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VaDF-G6

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure (SOP) - Operation of Mobile Communications Platform (MCP)

REFERENCES:

APPENDIX A - TO Standard Operating Procedure (SOP) - Operation of Mobile Communications Platform (MCP) - EXTRA SECURITY FORCES

APPENDIX B - TO Standard Operating Procedure (SOP) - Operation of Mobile Communications Platform (MCP) - MCP LAYOUT DIAGRAM

MANUFACTURER'S MANUAL FOR OPERATION OF THE MICOM 2ES

MANUFACTURER'S MANUAL FOR OPERATION OF THE YAESU 7700R

MANUFACTURER'S MANUAL FOR OPERATION OF THE GENERATOR

1. **PURPOSE:** The purpose of this SOP is to establish procedures for the deployment, operation, and security of the MCP and onboard equipment. It is not the SOP for storage and maintenance of the MCP, which falls under guidance issued by the VaDF AC of S G-4.
  
2. **SCOPE:** This SOP applies to the operation of all MCPs under the control of, operating on behalf of, or operating under the authority of the Virginia Defense Force regardless of ownership or legal title. Although this SOP addresses issues with the Prime Mover (PM), it is NOT the SOP for the PM, which falls under guidance issued by the VaDF AC of S G-4.
  
3. **RESPONSIBILITIES.**
  - a. Commanders are responsible for the deployment and security, of the MCP assigned to their respective command, along with all equipment issued for use in conjunction with the MCP.

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b. Individuals on orders to deploy or otherwise operate the MCP or components of the MCP are responsible to ensure that all procedures established in this SOP and the operator manuals referenced herein are adhered to.

4. PROCEDURES. The following procedures will be followed by those individuals operating the MCP or any of the component systems of the MCP.

a. SECURITY. When orders have not been issued designating a Security Officer, the ranking officer or ranking NCO present will assume the duty of, or 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 APPENDIX A, EXTRA SECURITY FORCES

1. Ensure that PM and MCP doors remained locked when unoccupied and unguarded.
2. Dismantle and store all antennas and other external equipment when the MCP is unattended and unguarded in areas open to the public.
3. When occupying the MCP with doors closed, ensure that the padlock is locked on the door hasp in such a fashion as to prevent inadvertent locking of the door with personnel inside.
4. Do not discuss operations with curiosity seekers from the public or media. Refer them, instead, to the Public Affairs Officer (PAO).
5. 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.

1. Antenna.
  - a. Ensure that sufficient distance exists between antennas and overhead electrical lines to prevent electrical shock to individuals during erection and dismantling.
  - b. Disconnect antenna coaxial line from radio when lightning is in the vicinity.
  - c. Ensure that antenna masts and guywires are sufficiently grounded. Consider the possibility of underground utilities when using long ground-rods and utilize alternative grounding methods when appropriate.

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d. Clearly mark antenna masts and guywires with yellow 'DO NOT CROSS' or other highly visible tape during all operations and with light sticks or other suitable lighting device(s) during night operations.

e. Secure and highlight coaxial cables between displaced antennas and MCP to prevent tripping of individuals.

f. Cordon area around accessible 'driven elements' to prevent RF burn or excessive RF exposure to individuals.

### 2. Generators.

a. Ensure that all instructions contained in the Generator Operations Manual are complied with, especially those sections concerning grounding and refueling (see para 4.b.1.c).

b. Secure and highlight electrical cables between displaced generator and MCP to avoid tripping of individuals.

c. Ensure that radios and other sensitive electrical equipment are turned off prior to startup or shutdown of generator unless the radios or equipment is being powered by battery.

d. Ensure that the fire extinguisher is in a conspicuous location that is identified to all individuals involved in the operation. Have a fire extinguisher within reach during all refueling operations.

e. At the close of operations, and prior to storage, allow the generator to cease running from fuel starvation by closing the fuel shut-off valve.

f. Add fuel-stabilizing mixture to the generator fuel tank prior to extended storage.

### 3. MCP MOVEMENT AND SETUP

a. Use guide(s) when backing MCP or operating in close quarters.

b. Spot the MCP in an area that considers safety first.

1. Clear of overhead utility lines, particularly power lines.

2. On a relatively level surface that will accommodate leveling of the MCP by use of onboard equipment.

3. On stable soil, or hard surface that is not prone to ponding during heavy rainfall.

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- c. Chock tires of MCP prior to disconnecting MCP from PM
- d. Use Safety cones when parked in areas open to vehicle access
- e. Ensure that trailer is properly 'hooked' to PM prior to movement.
  - 1) Receiver is fully engaged on ball and lock is in closed position with pin inserted
  - 2) Safety chains are attached
  - 3) Light cord is attached and all MCP lights are in working order
  - 4) Wheel chocks are removed prior to MCP movement.
- f. Secure all onboard equipment in cabinets with doors securely closed or with bungee cords in the case of chairs, etc. prior to MCP movement.
- g. Check air pressure of MCP and PM tires prior to movement.
- h. Do a "walk around" visual inspection of MCP and PM to ensure that vehicles are ready for movement.

4. 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.

5. RADIO OPERATION. The radio equipment used in conjunction with MCP 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.

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- c. Do not expose radios to excessive heat or cold. Allow radios to warm-up prior to first use.
- d. Restrict access to the MCP 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 DIV SOI, OPORD, or FRAGO.
- 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.

## 6. GENERAL

- a. Recommendations for changes or additions to this SOP should be addressed to the VaDF AC of S G-6.
- b. The MCP and PM form a complex unit that requires both skill and sound judgment to operate. It (they) 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 MCP may require augmentation of troop strength from other commands, the layout and storage of equipment will follow the guidance of APPENDIX B - TO Standard Operating Procedure (SOP) - Operation of Mobile Communications Platform (MCP) - MCP LAYOUT DIAGRAM in order to provide familiarity.
- d. Additions to the Prescribed Load List (PLL) will be reported to the VaDF AC of S G-6 and the VaDF AC of S G-4.
- e. When the MCP is deployed for an undetermined duration, operational rations will 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.
- f. Deployed personnel will maintain in their possession at all times:
  - 1. A copy of all applicable orders
  - 2. Issued Dog Tags
  - 3. Valid VaDF 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.

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7. Prescribed medications to cover a period of not less than ninety-six (72) hours.
8. Other items listed in the VaDF 72 hour basic load list.

g. 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. A current Virginia Vehicle Inspection decal affixed to the vehicle windshield.
6. Proof of current vehicle registration.
7. Travel by convoy is encouraged.

h. 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 sex.
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.

FOR THE COMMANDER:

Andrew L. Roberts, III  
LTC GS VaDF  
AC of S G6

Standard Operating Procedure (SOP) - Operation of Mobile Communications Platform (MCP)

CF:

VaDF CG

VaDF Deputy Cmdrs

VaDF COS

VaDF AC of S G3

VaDF AC of S G4

VaDF AC of S G5

CDR VaDF Lafayette Bde

CDR VaDF Blackhorse

CDR VaDF Highland Bde

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APPENDIX A - TO Standard Operating Procedure (SOP) - Operation of Mobile Communications Platform (MCP) - EXTRA SECURITY FORCES

1. Security -The level of security required during MCP 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 MCP has 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 VANG or other agencies of the Commonwealth in a non-emergency environment or emergency operations in a secure area with access restricted by security personnel. i.e. Fort Pickett

1) Focus on security measures listed in para 4 of Standard Operating Procedure (SOP) - Operation of Mobile Communications Platform (MCP)

2) Do not disclose the nature of the operation to curiosity seekers beyond describing it as a training exercise.

b. Level 2 – Elevated. Operations in a non-secure environment in a location isolated from immediate security support from VaDF or other agencies of the Commonwealth capable of providing the necessary support.

1) Cordon area surrounding MCP with yellow “DO NOT CROSS” tape to create access points.

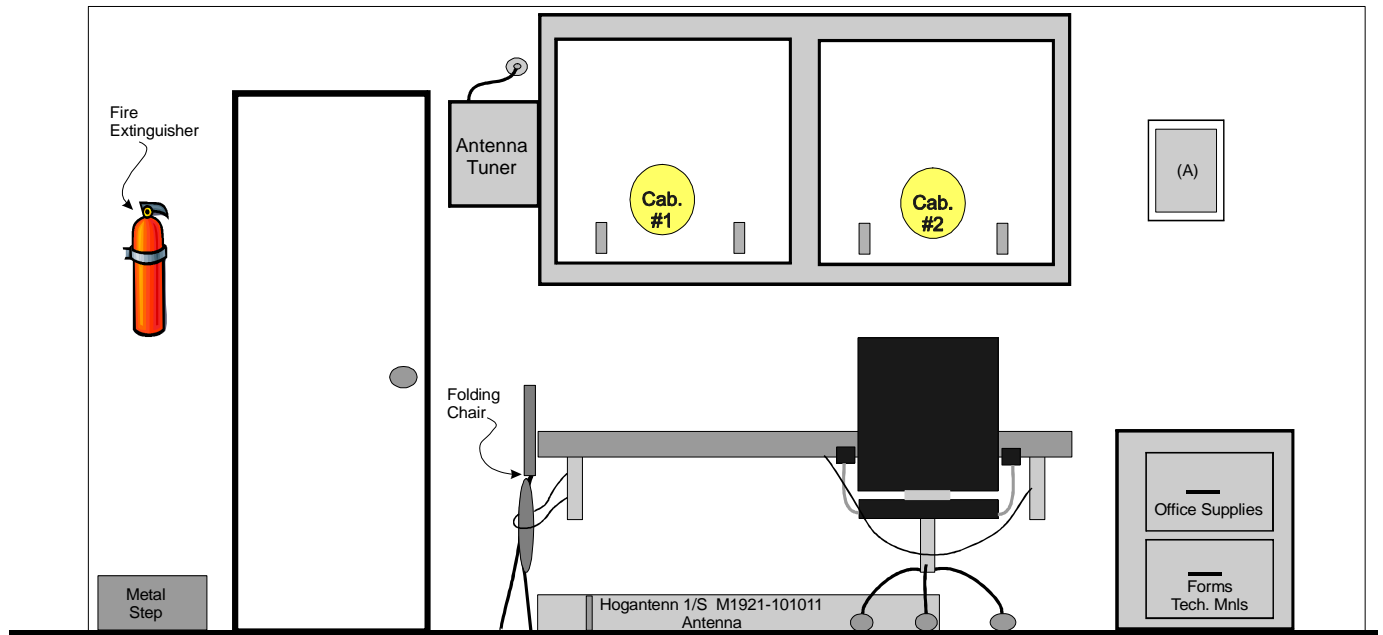
2) Post guard(s) at access point(s) and limit access to authorized personnel directly involved in the operation. Note. When there exists insufficient troop strength to accomplish the foregoing,, secure the PM and either the front or rear door of MCP and cordon area to completely surround PM and MCP.

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 B - TO Standard Operating Procedure (SOP) - Operation of Mobile Communications Platform (MCP) - MCP LAYOUT DIAGRAM



### Cabinet Contents



- Micom 2ES Transceiver
- YAESU FT 7800R Transceiver
- Power Supply for Micom 2ES
- Micom - Mic
- External Speaker (for Tranceivers)
- Micom High Voltage Cbl. Kit
- Micom Antenna Conn.
- Micom Radio Service Software CD
- Micom ALE/RSS Program Software CD
- Datron Manual
- Micom Manual
- Compaq Laptop PC w/USB Cbl.
- Ext. PC Speakers
- HF Handheld Units



- First Aid Kit
- Wood Block for Ant. Cbl. door (A)
- Telephone
- Misc. Office Supplies

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APPENDIX B (CONTINUED)- TO Standard Operating Procedure (SOP) - Operation of Mobile Communications Platform (MCP) - MCP LAYOUT DIAGRAM

