



**VIRGINIA DEFENSE FORCE**  
**DEPARTMENT OF MILITARY AFFAIRS**  
COMMONWEALTH OF VIRGINIA  
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Office of the G-1  
MAJ Michael T. Fein

VDF-H1

27 May 2016

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Publication of promotion orders, grades E-6 and above

1. Reference: Virginia Defense Force Regulation (VDFR) 624-1.5-1.f (APR 2013, including Changes MAR 2016)
2. Purpose: Change to VDFR 624-1.5-1.f (APR 2013, including Changes MAR 2016) to provide clear guidance on authority and responsibility for publication of promotion orders, grades E-6 and above.
3. Applicability: This policy applies to all VDF units.
4. Change to VDFR 624-1.5-1.f:
  - a. Replace the current 624-1.5-1.f "Promotion orders will be prepared and published by the promotion authority." with:

"For promotions to E-6 and above, to include officers, orders shall be issued by VDF FORHQs (VDF ACDET.)"
5. This guidance is in effect 27 March 2016.
6. Point of Contact for this policy memorandum is the undersigned at [michael.fein@vdf-mail.org](mailto:michael.fein@vdf-mail.org) or 434-509-8795.

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**DISTRIBUTION**

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1<sup>st</sup> Regiment, S1 (VDF-1H1)  
2<sup>nd</sup> Regiment, S1 (VDF-2H1)  
3<sup>rd</sup> Regiment, S1 (VDF-3H1)  
4<sup>th</sup> Regiment, S1 (VDF-4H1)