



Oregon State Defense Force



162 Regimental Operations Team

Standard Operating Procedures

LANE COUNTY ARMED FORCES  
RESERVE CENTER

162 Infantry Regiment Readiness Center  
3106 Pierce Parkway  
Springfield, OR 97477-7909



# Oregon State Defense Force



## 162 Regimental Operations Team

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## 162 Regimental Operations Team

### 1. PURPOSE:

The purpose of this SOP is to establish procedures for the deployment, operation, and security of personnel in the Oregon State Defense Force 162 Regimental Operations Team.

### 2. SCOPE:

This SOP applies to the operation of all Unit members under the control of, operating on behalf of, or operating under the authority of the State of Oregon, The Oregon State Defense Force 162 Regimental Operations Team.

### 3. RESPONSIBILITIES:

The Commander and team leaders are responsible for the deployment and security, of the personnel assigned to their respective command, along with all equipment issued for use in conjunction with the Oregon State Defense Force 162 Regimental Operations Team.

Provide Military Support to Local Emergency Operation Centers/Incident Command Posts during Preparation, Training, &/or Emergencies

Mission: Provide Trained & Qualified Oregon Military Department Liaison Officers

- a. To Local Incident Command Posts &/or Emergency Operation Centers during Emergencies/Disasters Following a Governor's Proclamation Activating the Organized Militia.
- b. To Local Incident Command Posts &/or Emergency Operation Centers during State Sponsored Emergency/Disaster Exercises.
- c. As Volunteers For Specifically Designated City/County Emergency Operation Centers, Affiliated On A Permanent Basis

### 4. Deployment:

The following procedures will be followed when notified of a warning order/op order for activation

- a. A 1594 report will be started (appendix A)



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- b. Team leaders will be notified by the Commanding Officer of the 162 Regimental Operations Team.
1. Team leaders will then notify the team members assigned to their team.
  2. Team Leaders will then call the commander back and inform him/her of the personnel they was able to or not able to contact.
  3. Marion and Polk counties will be notified by the Detachment Commander. (See attachment B for current team assignments).
- c. The following counties shall report to the LANE COUNTY ARMED FORCES RESERVE CENTER 162 Infantry Regiment Readiness Center 3106 Pierce Parkway Springfield, OR 97477-7909 to pickup necessary gear/ battle books: Lane, Benton, and Linn. The other counties shall report to the Anderson Readiness Center. (ARC)  
3225 State Street Salem, OR 97309: Marion and Polk.
- d. Upon notification of a warning/operations order the Lane County Team will report to the LANE COUNTY ARMED FORCES RESERVE CENTER 162 Infantry Regiment Readiness Center 3106 Pierce Parkway Springfield, OR 97477-7909 to take control of the HF radio and to assist the commander in any way he/she deems necessary. Exception to this is if the incident is located in Lane County. Then Benton County will report in Lane County's place.
- E. in the event that an operation runs longer than a 12 hour period the following teams will back up each other
- Lane - Command Staff
- Polk - Marion
- Benton – Linn
- Unless the commander deems otherwise due to circumstances.

### 5. PROCEDURES:

The following procedures will be followed by those individuals operating with the Oregon State Defense Force 162 Regimental Operations Team.

**5.1 SECURITY.** When orders have not been issued designating a Security Officer, the ranking officer or ranking NCO present will assume the duty of, or



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designate and identify to all deployed troops, a Security Officer or Security NCO. In addition to those items listed below he/she will ensure compliance with (See APPENDIX C, EXTRA SECURITY FORCES)

1. Ensure that operational area remains secured when unoccupied and unguarded.
  2. Dismantle and store all antennas and other external equipment when the Operations area is unattended and unguarded in areas open to the public.
  3. Do not discuss operations with curiosity seekers from the public or media. Refer them, instead, to the commanding officer/Public information Officer (PIO).
  4. Safeguard all written documentation generated during an operation and preserve it as part of the public record.
- b. SAFETY. When orders have not been issued designating a Safety Officer, the ranking officer or ranking NCO present will assume the duty of, or designate and identify to all deployed troops, a Safety Officer or Safety NCO whose duty it shall be to ensure that the following safety Measures are complied with in addition to ALL other areas of safe operations.

### 6. GENERAL SAFETY

This SOP cannot cover every possible safety concern. It is the responsibility of all personnel involved in an operation to be safety conscience and practice sound "Safety First" work ethics. Other risks that may develop during an operation include, but are not limited to:

- a. The effects of heat or cold.
- b. Slippery working conditions.
- c. Lifting.
- d. Radio Frequency (RF) exposure.
- e. Malnutrition, dehydration, or both.
- f. Travel in vehicles. Wear seatbelts.



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### 7. RADIO OPERATION:

The radio equipment used in conjunction with the Oregon State Defense Force 162 Regimental Operations Team operations is sensitive electrical equipment that should be used only by individuals properly trained in its use.

- a. Where items contained in this SOP are in conflict with instructions contained in the manufacturer's manual for a specific radio, those instructions in the manufacturer's manual shall prevail.
- b. Position radios and attached cable leads at the workstation in such a fashion as to prevent strain or entanglement of cables.
- c. Do not expose radios to excessive heat or cold. Allow radios to warm-up prior to first use.
- d. Restrict access to the radio area to cut down background noise and chatter that interferes with the operator's ability to concentrate, particularly during voice radio operations.
- e. Use the radios for Official Use only.
- f. Radio operations shall be conducted in accordance with the current Standard Operating procedures
- g. Operations involving "heavy" voice radio traffic can quickly tire an operator. Schedule operator shifts to avoid exhausting an operator and request additional support when necessary.
- h. When operating in Military Support of Civilian Authorities (MSCA) be cognizant of the fact that they may not understand military jargon or acronyms. Communicate with them in plain talk, both in voice radio traffic and face-to-face conversations.

### 8. GENERAL:

- a. Recommendations for changes or additions to this SOP should be addressed to the Commanding Officer of the 162 Regimental Operations Team.
- b. The operations of the 162 Regimental Operations Team requires both skill and sound judgment. Teams should not be deployed with less than two personnel. When assigning personnel for deployment, consideration should be given to unforeseen events that may arise which necessitate strenuous labor to overcome, such as a flat tire.
- c. In recognition of the fact that the 162 Regimental Operations Team may require augmentation of troop strength from other commands, personnel will follow the guidance of the Standard Operating Procedures (SOP).



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- d. When the 162 Regimental Operations Team is deployed for an undetermined duration, operational rations should be supplied to support the number of troops deployed for twenty-four hours. Consideration must be given to personnel with food allergies or other medical conditions such as diabetes.
- e. Deployed personnel will maintain in their possession at all times:
1. A copy of all applicable orders
  2. Issued Dog Tags
  3. Valid ORSDF Identification Card (ID)
  4. Valid state or federal photo identification.
  5. Instructions pertaining to notification of next of kin
  6. Pertinent medical information, such as allergies to medications.
  7. Prescribed medications to cover a period of not less than ninety-six (72) hours.
  8. Other items listed in the Mobilization Kit form.
- f. In order to expedite the arrival of personnel resources on scene, some deployed personnel may be required to travel by POV. Drivers must maintain in their possession:
1. A valid driver's license.
  2. Proof of vehicle insurance.
  3. An accurate log of mission essential miles driven.
  4. A cell phone or sufficient change for pay phones along with the telephone numbers of personnel in their chain of command.
  5. Proof of current vehicle registration.
  6. Travel by convoy is encouraged.
- g. The senior Officer or NCO, if no officer is present, will insure the maintenance of records and a status board available for inspection and for the timely delivery of a situation report (SITREP). The information shall include:
1. Deployed strength of officers and enlisted by gender.
  2. Personnel on duty by location and assignment
  3. Personnel off duty and their location, i.e. billet, chow, etc.
  4. Schedule of duty hours by individual and position.
  5. Injuries sustained and/or personnel restricted to limited duty.
  6. All other pertinent information.

### **9. Role definitions of the 162 Regimental Operations Team:**

#### **9.1 Team Leader**

Is competent on all ICS procedures, forms and structures. Stays current on Oregon National Guard Disaster operational S.O.P's and plans. Supervises the activities of all team members. Advises, observes and reports activities in his assigned Emergency Operations Center. Coordinates information between the



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Emergency Operations Center and Joint Operations Center. Prepares briefs on the current situation. Responsible for team safety and proper utilization of the team. Maintains journals and situation maps. Recommends appropriate utilization of National Guard assets. Responsible for morale, leadership and training of the team members. Insures the team LNO is prepared to assume duties of the team leader. Supervises the preparation of reports and messages. Ensures 24 hr. support of his assigned mission.

### 9.2 Liaison Officer

- Liaison Officer (LNO): Added To Local Emergency Operation Center Alert Roster & Participates In Emergency Operation Center Meetings, Training, & Activations Provides Advice / Training About Military Support to Civil Authorities Operations As Requested By The Local Emergency Operations Center/Emergency Manager
- a. Reports To Emergency Operations Center / Incident Command Post As Directed By Joint Operation Center/Area Of Responsibility Commander / Emergency Manager When Emergency Operation Center / Incident Command Post Activated
  - b. Upon Mobilization / Activation Of Oregon National Guard To State Active Duty
  - c. Oregon National Guard Volunteer If Activated Becomes Paid (State Active Duty) Liaison Officer Reporting To Oregon National Guard Joint Operation Center
  - d. Remains A Member Of Local Emergency Operation Center / Incident Command Post Staff Throughout Emergency
  - e. Maintains Contact With Oregon National Guard Joint Operation Center
  - f. Advises Emergency Operation Center / Emergency Manager On Requesting / Using Oregon National Guard Support
  - g. Assists In Coordinating & Tracking Local Oregon National Guard Operations
  - h. The Liaison Officer monitors the operations of both the local Emergency Operation Center/Incident Command Post/civilian incident responders and the Oregon National Guard forces deployed by the Joint Operation Center, and understands how each affects the other. As a minimum, the Liaison Officer must know the current situation and planned operations, understand pertinent staff issues, anticipate potential problems, and be sensitive to the desires of both the Oregon National Guard Joint Operation Center and the local Emergency Manager/Incident Commander.
  - i. Additionally, to lend insight to the sending commander, the Liaison Officer monitors the operating styles of commanders and their staff. These observations help the Liaison Officer maintain a smooth working relationship between the Joint Operation Center / Area Of Responsibility/Joint Task Force Headquarters.



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The Liaison Officer must possess the training and experience needed to understand the local Emergency Operation Center/Incident Command Post staff process. The Liaison Officer must routinely assess where he/she needs to be during the daily operations cycle in order to stay abreast of the current situation and keep the Oregon National Guard Joint Operation Center fully informed.

- j. The Liaison Officer must be available to answer – or quickly find the answers to – questions posed by the Emergency Operation Center/Incident Command Post staff or other incident response directors/leaders. The Liaison Officer advises the Oregon National Guard Joint Operation Center and deployed Oregon National Guard unit(s) of any Emergency Operation Center/Incident Command Post issues, particularly those that may affect the deployed Oregon National Guard forces.
- k. The Liaison Officer must always remember that he or she has authority to make **ONLY** those decisions that the Oregon National Guard Joint Operation Center authorizes. Liaison Officers must exercise caution to ensure they do not obligate Oregon National Guard resources to taskings unless the taskings have been forwarded and approved through Oregon Emergency Management and the Oregon National Guard Joint Operation Center.
- N. The Liaison Officer must assist on two levels. First, the Liaison Officer must act as the conduit between the Oregon National Guard Joint Operation Center and the local Emergency Operation Center/Incident Command Post. Second, by integrating into the local Emergency Operation Center/Incident Command Post and attending various boards, meetings, and planning sessions, the Liaison Officer ensures those groups make informed decisions concerning the use of Oregon National Guard military resources. The Liaison Officer also facilitates the submission of required reports from the supported Oregon National Guard forces to the Oregon National Guard Joint Operation Center, as necessary.

### 9.3 Liaison Officer Deployment Kit:

- \*Battle Book
- \*Maps / Directions to Emergency Operation Center & Of Area of Responsibility
- \*Communications Equip
- \*Cell Phone
- \*SATCOM (If Available)
- \*Laptop Computer with Internet Capability
- \*Office / Admin Supplies
- \*References / Publications
- \*Reports Formats
- \*Phone List
- \*1594



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### 9.3.1 Qualifications of Liaison Officer (LNO):

ICS Courses:

1. ICS - 100 , 200, 230, 300, 400, 700, 701, 702, 703, 704
2. Cert – Basic Cert.
3. Ham radio – Technician / General
4. First Aid – Basic, CPR, AED.
5. LNO- Basic Course.

### 9.4 Radio operator / Scribe Communications Specialists:

a. Do your best to provide a safe environment for you and the personnel around you

- Lightning protection
- Routing, Securing and Marking Cables and Wires as necessary
- Placing antennas so as to avoid RF exposure and EMI
- Ground your communications systems

b. Aside from communications, the RTO keeps a report log of the unit's activities. They must be knowledgeable in the use and care of the radio unit and setting and waterproofing frequencies, and has to be familiar with the standard operating instructions (SOI) that outline procedures and duties. The RTO also sets up field antennas used to establish communications the radio telephone operator is cross-trained in Liaison Officer Duties.

c. Communications Specialists:

Responsible for effective communication between the EOC, JOC or other entities as assigned. Must be a licensed ham radio technician. Ensures all communications equipment is maintained and functioning. Ensures all messages received or sent are recorded in the log book. Ensures all messages are properly formatted and reasonable for transmission. Is current on all communications plans and procedures. Ensures security and deployment of communications equipment assigned to the team. Supports communications systems within the EOC IE: Radios, telephones



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or couriers. Assists other team members in their duties and is prepared to assist in other operations as designated.

### 9.4.1 Qualifications of Radio Telephone Operator/Scribe (RTO):

ICS Courses:

- a. ICS - 100 , 200, 230, 300, 400, 700, 701, 702, 703, 704
- b. Cert – Basic Cert.
- c. Ham radio – Technician / General
- d. First Aid – Basic, CPR, AED.
- e. LNO- Basic Course
- f. Must show competency in knowing, filling out and filing the following forms correctly ICS form – 213, ICS form – 309
- g. See appendix D. for further information.

## 10. Uniforms

Wear and use of the uniforms will be in accordance with “ORSDF regulation R-4A Wear and Appearance of Uniforms and insignia”.

## 11. Sexual Harassment

**11.1 PURPOSE:** To establish and ensure an environment within the Oregon State Defense Force 162<sup>nd</sup> Regimental Operations Team that is free of all forms of sexual harassment.

**11.2 APPLICABILITY:** This regulation applies to all Oregon State Defense Force 162<sup>nd</sup> Regimental Operations Team personnel.



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**11.3 POLICY:** The Oregon State Defense Force 162<sup>nd</sup> Regimental Operations Team policy on sexual harassment is clear and unequivocal. All members are entitled to serve in an environment free from any form of sexual harassment.

**11.4 DEFINITION:** Sexual Harassment is a form of sex discrimination. It involves actions that include unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

A. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a member's role or position within the Oregon State Defense Force 162<sup>nd</sup> Regimental Operations Team.

b. Submission or rejection of such conduct is used as a basis for career or service decisions affecting that person.

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive environment,

**11.5 RESPONSIBILITIES:** Ensuring that Oregon State Defense Force 162<sup>nd</sup> Regimental Operations Team is free of any form of sexual harassment is both an individual and unit responsibility at all levels of command and supervision.

a. Any Oregon State Defense Force 162<sup>nd</sup> Regimental Operations Team member who feels he/she has been a victim of sexual harassment must immediately bring the matter to the attention of their unit commander. If there is a conflict with the unit commander or chain of command, the individual must bring the matter to the Oregon State Defense Force 162<sup>nd</sup> Regimental Operations Team Headquarters

b. If a member witnesses any form of sexual harassment upon another member, and that member does not initiate action, the witness should bring the matter to the unit commander or the HQ.

c. All sexual harassment complaints will be expeditiously, fairly and thoroughly addressed. Any Oregon State Defense Force 162<sup>nd</sup> Regimental Operations Team member found to have committed sexual harassment against another member will be subject to disciplinary action up to and including dismissal.

## 12. PERSONNEL ACCOUNTABILITY

**12.1 PURPOSE:** To establish Oregon State Defense Force 162<sup>nd</sup> Regimental Operations Team (162<sup>nd</sup> ROT) policy concerning personnel accountability and reporting requirements.

**12.2 APPLICABILITY:** This regulation shall apply to all Oregon State Defense Force 162<sup>nd</sup> Regimental Operations Team officers, warrant officers and non-commissioned team members serving in supervisory positions.



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**12.3 POLICY:** Oregon State Defense Force 162<sup>nd</sup> Regimental Operations Team members in positions of command or supervisory responsibility are fully responsible at all times for maintaining an accurate accounting for all personnel under their supervision.

**12.4 DEFINITION:** For purposes of this regulation, the term "personnel accountability" shall mean maintaining a current knowledge of the status and whereabouts of all personnel for which a supervisor is responsible, and for the submission of required verbal or written personnel strength and status reports to the next higher level of command.

**12.5 SUPERVISORY RESPONSIBILITIES:** A 162<sup>nd</sup> Regimental Operations Team supervisor's direct responsibilities for maintaining accountability for his/her personnel shall include but not be limited to ensuring that all members under his/her supervision:

- a. Are kept informed of unit/staff section events and overall 162<sup>nd</sup> Regimental Operations Team.
- b. Have successfully completed Initial Entry Training (IET) unless credited for such on basis of prior military service
- c. Have been given unit or staff section orientation briefing and any required specialized training.
- d. Are fully informed as to their duty responsibilities.
- e. Carry out their duties in a safe and healthy manner
- f. Attend and participate in scheduled monthly drills per calendar year.
- g. Attend and participate in not less than two Semi Annual Training (SAT) weekends per three year period
- h. Periodically participate in non-drill Unit training activities and Community Support field operations.
- i. Successfully complete all required FEMA correspondence courses.
- j. Maintain all required certifications. i.e. CPR, first aid, aed, ect.

### **13. ID cards/Access cards**

ID cards shall be carried at all times when conducting Oregon State Defense Force business and or activities.

When at the Springfield or at the Anderson Readiness Center those personnel that have been issued access cards shall have them on their person as these also are used for building access as well as building ID.

Each personnel are responsible for their ID Cards/Access Cards.



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### 13.1 ID Cards

ID cards are issued by the Oregon State Defense Force Headquarters. Orders should be issued before an ID card is obtained. If you misplace or lose this card notify your team leader as soon as possible.

### 13.2 Access Cards

Access cards are issued at the Armories the 162<sup>nd</sup> ROT is assigned to. Once orders are issued access cards may be obtained.

If you misplace or lose this card notify your team leader as soon as possible.





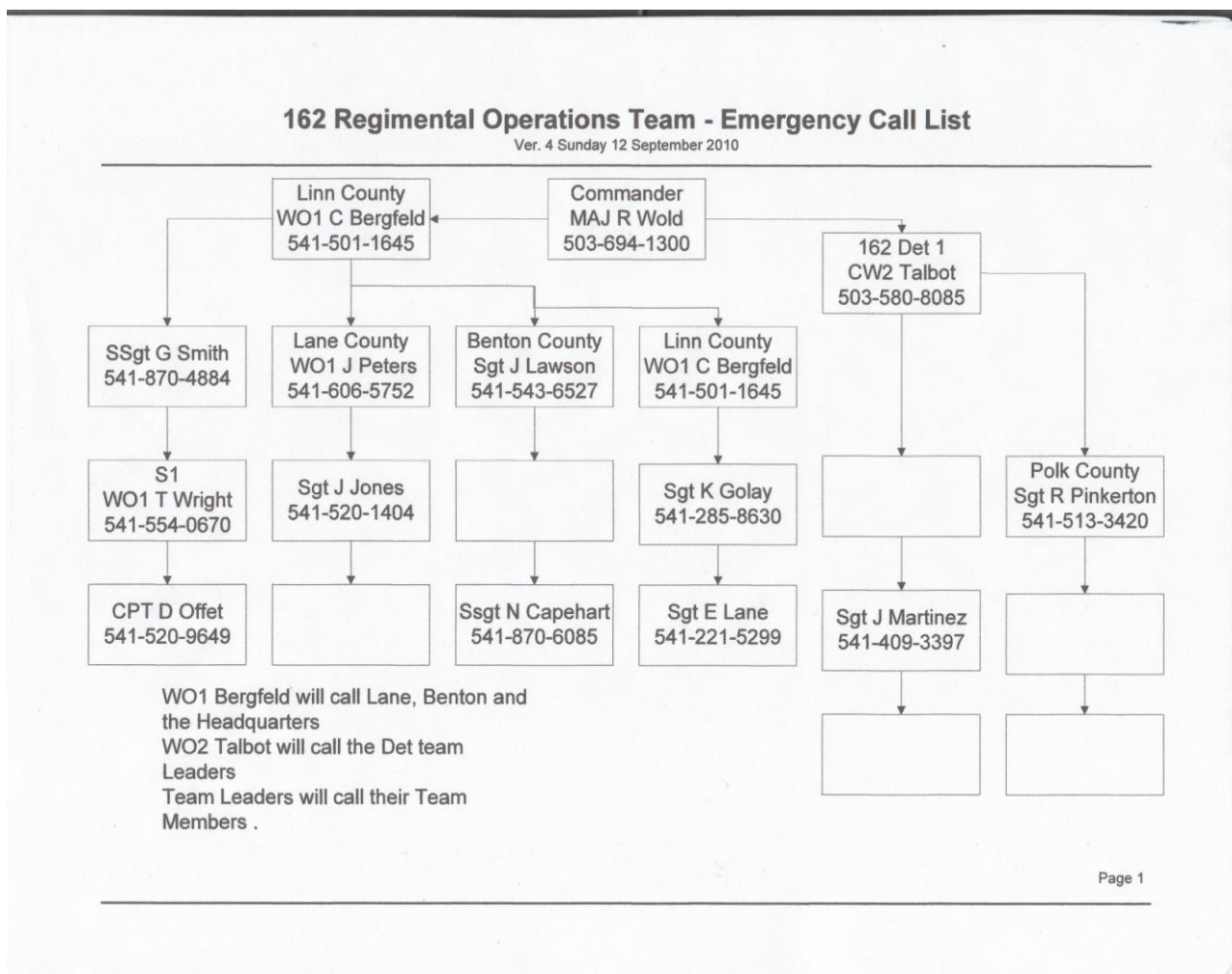
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### APPENDIX B

This page is an example only may not be the current Emergency call tree for a current one contact your team leader or the commo officer.





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### APPENDIX C

#### Standard Operating Procedure (SOP) - EXTRA SECURITY FORCES

1. Security -The level of security required during operations is event driven. It may range from the minimal security needed to safeguard state and personal property from theft, to Force Protection from physical harm by a panicked citizenry. I.e. operations in a quarantined area where separated family members realize that the 162 Regimental Operations Teams radios may be the only available means of communicating and they are panicked about the safety of their loved ones. The Security Officer/NCO should carefully analyze the operational situation to determine the appropriate level of security needed/requested.
2. Force Protection. The following levels of Force Threat exposure are defined:
  - a. Level 1 - Low. Routine training and operations in support of 162 Regimental Operations teams or other agencies of Oregon in a non-emergency environment or emergency operations in a secure area with access restricted by security personnel.
    - 1) Focus on security measures listed in section 4 of Standard Operating Procedure (SOP)
    - 2) Do not disclose the nature of operations to curiosity seekers.
  - b. Level 2 – Elevated. Operations in a non-secure environment in a location isolated from immediate security support from other agencies of the operations area capable of providing the necessary support.
    - 1) Cordon area surrounding operation area with yellow “DO NOT CROSS” tape to create access points.
    - 2) Post guard(s) at access point(s) and limit access to authorized personnel directly involved in the operation. Note. When there exists insufficient troop strength to accomplish the foregoing, secure the operational area with one access and egress point.
  - c. Level 3 – Severe. Operations in a non-secure environment (i.e. open to public access) during an emergency declared by the Governor and there exists, or there are credible reports of, civil unrest or disturbances in the Area of Operations (AO), Request MP or other agency support to cover twenty-four hour operations.



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### APPENDIX D

#### RTO Certification

Level one	Level 2	Level 3	Level 4
<b>ICS Courses</b> 100 200 230 700	<b>ICS Courses</b> includes all from level 1 800.b 701	<b>ICS Courses</b> includes all from level 1 & 2 703 704 706	<b>ICS Courses</b> includes all from level 1 & 2 & 3 300 400
<b>Cert</b> Basic Cert	<b>Cert</b> Basic Cert	<b>Cert</b> Basic Cert	<b>Cert</b> Basic Cert
<b>Ham Radio</b> Technician	<b>Ham Radio</b> Technician	<b>Ham Radio</b> Technician Emcom - 1	<b>Ham Radio</b> General Emcom - 1
<b>First Aid</b> Basic First Aid CPR AED	<b>First Aid</b> Basic First Aid CPR AED	<b>First Aid</b> Basic First Aid CPR AED	<b>First Aid</b> Basic First Aid CPR AED
<b>Must show competency in knowing, filling out and filing the following forms correctly</b> ICS form – 213 ICS form - 309 Unit form 1594 Report of attendance “form 7”	<b>Must show competency in knowing, filling out and filing the following forms correctly</b> ICS form – 213 ICS form - 309 Unit form 1594 Report of attendance “form 7”	<b>Must show competency in knowing, filling out and filing the following forms correctly</b> ICS form – 213 ICS form - 309 Unit form 1594 Report of attendance “form 7”	<b>Must show competency in knowing, filling out and filing the following forms correctly</b> ICS form – 213 ICS form - 309 Unit form 1594 State Active Duty Form AGO “form 26”, Report of attendance “form 7”
		<b>LNO</b> LNO – Basic Course	<b>LNO</b> LNO – Basic Course



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By signing below I state that I have received and will follow the standard operations procedures in these SOP guidelines.

\_\_\_\_\_  
Printed name of team member

\_\_\_\_\_  
Printed name of Team Leader

\_\_\_\_\_  
Signature of team member

\_\_\_\_\_  
Signature of Team Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date