

VIRGINIA DEFENSE FORCE  
DEPARTMENT OF MILITARY AFFAIRS  
COMMONWEALTH OF VIRGINIA  
5001 Waller Road  
Richmond, VA, 23230

HQVDF

1 December 2021

MEMORANDUM FOR COMMANDERS AND STAFF

SUBJECT: Logistics Standard Operating Procedures

1. **PURPOSE:** This Standard Operating Procedure (SOP) and its enclosures outline Logistics (Log) responsibilities for the Virginia Defense Force (VDF) and provide “hip pocket” formats for all major logistics actions leaders are likely to encounter. The formats simplify common logistics matters, in a standard approach, so those leaders can spend more time with troop training, and less time constructing processes. The SOP should optimally be kept on electronic media for quick reference and access to printable procedures and formats. This SOP will be reviewed annually to reflect changes and improvements.
2. **SCOPE:** The VDF Commanding General (CG) has approved this SOP, which applies to all personnel assigned or attached to the VDF. If this SOP conflicts with a current published directive, the directive controls. In such a case, notify the VDF Assistant Chief of Staff, Logistics (G4) of the conflict. Otherwise, the enclosed formats will replace earlier formats. **Destroy all older SOPs, formats, and copies.**
3. **MISSION:** VDF has two primary missions: (1) support the Virginia Department of Military Affairs (VDMA) (the Joint Forces Headquarters (JFHQ), Virginia National Guard (VANG)), and the Virginia Department of Emergency Management (VDEM) for such purposes and missions as The Adjutant General (TAG) directs; and (2) provide the Commonwealth of Virginia a reserve of soldiers trained in emergency operations.
4. **RESPONSIBILITIES:** The following actions are routine actions, which may be modified at the CG’s, or in his absence, the Deputy Commanding Officer’s (DCO) direction.
  - a. Chief of Staff. The VDF Chief of Staff (COS) will monitor all staff action and will ensure all Force Headquarters (FORHQ) Log and Log support actions are timely and accurately completed.
  - b. VDF Assistant Chief of Staff, Logistics (AC/S L) G4. The VDF G4 – or the Deputy G4 in his absence -- will be the principal coordinator for all Log actions.
    - (1) The G4 will coordinate with the ACTDET to maintain accountable item inventories.

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(2) The G4 and MSC S4's plan and ensure operations are executed with the requested and required materials and transportation. Operations orders must be preceded by some level of operational planning. Clear and timely operations guidance is key for FORHQ and MSC to understand what mission needs are, or to communicate those to subordinate units.

(3) The G4 or a selected subordinate will process VDF Action Requests (VAR) (as outlined in the VDF Administration and Correspondence (A&C) SOP), requesting logistics support within the G4's purview.

(4) Logistics and Maintenance Officer. The VDF Logistics and Maintenance Officer (LOGO) within G4 will promulgate and oversee completion of all Higher Headquarters (HHQ)-logistics requirements. The LOGO will further coordinate Log matters with VDF Major Subordinate Commands (MSC) directly and via subordinate G4 Warrant (WO), junior officers (JO), and Non-Commissioned Officers (NCOs) to execute the Log tasks.

c. Active Detachment (ACT DET). The ACT DET provides general support to the FORHQ staff and MSC when planning operations and support. The ACT DET will manage the annual VDF DMA budget under CG guidance, and the ACT DET Property Book Administrator (PBA) will be the primary DMA person executing DMA accountable property accession, marking, distribution, and inventory.

d. VDF Force Headquarters (FORHQ) Staff Section Leaders and Subordinate Commanders. G4 will coordinate with FORHQs and MSC for mission execution. FORHQ staff section leaders will coordinate Log support requests directly with the G4. VDF MSC Commanders (Cdrs) will coordinate all Log support requests with G4, via their S-4, normally using a VAR.

e. Ethical Use of VDF Equipment and Supplies. Public service is a public trust. All VDF members will only use VDF equipment and supplies for official purposes only. VDF members will not require other VDF members to donate personal equipment and supplies to the VDF. VDF members will not solicit equipment or supplies as a gift to the member personally, or the VDF, except per state law and CG explicit authorization. Donations, see 6.c.1.d below.

## 5. MISSION ESSENTIAL TASK LIST (METL):

a. Implement CG's intent, policies, and procedures for logistics; ensuring FORHQ and MSCs properly execute the annual budget, and provide the equipment, supplies, transportation, and maintenance needed to support internal and DMA-directed VDF missions.

b. Maintain a tracking system, with PBA assistance, for accountable and unaccountable equipment.



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c. Ensure equipment maintenance surveillance and enforcement measures are followed.

6. LOGISTICS TASKS:

a. Budget. The ACT DET, working with the DMA Director of Fiscal Services, is VDF lead to formulate an annual budget plan with Force leaders, execute the budget through ordering, and provide reconciliation on a quarterly basis. VDF Regulation (VDFR) 37-1 of 1 July 2020, "Virginia Defense Force Financial Operations and Procurement, provides guidance for the VDF budgeting process."

b. Procurement.

(1) Purchasing. The ACT DET, working with the VA Financial Authority (VAFA) is the sole VDF procurement authority. VDFR 37-1 contains the procedures and forms FORHQ and MSC will use to request supplies and services. The VAR system will be used to originate and track such requests.

(2) Requisition Procedures.

(a) A VDF member will complete the "Requestor" portion of the VDF Requisition Form (**Enclosure 1**) and submit it through the chain of command (COC) to his/her FORHQ Officer in Charge (OIC) or, for MSCs, to the S4, then MSC Cdr for approval.

(b) The above OIC or Cdr will review the request for validity and ensure the request is completed properly. If approved s/he will forward to the G4 using a VAR, for budget approval.

(c) G4 will review the request for (1) bona fide need; (2) completeness; and (3) ensure it meets the CG's budget expenditure guidance for the current budget year. If approved, the G4 will forward the form to the ACT DET Unit Administrator (UA) for processing.

(d) The UA will check the G4's review and if the requisition is proper, the UA will find secure COS approval, select a vendor that meets all the regulatory procurement guidelines, then issue a purchase request.

(e) If the item(s) ordered are accountable equipment and the equipment is delivered to the VDF, the PBA will receive the equipment, log it into the property books, and properly issue to the requestor Section or MSC on a hand receipt.

(3) Contracting Support. The VDF Legal Services Detachment activity includes VDF members training to augment VAFA contracting efforts during emergency operations.

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c. Supplies.

(1) Uniform Items.

(a) Initial Issue. G4 will maintain and issue Class C uniforms to new Soldiers, in the rank of SSG/E-6 and below, (non-prior service must first complete Initial Entry Training (IET)). G4 will coordinate issuance at IET with the Recruiting and Retention Battalion (R&R) to ensure proper uniform fit prior to assignment to a home station.

(b) Uniform Devices. Uniform devices, including Distinctive Unit Insignia, shall be requested through the G4 using the VAR.

(c) Replacement Items. Requests for uniform replacements will be requested using the VAR to G4, with justification.

(d) Donated Uniform Items. As an approved exception, all VDF members should consider donating approved and serviceable unneeded personal uniforms, rank insignia and emblems, and authorized equipment to VDF. S4's and G4 will receive such contributions and accept only what is currently authorized for wear and use. S4s and G4 will cross check each other to assess what items are available for re-issue prior to promotions, etc.

(e) Retrieving VDF Issued Property. VDF members should not be discharged from the VDF until all property has been either recovered or reimbursement to the Commonwealth of Virginia is received. A departing VDF member's Cdr or designated representative must contact the member via letter (with itemized list of items) to require that the member return, any VDF uniforms or other VDF property issued to the VDF member. If an individual fails to immediately return the property or does not make prior arrangements for the return of the property issued to them the Cdr will send a Return of VDF Property letter to the individual via USPS (**Enclosure 2**). The letter will inform the member that legal actions may result if the items are not returned within 30 days of receiving the letter.

1 The unit will not take any other action against the member, except that if the member delays more than 30 days after notice, the Cdr will request via VAR that the FORHQ Staff Judge Advocate (SJA) and G4 take action to collect the items, attaching a copy of the collection letter sent to the member. The G4 and SJA will review the paperwork and work with the Cdr to properly retrieve the items.

2 Once the uniform and any items are collected, the Cdr will inform the G4 and arrangement for their return to G4.

(2) Operating supplies. FORHQ and MSC will plan for operating supplies during the annual budget planning process, normally May to June of each year. They are required to anticipate such needs and maintain situational awareness of supply stores to avoid "emergency requests" or duplicative requisitions. Expendable supplies will be requested through the G4 using the VAR.



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(3) Exercise and Multiple Unit Training Assemblies (MUTA). As further described in the Operations and Training (O&T) SOP, the G4 will work with the G1, Chaplain, and Medical Services personnel to produce Annex F, SUSTAINMENT for large exercises and MUTAs. Annex F will describe the types, issuing authority, and locations for consumable supplies and equipment for the event. G4 will ensure transport and issue are accomplished.

(4) Rations.

(a) Exercise and MUTA meals. The G3 via a Warning Order (WARNO) before a major exercise or MUTA will ensure that FORHQ OICs and MSC Cdrs inform the ACT DET at least 45 days prior to the event of the expected personnel *numbers* attending. A by-name roster will be required of the same leaders seven days prior to the event.

1 The ACT DET will contract for hot meals 30 days prior to the event.

2 The G4 will contact the contracted food vender and will be responsible to coordinate all aspects of food preparation, inspection, and cleanup. The G4 will provide the UA an after-action report on the food contractor's performance within one week of the event.

3 All VDF-provided meals that are consumed will be accounted for using the VDF Form 3032, Meals Sign In (**Enclosure 3**). One form, per meal, per day, will be filled out. Multiple pages for a meal period may be needed. An original or copy of this form must be sent to the ACT DET as soon as the event is completed. The ACT DET or G4 may request the form(s) prior to the completion of an extended event.

4 When contracting for meals is not feasible, G4 will issue "Meals-Ready-to-Eat" (MREs). All unused MREs must be returned to G4 at the designated issue point.

(b) Meals During Individual Missions. Missions that occur without the support of contracted meals, or MRE's, will be handled on a case-by-case basis to ensure reimbursement is completed for the affected VDF members.

(5) Lodging and Per Diem. UTA Operations Orders (OPORD) will announce what ranks will be in barracks, and barracks locations. Individuals who desire (and are senior enough) to obtain their own lodging at MUTAs or other events are solely responsible for their reservations and payments. Individuals who seek lodging and per diem pay for official DMA business trips will submit a VAR to ACT DET, requesting orders with justification, as well as justifying any request for lodging and per diem payments. Note that in view of VDF's limited budget, such paid orders will be rarely granted.

(6) Equipment.

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(a) New Responsible Officers Inventory. OICs and Cdrs to whom equipment is assigned as responsible officers (RO) will conduct a full inventory of accountable and unaccountable equipment upon assuming their duties. The incoming leader and incumbent RO will conduct a person-to-person turnover, and the incoming RO will sight all supplies and equipment, verifying via the property book all accountable equipment -- unless it is properly sub-assigned via an equipment hand receipt, and the incoming RO verifies with the person who signed the receipt that the equipment is still in his/her possession.

(b) Accountable Equipment. The PBA will ensure all serialized and other accountable equipment (as defined and regulated by DMA) is properly issued to ROs.

1 Unserviceable Accountable Equipment. OICs and Cdrs will not dispose of accountable equipment, but instead will request disposal to G4 via a VAR. The G4 will work with the PBA to ensure that all unserviceable accountable equipment is properly disposed of.

2 Regular Inventory. The G4 will work with the PBA to ensure ROs conduct at least annual accountable equipment inventory and that every new RO conducts an inventory with the outgoing RO. Missing equipment will be reported to the CG and an investigation conducted at a level the CG directs.

(7) Maintenance. VDF has a limited budget for acquiring and repairing equipment. Accordingly – and as further described below – routine periodic maintenance is a must.

(a) Monthly Operational Assessments. All communications and transportation equipment will be maintained and operated monthly during UTA. This includes using (or if need be developing with G4 and using) a maintenance checklist to verify the presence of all components required to be with the equipment. Operational assessments will include for computers going online to update accounts and ensure connectivity. It will include for vehicles checking air pressure, fluids levels, battery charge, fabric integrity, and general cleanliness (See Transportation below).

(b) Deadlined Equipment. The G4 will work with ROs and S4s to ensure via VAR that deadlined equipment is set up for in-house or commercial technician repair. Deadlined major communications and transportation equipment will be noted and tracked on the Monthly Operational Readiness Report (MORR), provided to G3.

(c) Electronic/Communications Equipment Maintenance.

1 Detailed maintenance guidance for communications equipment is found in the G6 “Electronic Equipment Maintenance and Accountability SOP” (Enclosure 4).

2 Software updates. G4 will work with G6 to ensure that all RO are informed of updates needed for communications equipment and that issued VDF computers have software updates.



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(8) Transportation.

(a) Unit Vehicles (State Owned).

1 Unit vehicles and trailers, if applicable, will be inspected at each UTA and prior to operating, using the VDF Vehicle Use Checklist (**Enclosure 5**). Maintain completed VDF Vehicle Use Checklist for each vehicle in the unit vehicle file for one year.

2 Unit vehicles will be driven a minimum of 20 miles each month during the monthly UTA (after the monthly maintenance check is complete).

3 Unit vehicle scheduled technician maintenance, state inspections, and vehicle registration should be coordinated with the ACT DET via VAR. ACT DET will schedule maintenance repairs with an approved repair facility and coordinate either the unit delivering a drivable vehicle to the repair facility, or a tow truck being called.

4 The ACT DET will issue vehicle fuel cards to units. These are accountable items and will be kept under lock and key at the unit location when not in use. Fuel card renewals should be coordinated through the ACTDET.

5 Any damage to unit vehicles will be immediately reported to the G4 and ACT DET. The unit will not remove a unit vehicle from an accident site until a Virginia State Police report has been taken (a copy will be provided to ACT DET as soon as possible). Any accident caused major damage (estimated over \$2000) or injury will further be reported via a Serious Incident Report (SIR) as outlined in the Operations and Training (O&T SOP). If VDF personnel are injured, Workman's Compensation forms will also be completed as outlined in the A&C SOP.

6 If the vehicle will be driven on Fort Pickett, ensure the driver is on their list for vehicle operation.

(b) Rental Vehicles

1 Rental vehicle requests will be submitted to the G4 via VAR for approval and forwarded to the ACT DET for action not less than 30 days before needed. Rental vehicle requests will include the following information:

- \* What unit/person is requesting the vehicle.
- \* Unit/person location and destinations.
- \* Type of vehicle (car or van), and the number of seats needed.
- \* Name, address, and telephone number of the Enterprise Car Rental where the vehicle will be picked up.
- \* The name and phone number of the driver that will pick up and operate the vehicle.

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\* If the vehicle will be driven on Fort Pickett, ensure the driver is on their list for vehicle operation.

2 Thoroughly inspect rental vehicles, exterior and interior, when picking up from the rental location and note any damage with rental company staff. Any rental vehicle damage during use will be immediately reported to the G4 and ACTDET. The unit will not remove the rental vehicle from an accident site until a police report has been taken (a copy will be provided to ACT DET as soon as possible). Any vehicle accident which causes major damage (estimated over \$2000) or injury will further be reported via a SIR as outlined in the O&T SOP. If VDF personnel are injured, Workman's Compensation forms will also be completed as outlined in the A&C SOP.

(c) Driver Certification and Training

1 Driver Certification. All persons driving State vehicles must be on a list of those certified to do so. OICs and Cdrs will submit requests via VAR to ACT DET, to have VDF members certified or renewed as authorized drivers. The ACT DET will maintain a list of such currently certified drivers.

2 Driver Training. The G4 will schedule at least annual training for (1) driving State vehicles; (2) driving with State trailers; and (3) using State vehicle fire extinguishers.

(9) Facilities

(a) Waller Depot. During non-work hours access to Waller Depot, training rooms, and storage areas should be requested through the G4, in advance as far as possible. All areas accessed will be thoroughly cleaned after use and left in the configuration found.

(b) Armories and Reserve Centers. Only the ACT DET may request or relinquish VDF use of Armories and Reserve Centers. Resident VDF units should inform the ACT DET of problems with access or use. Help requests will be submitted via VAR. VDF units should be "good neighbors," attending facilities periodic meetings and maintaining their assigned areas.

7. SUPPORT OUTSIDE THE VDF:

a. Supporting External Events.

(1) At a minimum, MSC units should, when appropriate to the mission, request hydration, food and billeting support from the supported organization. *VDF should not pay any out-of-pocket costs for support (other than cost to drive to venue), even when requesters claim they lack proper funding.*



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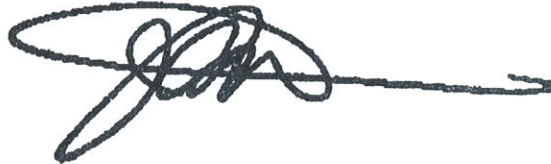
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(2) Facilities Requests. Supported units are responsible for reserving training facilities. If billeting or other facilities support is needed, contact ACT DET or G4 for assistance.

8. The G4 will review this directive annually to ensure the basic document and all enclosures are accurate.

9. All formats and procedures in this directive will replace previous versions, which should be destroyed.

AUTHORITY LINE:

A handwritten signature in dark ink, appearing to be 'J. P. Carlitti, Sr.', with a long horizontal line extending to the right.

5 Encl:

1. VDF Requisition Form
2. State Property Retrieval Letter
3. VDF Form 3032, Meal Sign In Sheet
4. Electronic Equipment Maintenance and Account Procedures
5. VDF Vehicle Use Checklist

J. P. CARLITTI, Sr.  
Brigadier General (VA)  
Commanding General

CF:

DCO

COS

CCWO

CSM

Cdrs

Staff Leaders