checks			
FINANCES	Traveler Checks			
	Foreign Currency			
	US Currency			
	Divorce Papers			
	Travel Tickets			
	Medical Records			
	School Records			
	Dental Records			
	Training Records			
COPY OF	DA 201/2-1 Record			
	Last Pay Voucher			
	Social Sec. Card			
	Passport/Other ID			
	. Birth Certificate			
	Product Warranties			
	Car/Home Ownership			
	Marriage Certificate			
	School/Library Card			
	Immigration/Green Card			
	Assignment/Travel Orders			
	Extra Car and Home Keys			
	Phone Number & Address			



### **After Action Review**

#### **PLAN**

- Establish objectives for AAR
- Select qualified observers
- · Review the training and evaluation plan
- Identify the participants
- Plan stop points during exercises for AAR's
- Make potential site selections
- Select training aids
- Draft an AAR plan
- Review the unit's training objectives and plan

#### **PREPARATION**

- Review the training objectives, orders, and -doctrine
- Observe the training
- Organize the selected AAR Site
- Collect information from the observers
- Develop a discussion outline
- Organize and rehearse
- Select training aids
- Draft an AAR plan
- · Review the unit's training objectives and plan

#### CONDUCT

- Restate the unit's mission and event's training objectives
- Generate discussion
- · Orient on training objectives
- Seek maximum participation