



FRANCIS MARION RECEPTION COMPANY
SOUTH CAROLINA STATE GUARD

NEW MEMBER'S HANDBOOK 2019

Pictured: Sergeant William Jasper at the Battle of Sullivan's Island, 1776

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INTRODUCTION

Francis Marion Reception Company provides final in-processing for all new members, including administering the oath of service, issuing uniforms and ID cards, and providing an orientation to the SC State Guard. Non-prior service personnel will also receive training in basic soldier skills, including rank recognition, military courtesy, grooming, wear of the uniform, deployment readiness, basic tactical communication, basic first aid, and basic Army drill.

This handbook is designed as a study guide primarily for non-prior service persons who are scheduled for training with Francis Marion Reception Company (FMRC). It may also serve as a bridge for prior service persons coming from a non-Army background.

CSM Ken Cabe
NCOIC
Francis Marion Reception Company

BRIEF OVERVIEW OF THE SC STATE GUARD

South Carolina's first military organization was the Charleston Militia. Organized in 1670, the militia was responsible for protecting the town from pirates, foreign invaders, and Indians. This militia was the earliest ancestor of the SC State Guard.

In January of 1775 the South Carolina First Provincial Congress convened in Charleston. The Congress appointed a Committee of Safety whose responsibility included command of the province's military, and decreed that all inhabitants of the colony should "be diligently attentive in learning the use of arms; and that their officers be requested to train and exercise them at least once a fortnight." In short order, militia units were organized all over the colony. This was the true beginning of the SC State Militia.

The State Militia fought scores of engagements against the British during the American Revolution. While most of the units were infantry and cavalry, there were artillery and naval components as well. Notable commanders were Thomas Sumter, Andrew Pickens, and Francis Marion.

The SC Militia was instrumental in taking Florida from Spain in the early 1800s, and individual members fought in the War of 1812 and the Mexican War (1846-48). Units of the Militia fought in the American Civil War.

As a direct result of the Civil War, state militias were outlawed in 1865. There were no state military forces until the threat of global war led Congress to enact the National Defense Act of 1916, creating the National Guard system. Significant under the National Guard system was the provision that these troops could be activated and federalized to supplement the military in time of need.

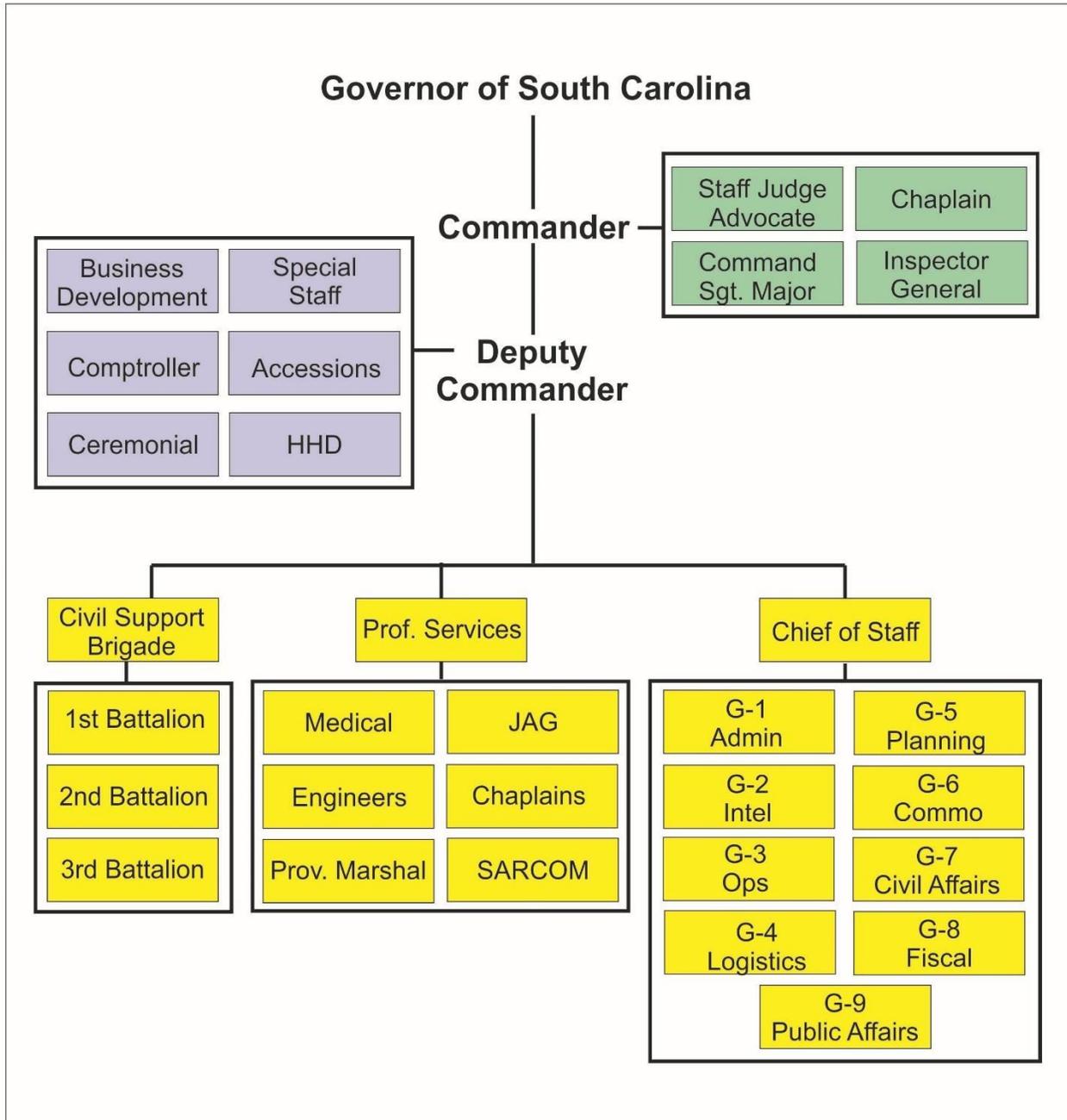
With war once again on the horizon in 1940, Congress authorized the organization of state militias to defend against foreign invasion. These militias were designed to be totally controlled by the various states, and not subject to federalization. The South Carolina Defense Force was organized in 1941, serving without pay. In 1944, the Defense Force was renamed SC State Guard.

As authorized by SC Code of Laws Section 25-3-10, the State Guard is now a fully volunteer, unpaid, unarmed force multiplier for the SC National Guard, providing disaster relief assistance to communities and local first responder organizations. Some funding is derived from state appropriations, passed down through the Adjutant General's Office. Other funding is supplied by the SC State Guard Missions and Operational Support Foundation, a non-profit 501 (3)(c) organization.

The Commander-in Chief of the SC State Guard is the Governor. The organization is part of the SC Military Department, operating with oversight from the SC Adjutant General. Direct command of the State Guard is held by a general officer nominated by

the SC Adjutant General and formally appointed by the Governor. The organization strength is presently set at 1000 members, all unpaid volunteers.

The SC State Guard has three major organizational components: the Division General Staff, the Professional Services Command, and the First Civil Support Brigade. In addition, there are several smaller commands providing specialized services to the commander.



The Division General Staff provides planning, management, and support for all SCSG operations. The functions of the General Staff are discussed in the Chapter 3.

The Professional Services Command is comprised of six technical and professional groups: Engineers, JAG (lawyers), Chaplains, Medical, Search and Rescue, and Provost Marshal (military police).

The Special Staff provides a variety of specific skills to the SCSG Command. Included are Business Development, Ceremonial, Accessions (recruiting and intake), and Comptroller.

The 1st Civil Support Brigade, divided into three geographic battalions, provides immediate support to local emergency response needs.



BASIC ADMINISTRATIVE PROCEDURES FOR NEW MEMBERS OF THE SC STATE GUARD

While SC State Guard members are not paid, service does offer a tax benefit. Any member providing a minimum of 192 hours of service per year can claim a \$3000 SC state tax credit.

Members should keep up with service hours, expenses, and receipts. You can record the information on SCSG Form 1040 (available on the Documents page of the website) or develop your own spreadsheet. You'll have to turn it in to your immediate supervisor at the end of the year. If you qualify, you will be provided the documentation to use for the tax credit.

Members are assigned a SC State Guard email account. By order of the Commanding General, all State Guard email correspondence must go through this account. You will receive an email to your personal account telling you how to activate your SCSG email. Do it immediately; the link will expire in two days.

When you activate your email account, format your signature block according to the provided directions. The format is:

PVT John Doe

SC State Guard

Title (if any) and Unit

Email: john.doe@sg.sc.gov

Phone: 000-111-2222

Check your State Guard email daily, as this is how you will be notified of activities, schedule changes, etc. If you need to send an email to another member, the address protocol for SCSG email is firstname.lastname@sg.sc.gov

The SC State Guard maintains a website (<http://sg.sc.gov/>) and Facebook page (www.facebook.com/scstateguard/) to provide information for both members and the general public. A SCSG email account is required to access some areas of the website.

You will be issued a SC State Guard Identification Card. Carry it with you at all times. Note that your ID card does not authorize entrance to any military base, nor does it allow you to use any military facilities. Some businesses, however, may offer military discounts to SCSG members with ID cards.

Active members of SCSG are issued a uniform which remains the property of the organization. Should you leave the Guard, you must turn in your uniform and any other issued equipment. If you fail to turn in your uniform and equipment, the State Guard may attach your SC State Tax refund.

Wear the uniform only when performing SCSG duty. Do not wear the uniform to political or civilian promotional events. Do not wear your uniform while visiting any military base unless specifically ordered to do so by your commander.

Regarding the uniform, prior service personnel may wear most combat badges, skill badges and identification badges earned in federal service. Prior service members who were authorized to wear combat unit insignia on their federal uniforms may wear such insignia on the right sleeve of their SCSG combat uniform.

Reserve members and persons not meeting height/weight standards will wear the alternate uniform, a black or dark blue golf shirt and khaki pants. Boots will be issued to Reserve members, but members must purchase the other components of the alternate uniform.

Morale shirts with the SCSG logo are available through Fully Promoted at 7249 St. Andrews Road, Irmo, SC 29212. These may be privately purchased and worn as civilian attire.

Some members privately purchase additional uniforms. On private purchase uniforms, you may have your nametape and SC State Guard tape embroidered directly onto your uniform blouse at the Irmo Fully Promoted store. If you are authorized a Combat Infantry Badge, Airborne Wings, Pathfinder Badge, or MEMS badge, those can be embroidered directly as well.

As a State Guard member, your conduct must not reflect negatively on the organization. Be careful what you post on social media. Make sure you do not make comments that could be construed as embracing illegal, immoral, or unethical activity. No photos or information about SCSG missions/activities may be posted without approval of the SCSG.

While you are free to express your political views and vote however you wish, you may not wear your uniform to rallies or other political events. You may not make public political statements while in uniform.

Non-prior service persons must complete Francis Marion Reception Company training prior to deployment. Within six months, all personnel must also complete a self-study

course of training consisting of eight FEMA courses. Specific instructions are available in Chapter 9 of this handbook. No promotions will be granted until these courses are complete.

Other courses may be required depending on your position and duties with SCSG.

Questions about SCSG service or procedures should be addressed through your chain of command.

ARMY TALK

Army correspondence, both written and verbal, is rife with acronyms and jargon. There are more comprehensive references on line, but this is a directory of common terms used in the SC State Guard.

PERSONNEL

CO: commanding officer

DEPCO: deputy commander

XO: executive officer

IG: inspector general

COS: chief of staff

DCS: deputy chief of staff

OIC: officer-in-charge (of a particular function)

LNO: liaison officer

Staff functions at the State Headquarters (Division) level are called "G-staff" while staff functions at Brigade and Battalion level are called "S-staff":

G-1: commander of the Admin/Personnel section at Division level (S-1 at Brigade level)

G-2: commander of the Intelligence section at Division level (S-1 at Brigade level)

G-3: commander of Training and Operations section at Division level (S-3 at Brigade level)

G-4: commander of Supply and Logistics at Division level (S-4 at Brigade level)

G-5: commander of Future Plans at Division level (SC State Guard designation)

G-6: commander of Communications and Electronics section at Division level

NCO: non-commissioned officer; an enlisted person in rank of Corporal to Sergeant Major

NCOIC: non-commissioned officer-in-charge (of a particular function)

PLACES

DFAC: dining facility

Downrange: where the action is taking place

HDQ or HQ: headquarters

Hardball: hard surface road

Latrine: restroom

LZ: landing zone

OP: observation post

EOC: emergency operations center

JOC: joint operations center

SEOC: state emergency operations center
TOC: tactical operations center

DOCUMENTS

201 File: individual personnel record

OPORD: operating order; a plan for a military operation
WARNO: warning order; an alert that an order or action is impending
FRAGO: fragmentary order, usually a change or amendment to an existing order

AAR: After-Action Report
AR: Army regulation
FM: Field Manual
TC: Training Circular
TM: Training Manual

CLOTHING AND EQUIPMENT

ACU: Army Combat Uniform (work uniform)
ASU: Army Service Uniform (dress uniform)
Dress Blues: ASU worn with coat, shirt, bow tie, badges and decorations for formal occasions
Class A Uniform: ASU worn with coat, shirt, long tie, badges, and decorations
Class B Uniform: ASU worn without coat, with badges and decorations on white shirt
SSI: shoulder sleeve insignia; unit patch worn on left shoulder of ACU

Camelback: collapsible potable water bladder worn in harness on soldier's back
Entrenching tool: a folding military shovel
MRE: meal ready to eat; a pre-packaged meal issued to soldiers in the field
Ruck: a large backpack, or a hike while wearing a loaded rucksack

GENERAL TERMS

Battle Rhythm: the planned daily cycle of a unit's activity
D & C: drill and ceremonies
Detail: group of soldiers working together on a particular task
ETS: end term of service; the date when an enlisted person's service is complete
MEMS: Military Emergency Management Specialist
METL: mission essential task list; skills necessary to accomplish a unit's mission
MOS: military occupational specialty
MOU: memorandum of understanding; an official agreement between agencies/organizations
Police: pick up or gather, especially trash or litter ("Police up those cigarette butts.")

SGAUS (pronounced "saw-guss"): State Guard Association of the United States

Time In Grade (TIG): the amount of time served in your present rank

Tracking: following the thread of a discussion; understanding

Voluntold: when a soldier is directed to volunteer for something

RANK INSIGNIA, ABBREVIATION, FORM OF ADDRESS

OFFICER RANK



SECOND LIEUTENANT (2LT) Addressed as "Lieutenant". Grade O-1



FIRST LIEUTENANT (1LT) Addressed as "Lieutenant". Grade O-2



CAPTAIN (CPT) Addressed as "Captain". Grade: O-3



MAJOR (MAJ) Addressed as "Major". Grade: O-4



LIEUTENANT COLONEL (LTC) Addressed as "Colonel". Grade: O-5



COLONEL (COL) Addressed as "Colonel". Grade: O-6



BRIGADIER GENERAL (BG) Addressed as "General". Grade: O-7



MAJOR GENERAL (MG) Addressed as "General". Grade: O-8

WARRANT OFFICER RANK



WARRANT OFFICER 1 (WO1) Addressed as "Mister", "Mrs.", or "Ms".
Grade: W-1



CHIEF WARRANT OFFICER 2 (CW2) Addressed as "Mister," "Mrs.," "Ms," or "Chief".
Grade: W-2



CHIEF WARRANT OFFICER 3 (CW3) Addressed as "Mister," "Mrs.," "Ms," or "Chief".
Grade: W-3



CHIEF WARRANT OFFICER 4 (CW4) Addressed as "Mister," "Mrs.," "Ms," or "Chief".
Grade: W-4



CHIEF WARRANT OFFICER 5 (CW5) Addressed as "Mister," "Mrs.," "Ms," or "Chief".
Grade: W-5

ENLISTED RANK

No
insignia PRIVATE (PVT) Addressed as "Private." Grade E-1



PRIVATE (PV2) Addressed as "Private". Grade: E-2



PRIVATE FIRST CLASS (PFC) Addressed as "Private". Grade: E-3



CORPORAL (CPL) Addressed as "Corporal". Grade: E-4



SERGEANT (SGT) Addressed as "Sergeant". Grade: E-5



STAFF SERGEANT (SSG) Addressed as "Sergeant". Grade: E-6



SERGEANT FIRST CLASS (SFC) Addressed as "Sergeant". Grade: E-7



MASTER SERGEANT (MSG) Addressed as "Sergeant". Grade: E-8



FIRST SERGEANT (1SG) Addressed as "First Sergeant". Grade: E-8



SERGEANT MAJOR (SGM) Addressed as "Sergeant Major". Grade: E-9



COMMAND SERGEANT MAJOR (CSM) Addressed as "Sergeant Major". Grade: E-9

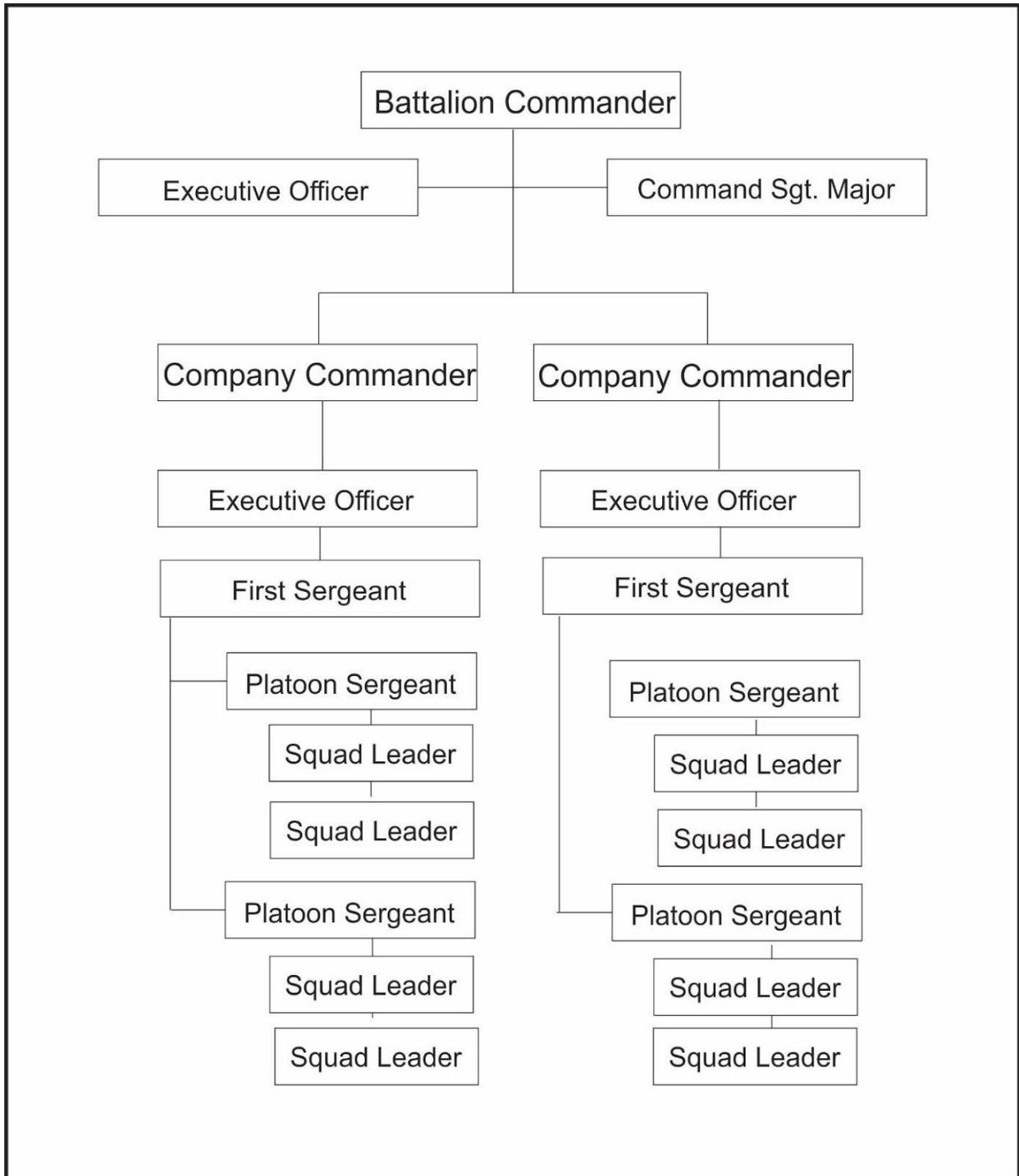
CHAIN OF COMMAND

The State Guard organization is composed of many smaller subordinate organizational units. Each of these units has one or more levels of supervisors. When a commander makes a decision to do something, that decision becomes an order and is passed down the organizational ladder until it gets to the appropriate level for implementation. This series of supervisory steps is called the “chain of command.”

Military organizations like the SC State Guard are built on a hierarchy that involves both rank and function. Higher ranking persons have authority over lower ranking persons, but they only exercise this authority over those assigned within their functional area. This means that the commander of the First Battalion may issue orders for those in his unit, but cannot arbitrarily direct the operations of personnel in the Second Battalion.

While chain of command provides a mechanism for orders to flow from commanders down to the soldiers, it also provides a channel of communication from lower levels to higher levels. When a soldier encounters a problem he cannot solve, he consults with his direct supervisor. If that supervisor cannot solve the problem, it is referred to the next higher level and so on until a solution is achieved. This insures that problems are solved at the lowest possible level.

The actual chain of command diagram may vary depending on the unit and its function. The next page shows a typical chain of command diagram.



All SCSG personnel are expected to utilize the chain of command. If you do not understand this concept, ask for clarification while you are at Francis Marion Reception Company.

BASIC GROOMING STANDARDS

Military organizations strive to maintain a uniformly conservative appearance. Good grooming is an essential part of this, promoting internal esprit de corps and engendering confidence among the citizens we serve.

This chapter only describes basic grooming regulations; detailed explanations will be provided during the course of Francis Marion Reception Company.

HAIR STYLE

Basic to good grooming is hairstyle. All hairstyles, male and female, must be neat, well-groomed and conservative.

Male Haircuts

Male haircuts must conform to the shape of the soldier's head, tapered naturally to the sides and neck. Hair will not be long enough to touch the ears, eyebrows, or collar. Sideburns will be cut square across the bottom and may extend no lower than the bottom of the ear opening. Hair will not have excessive bulk on top; dreadlocks and cornrows are prohibited. Close clipped or shaved head is authorized. Except for a straight part, no lines or designs may be cut into the hair.

Male Mustaches

Mustaches may not extend wider than the corners of the mouth and may not extend below the corner of the mouth. Mustaches must be trimmed so they do not cover the upper lip line. No other facial hair is authorized.

Female Hairstyles

Hair may not be long enough to fall over eyebrows in front. The hairstyle should be laterally balanced; extreme styles are not authorized. Hair shall not touch the collar of the uniform; if hair is longer, it must be inconspicuously fastened or pinned up. Hair may not be long enough to interfere with the wearing of a patrol cap. Pony tails are not authorized. Hair may be any color that occurs naturally in the human population.

COSMETICS

Female cosmetics must be conservative and compliment the complexion and uniform. Extreme lipstick colors (purple, gold, blue, black, white, florescent, etc.) are prohibited. Cosmetics are not authorized for males.

FINGERNAILS

Fingernails must be clean and trimmed. Male fingernails may not extend past the tip of the finger. Female fingernails may extend ¼ inch beyond the fingertip. Only clear polish is allowed while in uniform.

TATTOOS AND BRANDS

Tattoos and brands may not show above the neckline of a t-shirt or below the wrist bone. One ring finger tattoo is permitted. Tattoos whose subject matter may be considered extremist, racist, indecent, or sexist are prohibited.

JEWELRY

Soldiers may wear a wristwatch, activity tracker, and one ID bracelet. ID bracelets are defined as Medical Alerts, POW, MIA, or KIA bracelets. Ankle bracelets are prohibited, as is jewelry worn in piercings. Two rings are allowed while in uniform; a wedding set counts as one ring. Religious necklaces are allowed, but only if tucked inside the t-shirt.

MILITARY LEADERSHIP

Leadership, by definition, is the process of influencing people by providing purpose, direction, and motivation.

The concept of leadership probably developed when primitive man realized that there was a greater degree of success when several people worked cooperatively toward a common goal under the direction of one person. The first leaders were likely the strongest physically; eventually this idea matured and people began choosing leaders who were both strong and smart. This is the basis of military leadership today.

Leadership does not depend on one's position in an organization. A high rank or exalted position does not make a leader. High rank may indeed bestow power, and power may compel subordinates to comply. That is not leadership. Leadership is when people follow because they believe. Power is not leadership, but leadership is power.

The NonCom's Guide (1962) notes that "leadership is not a natural trait, something inherited like the color of eyes or hair . . . Leadership is a skill that can be studied, learned, and perfected by practice." The first lesson in leadership is this: you can command from anywhere; if you want to lead, you have to be out front.

The American Army has always trained its soldiers, enlisted and officers alike, to be leaders. If the leader is lost, there is always someone ready to step up, take charge, and complete the mission.

What makes a leader? The Army says leaders must have three essential attributes: character, presence, and intellect.

Character involves your personal beliefs and ethics. These include your moral, religious, and philosophical underpinnings, which serve as a basis for your sense of right and wrong.

Presence is that intangible asset that makes people gravitate to a leader. It includes military bearing, confidence, physical fitness, and the recognized ability to recover quickly from adversity.

Intellectual Capacity combines knowledge with innovation, mental agility, and judgement. Along with interpersonal tact, these characteristics give the troops confidence in their leader.

Every soldier's responsibilities are defined by a prescribed set of characteristics called Army Values. These are:

Loyalty: allegiance to country, state, unit, and fellow soldiers

Duty: fulfilling your obligations, whatever they might be

Respect: treating others as they should be treated

Selfless Service: putting welfare of others ahead of your own well-being

Honor: commitment to living the Army Values

Integrity: doing what is right, both morally and legally

Personal Courage: boldly facing fear, danger and adversity

It is no accident that the values treasured by the Army suggest “leadership.”

Hundreds of volumes and millions of words have been written on the subject of leadership. Scholars have explored every aspect and what have they learned? In the final analysis, a leader has two mandates, concisely expressed in the Army NCO Creed: accomplish the mission and attend to the welfare of the troops.

In most situations these responsibilities carry equal weight, but if there is a conflict, the mission must come first. On 6 June 1944, General Eisenhower gave the command to launch D-Day, knowing that many troops would die, some would be grievously wounded, and others would carry psychological scars for the rest of their lives. In this case, the mission was essential and the welfare of the troops had to be subordinated to the greater good.

A basic tenet of leadership is “lead by example.” Soldiers must believe that their leader will not ask them to do something he wouldn’t (or couldn’t) do himself. General Colin Powell said, “Soldiers watch what their leaders do. You can give them classes and lecture them forever, but it is your personal example that they will follow.”

Leadership. It is an intangible quality, independent of rank. It is a skill acquired through dedication, empathy, training, and experience.

If you aspire to be a military leader, you must be aware that the troops are always watching: every day, every act, every decision, every nuance of your appearance and behavior. If you are good, the troops will know. They will believe. And if they believe, they will follow. Then you are a leader.

Leading soldiers is a privilege. There is no greater challenge. There is no greater honor.

Additional Reading:

FM 7-22.7 The Non-Commissioned Officer’s Guide

FM 6-22 Army Leadership

SC STATE GUARD AWARDS AND DECORATIONS

Military organizations recognize their members' accomplishments by awarding medals and ribbons. Some commemorate extraordinary achievement or heroism. Other recognize service and training. Medals and ribbons awarded by the SC State Guard, in order of precedence, are as follows:

MEDAL OF VALOR: Awarded when member distinguishes himself by courageous conduct at risk of life, above and beyond the call of duty. Must be attested to by at least one eyewitness.

DISTINGUISHED SERVICE MEDAL: Awarded when a person has distinguished himself through significant contributions to the freedom and security of the State, the United States, or the free world.

MEDAL OF MERIT: Presented when a member has distinguished himself through exceptional meritorious service in a duty of great responsibility.

MERITORIOUS SERVICE MEDAL: May be presented to a member who distinguishes himself by superior meritorious service in a duty of great responsibility or who has promoted the welfare of the State Guard through sustained and continuous service.

COMMENDATION MEDAL: Awarded for exemplary behavior, efficiency, and fidelity in service to the State Guard. The award must be supported by the Commander's personal knowledge of the individual and the person's official record of military achievement.

INDIVIDUAL ACHIEVEMENT RIBBON: Awarded when a member distinguishes himself by outstanding achievement or superior service, including notably superior behavior, efficiency, and devotion to duty.

***GOOD CONDUCT RIBBON:** Awarded to an *enlisted* member who has demonstrated faithful performance of duty, efficiency, and behavior that deserves emulation. This award is based on not less than three years** of continuous enlisted service.

***LONGEVITY SERVICE MEDAL:** Awarded for honorable and satisfactory service in the State Guard for a period of five years**.

***FEDERAL SERVICE SCHOOL RIBBON:** Awarded for successful completion of a school *taught by the Federal Government* that is at least 24 hours in length and is

pertinent to the mission of the State Guard. The training must be completed while the person is an active member of the State Guard.

HUMANITARIAN SERVICE RIBBON: Awarded for significant assistance to the state or local government agencies during disasters. The Commander will specify in writing the operations that qualify for this award.

***SERVICE RIBBON:** Awarded for attendance and satisfactory performance at 80% of the scheduled drills/assemblies of the unit during a 12-month period**, or equivalent compensatory time.

***EMERGENCY SERVICE TRAINING RIBBON:** This is a one-time award for satisfactory completion of at least 40 hours of training in subjects relating to emergency service. Completion of IS 317, CERT, and the six MEMS courses qualifies a member for this award. Certificates must be submitted as proof of training.

***VOLUNTEER SERVICE RIBBON:** Recognizes members who complete a minimum of 200 hours of service (drill, deployments, training) in a year**. For persons who complete 500 hours of service in a year, the ribbon will have a gold oak leaf cluster affixed. State Guard social events *do not count* toward the 200/500 hour requirement.

***HONORS DETAIL SERVICE RIBBON:** Available to Honors Detail personnel who participate in at least five military funerals.

***MILITARY READINESS RIBBON:** Awarded to members who participate in 100% of all mandatory State Guard training (or equivalent time made up through compensatory service) during a one-year** period. Awards for subsequent years will be indicated by numerals affixed to the ribbon.

***RECRUITING ACHIEVEMENT RIBBON:** Awarded to any member who recruits three new members during a one year** period.

***MILITARY PROFICIENCY RIBBON:** Awarded to members who are proficient in their State Guard job. If a member moves from one unit to another and achieves proficiency in the new job, he would qualify for a subsequent award.

STATE GUARD ASSOCIATION OF THE U.S. MEMBERSHIP RIBBON: Awarded by SGAUS when someone joins the Association. This ribbon is approved for wear by SCSG.

**For these awards, members should assemble documentation and submit it to their immediate commander with a request for consideration.*

***Time requirements (years of service) are based on the member's anniversary date, not on a calendar year basis.*

For more information, see SCSG Regulation 672-1 on the Documents page of the SCSG website.

TRAINING REQUIREMENTS

The SCSG motto is “Trained and Ready.” If we are to be ready, we must be trained to the task.

INITIAL ENTRY TRAINING

Initial Entry Training (IET) is handled through Francis Marion Reception Company. For prior service members, this involves orientation, in-processing, and a 90-minute class titled Anti-Terrorism Level One. (Anti-Terrorism Level One is required of all members annually.)

Non-prior service members must also complete additional training in Basic Soldier Skills while at FMRC. This includes training in military courtesy, military rank recognition, grooming, wear of the uniform, deployment readiness, military leadership, and basic Army drill. No member can be deployed until this training requirement is satisfied.

EMERGENCY MANAGEMENT SELF-STUDY

Every member, regardless of their service category, must complete eight FEMA courses within the first six months of membership. The required courses, shown below, are available on-line at no cost. They are found at the FEMA website under “Training: Independent Study Program (ISP).” The FEMA website is accessed at <https://training.fema.gov/>

These are required courses, and you are responsible for completing them on your own. While you can participate fully in SCSG activities prior to completing these courses, you cannot be promoted until this training requirement is satisfied. The required courses are:

- | | |
|-------------|--|
| a. IS 100.c | Introduction to Incident Command System (NIMS) |
| b. IS 200.b | ICS for Single Resources and Initial Action Incidents (NIMS) |
| c. IS 775 | Emergency Operations Center (EOC) |
| d. IS 700.b | National Incident Management System (NIMS) |
| e. IS 800.b | National Response Framework (NIMS) |
| f. IS 75 | Military Resources |
| g. IS 907 | Active Shooter |
| h. IS 915 | Protecting Critical Infrastructures Against Insider Threats |

When you complete all these courses, email your certificates to:

william.griffin@sg.sc.gov

These courses, plus completion of an assigned practicum, will qualify you for the Military Emergency Management Specialist (MEMS) badge. If you wish to qualify for the badge, contact CSM Wesley Snipes at wesley.snipes@sg.sc.gov as soon as you complete the eight courses.

MILITARY ACADEMY TRAINING

The State Guard provides additional required training through its Military Academy. The Academy provides the professional development courses necessary for advancement in the organization. You can find information on the courses and schedules on the State Guard website under “Military Academy.”

BASIC LEADERSHIP TRAINING

After leaving FMRC-IET, the next formal training you will need is Basic Leadership. For enlisted personnel, this is the Basic Leader Course. For officers it is the Officer Basic Course or Limited Duty Officers Course.

ADVANCED TRAINING

The Academy offers a series of advanced professional development courses. For enlisted persons, these include the Advanced Leader Course and the Senior Non-Commissioned Officer Course. The progression for officers includes the Captains Career Course, the Staff Officers Course, and the Senior Officers Course.

MISSION ESSENTIAL TASK LIST (METL) TRAINING

Every unit in the SCSG has a list of mission-essential tasks, skills at which members should be proficient. This task list is different depending on the unit’s mission. For example, the mission essential task list (METL) for the Engineer Detachment would be very different from that of the Chaplain Detachment.

Each unit conducts regular training on components of its METL. This training will be scheduled, announced, and carried out by your home unit.

BASIC TACTICAL COMMUNICATION

Most tactical communication within the SCSG during a deployment is by radio. The only radios authorized are those issued by the Communications Section (G-6). Use of personal radios is prohibited.

Like most emergency response organizations, SCSG uses the “clear text” communication protocol. This means that you simply say what you want to communicate without the use of special codes. Make sure your transmissions are brief, clear, and business-like; meaningless chatter clutters up the network and may interfere with communication of critical messages.

To insure clarity in radio transmissions, SCSG uses the standard phonetic alphabet and number pronunciation. All members should memorize these and practice using them.

PHONETIC ALPHABET

A=Alpha	B=Bravo	C=Charlie	D=Delta	E=Echo	F=Foxtrot
G=Golf	H=Hotel	I=India	J=Juliet	K=Kilo	L=Lima
M=Mike	N=November	O=Oscar	P=Papa	Q=Quebec	R=Romeo
S=Sierra	T=Tango	U=Uniform	V=Victor	W=Whiskey	X=X-Ray
Y=Yankee	Z=Zulu				

NUMERALS

1 (One) pronounced “Wun”	2 (Two) pronounced “Too”
3 (Three) pronounced “Tree”	4 (Four) pronounced “Fo-wer”
5 (Five) pronounced “Fife”	6 (Six) pronounced “Six”
7 (Seven) pronounced “Seven”	8 (Eight) pronounced “Ait”
9 (Nine) pronounced “Niner”	0 (Zero) pronounced “Zero”

Military organizations express time using the 24-hour clock protocol. The hours of the day are numbered one to twenty-four and minutes from one to fifty-nine. For example, 1:15 p.m. would be expressed militarily as 1315 hours (“thirteen fifteen hours”).

24-HOUR CLOCK

1:00 AM = 0100	1:00 PM = 1300
2:00 AM = 0200	2:00 PM = 1400
3:00 AM = 0300	3:00 PM = 1500
4:00 AM = 0400	4:00 PM = 1600
5:00 AM = 0500	5:00 PM = 1700
6:00 AM = 0600	6:00 PM = 1800
7:00 AM = 0700	7:00 PM = 1900
8:00 AM = 0800	8:00 PM = 2000

9:00 AM = 0900
10:00 AM = 1000
11:00 AM = 1100
12:00 AM = 1200

9:00 PM = 2100
10:00 PM = 2200
11:00 PM = 2300
12:00 PM = 2400

There are dozens of procedural words used in military radio communication. Here are some of the most commonly used pro-words.

COMMON PRO-WORDS (PROCEDURAL WORDS)

<i>Correction</i>	An error has been made; transmission will continue with last word correctly transmitted.
<i>Disregard</i>	Transmission was in error. Disregard it.
<i>I spell</i>	I am going to spell the next word phonetically.
<i>Say again</i>	Please repeat the previous information.
<i>I say again</i>	I am repeating the previous information.
<i>Negative</i>	No
<i>Affirmative</i>	Yes
<i>Roger</i>	I received your last message.
<i>Over</i>	This is the end of my transmission.
<i>Out</i>	I am finished transmitting. No reply is expected.
<i>Wait</i>	I have to pause a few seconds.
<i>Wilco</i>	I received your message, I understand, and I will comply.

DEPLOYMENT READINESS

Our mission is to provide humanitarian service to the people of South Carolina in time of need. The State Guard recognizes that you are a volunteer: your job and family take precedence over everything else. When a deployment comes, we understand that you may not be able to serve every day. Just give as much time as you can.

Deployments usually come in response to natural disasters like hurricanes, tornados, and winter storms. Our advance notice may only be 4-8 hours, so every SCSG member is required to maintain a “Go-Bag”, packed and ready to go. The supplies in your Go-Bag should be sufficient to sustain you for up to three days, excluding food and water.

The bag itself may be a military rucksack that matches our uniform pattern, or it may be a black or brown civilian bag. You will probably need to supply your own pack, since military ones are rarely available for issue. A roomy backpack or a couple of gym bags will suffice.

How you pack depends on what works best for you. You may want to put personal items in one place, extra clothing in another, and snacks and water somewhere else. You may want to pack tools and equipment in a separate bag.

Whatever you do, make sure that your clothing, sleeping gear, and paper goods are in water-resistant packaging. The plastic zip bags that bed linens and window curtains come in are excellent for keeping your gear dry. Plastic garbage bags work fine; pack a handful of extras for other uses. (They make excellent emergency ponchos.)

At the end of this chapter is a list of Go-Bag supplies recommended by the State Guard. If you're an outdoor enthusiast, you probably have most of this stuff already. If not, you don't have to spend a lot of money . . . much of what you need is already lying around the house or garage.

For example, an old yoga mat is an excellent substitute for a sleeping pad. You can make your own first aid kit by dropping some band aids, adhesive tape, gauze pads, nitrile gloves, and antibiotic ointment into a zip-lock bag. If you don't have a sewing kit, thread a couple of needles with some neutral-colored thread and seal them in an old prescription bottle.

If you don't have a sleeping bag, you don't have to spend lots of money. You can get a satisfactory one that is rated for temperatures down to 20-30 degrees Fahrenheit for

around \$45 at big box discount stores. While the State Guard only issues one uniform, you may want to get an extra. You can frequently find good used uniforms at thrift shops, flea markets, or army surplus stores. For rain gear, buy a couple of disposable ponchos. For improvised shelter, a plastic tarp makes a great tent.

It's always good to have some tools. You need a good pocket knife, a roll of duct tape, some heavy cord or light rope, and maybe a small folding shovel (entrenching tool). Rounding out your tools should be a couple of cheap screwdrivers, a pair of pliers, and maybe a hatchet.

Food and water will be supplied on the scene, but it may take a day before all support functions are in place. It's good to carry several bottles of water, some energy bars, and a few Meals Ready To Eat (MREs).

There are some things that you won't want to pack ahead of time. Among these are prescription medicines, batteries, and charging devices. Just make a list of the things that need to be added and place it on top of your Go-Bag to remind you.

Prior to leaving for deployment, make sure your vehicle is serviced and fueled. Get extra cash since ATMs in the disaster area may be out of order.

An essential part of deployment readiness is making sure your family is prepared for you to be away. Let them know that you will check in when possible, but make sure they understand that communication might be sporadic. If an emergency should arise at home, family members may contact State Guard headquarters to pass on a message.

GO BAG ITEMS

Required Supplies and Equipment

1. Sleeping bag: 20 degree rated, polyester fill, durable water repellent coating
2. Flashlight or headlamp, extra batteries; spare flashlight
3. First Aid kit
4. Canteen, camelback, or water bottles
5. Knife (one hand opener is good) and sharpening tools
6. Poncho
7. Mess kit/eating utensils
8. Personal hygiene items (toothbrush, comb, razor, etc.)
9. Toilet paper in waterproof bag

10. Shower shoes
11. Towel, washcloth, hand towel
12. Personal medication and extra prescription eyewear
13. Pen and pocket-sized notebook
14. Extra socks and underwear
15. SCSG ID card
16. Personal cell phone, vehicle charger, AC charger, solar charger, extra battery

Recommended Supplies and Equipment

1. Air mattress or sleeping pad
2. Butane lighters
3. Sterno stove or propane stove
4. Work gloves
5. Extra ACUs and boots (more socks/underwear)
6. Insect repellent: Deep Woods Off Sportsmans II, Off Family Care, 3M Ultrathon 8
7. Snacks: avoid high salt or carbonation
8. Sewing kit
9. Sun screen: SPF 15 minimum; SPF 30 for fair skin
10. Safety/Sun glasses
11. Hearing protection

Optional Supplies and Equipment

- | | |
|--------------------------------|-------------------------------|
| 1. SC map and/or GPS | 8. Large plastic garbage bags |
| 2. Entrenching tool | 9. Duct tape |
| 3. Binoculars | 10. 50' rope or paracord |
| 4. Compass | 11. Rubber or nitrile gloves |
| 5. Engineers flagging tape | 12. Whistle |
| 6. Battery-powered am-fm radio | 13. Reading material |
| 7. Hatchet/machete | 14. Hand tools |

REFERENCE LIST

Note: Army publications change frequently. Make sure you refer to the most recent edition.

FOR OFFICERS:

Army Officer's Guide, 53rd Edition by COL Robert Dalessandro, USA Retired Standard reference for Army officers for 80 years. Chapters 1-3 are significant. Available from Amazon for about \$18.

FOR NON-COMMISSIONED OFFICERS:

TC 7-22.7, The Non-Commissioned Officers Guide Available on-line. If you want your own copy, you can buy a hard copy from Amazon for around \$15 or a Kindle edition for \$2.50.

Guardians of the Republic: A History of the Non-Commissioned Officer Corps of the US Army By Ernest F. Fisher, Jr. (1994, 2001) Available in paperback from Amazon for about \$20.00.

SCSG Methods of Instruction Handbook (SCSG 2014). Available on the Documents page of SCSG website. NCOs must be able to present instruction; this booklet provides the basics of how to prepare and present military training.

FOR ALL SCSG MEMBERS:

FM 22-100, Military Leadership (1990 edition). Available on-line. This is no longer official, but has good info, nevertheless.

FM 6-22, Army Leadership Available on-line. This publication replaced FM 22-100. The 2015 edition is pretty academic, while the 2006 edition (found on Documents page of the SCSG website) tends to be more practical.

TC 3-21.5, Drill and Ceremonies Available from Amazon for about \$16. You can find it on-line, but a hard copy is more useful. Concentrate your efforts on Chapters 2 through 7.

Army Regulation 670-1, Wear and Appearance of Army Uniforms Available on-line. Pay special attention to Chapters 3, 4, 21 and 22. This publication provides detailed information on personal grooming, as well as broad information on wear of the uniform.

DA Pamphlet 670-1, Wear and Appearance of Army Uniforms This book explains wear of the uniform in greater detail than AR 670-1. Available on-line, but hard copy is better for research. Hard copy available on Amazon for about \$18.

SCSG Regulation 670-1, Wear and Appearance of the Uniform Available on the Documents tab of the SCSG web site. Includes information on uniform and appearance that is specific to the SC State Guard.

Army Regulation 600-20, Army Command Policy Available on-line. Pay special attention to Chapter 1-6 and Table 1-1. This provides important information on the technically correct way to address soldiers, depending on their rank.

US Army Field Manual 7-21.13, Soldier's Guide (Chapter 4) Available on-line.

SCSG Regulation 600-1, Administrative Procedures Covers requirements for promotion. Available on the Documents tab of the SCSG website.

SCSG Regulation 672-1, Awards and Decorations Available on the Documents page of the SCSG website.