

# Virginia Defense Force Office Symbols

VIRGINIA DEFENSE FORCE HEADQUARTERS  
5001 WALLER ROAD  
RICHMOND, VIRGINIA 23230

# ***SUMMARY of CHANGE***

VDFR 25-59  
Office Symbols  
02 September 2015

o This regulation is an extensive revision and replacement of VDF Regulation 600-10 01 October 2006, Chapter 8 (administration) pages 29-31.

o This regulation takes into account the VDF reorganizations of September 2013 and January 2015.

**Headquarters  
Virginia Defense Force  
5001 Waller Road  
Richmond, VA 23230**

**02 September 2015**

## **Personnel/Administration**

### **VDF Office Symbols**

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**Summary.** This document is an updated revision which supersedes VDFR 600-10, Chapter 8, pages 29-31. The Office Symbols prescribed by this regulation are to be used in the preparation of all VDF correspondence and messages. They may also be used for operations plans, orders, and reports within the Virginia Defense Force.

**Applicability.** This regulation applies to units of the VDF. During mobilization for state active duty, procedures in this publication can be modified to support policy changes as necessary.

**Suggested Improvements.** Users are invited to send comments and suggested improvements directly to Headquarters, Virginia Defense Force, Attention: G-1, 5001 Waller Road, Richmond, Virginia 23230-2915.

**Distribution.** Distribution is intended for all VDF units down to the Company level.

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## 1. Purpose

This regulation—

- a. Prescribes policy for the use and construction of office symbols throughout the Virginia Defense Force.

## 2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

## 3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

## 4. Responsibilities

a. The Deputy Chief of Staff G-1 will—

- (1) Prescribe policy, procedures and implementing instructions on the use and construction of office symbols.
- (2) Supervise and manage the office symbol program for the Virginia Defense Force.
- (3) Review and approve/disapprove requests for new or modified office symbols.

## 5. Use of office symbols

Office symbols are used to—

- a. Identify the originators of correspondence and electronically transmitted messages within the Virginia Defense Force.
- b. Denote the placement of an organization within the Virginia Defense Force structure for historical and records purposes.

## 6. Policy

- a. Office symbols can be used as a part of official mailing addresses as prescribed in paragraph 8.
- b. Changes to office symbols will be kept to a minimum. Office symbols will be added or deleted when—
  - (1) New organizational elements are created.
  - (2) Existing organizational elements are terminated.
  - (3) Organizational elements are divided or merged.
  - (4) Major organizational names change.

## 7. Construction of office symbols

- a. VDF office symbols will contain no more than nine characters (excluding hyphen). A hyphen is placed between the third and fourth characters (for example, XXX-XXXXXX).
- b. The first three characters in VDF office symbols will always be “VDF”.

## 8. Use of office symbols in addresses

An office symbol can be placed in parentheses after the office name when addressing correspondence and/or official mail.

**Table 1**  
**VDF Headquarters**

<b>COMMAND</b>	
Commanding General	VDF-HCG
Deputy Commander	VDF-HDCG
Command Sergeant Major	VDF-HCSM
<b>GENERAL STAFF</b>	
Chief of Staff	VDF-HCS
<b>ASSISTANT CHIEFS OF STAFF</b>	
G-1	VDF-HPE
Deputy G-1	VDF-HPED
Personnel Services Officer	VDF-HPEPO

Administrative Services Officer	VDF-HPEAO
Chief Personnel Services NCO	VDF-HPESM
G-3	VDF-HOP
Deputy G-3	VDF-HOPD
Operations Officer	VDF-HOPO1
Operations Officer	VDF-HOPO2
Training and Exercise Officer	VDF-HOPTR
Safety Officer	VDF-HOPSO
Chief Operations NCO	VDF-HOPSM
G-4	VDF-HLG
Deputy G-4	VDF-HLGD
Logistics Operations Officer	VDF-HLGOP
Logistics/Maintenance Officer	VDF-HLGM
Chief Logistics NCO	VDF-HLGSM
Chief Maintenance Operations NCO	VDF-HLGMS
Warehouse NCO	VDF-HLGWS
Food Services Operations Officer	VDF-HLGFO
Director, VDF Sustainment	VDF-HSU
G-6	VDF-HIM
Deputy G-6	VDF-HIMD
Communications Chief	VDF-HIMSM
<b>SPECIAL STAFF</b>	
Inspector General	VDF-HIG
Diversity Officer	VDF-HDO
Public Affairs Officer	VDF-HPAO
Senior Public Affairs Sergeant	VDF-HPAS
VDF Surgeon	VDF-HMD
Assistant VDF Surgeon	VDF-HMDD

Medical Operations Officer	VDF-HMDOP
Medical Operations NCO	VDF-HMDOPS
VDF Chaplain	VDF-HCH
Deputy VDF Chaplain	VDF-HCHD
Staff Judge Advocate	VDF-HJA
Deputy Staff Judge Advocate	VDF-HJAD
Legal Assistance Officer	VDF-HJAL
Senior Chief Paralegal NCO	VDF-HJAS
VDF Historian	VDF-HMH
Deputy VDF Historian	VDF-HMHD
VDF Strategic Plans Officer	VDF-HSI
<b>RECRUITING AND RETENTION</b>	
Director	VDF-HRR
Deputy Director	VDF-HRRD
Senior Recruiting NCO	VDF-HRRS
Operations Officer	VDF-HRROP
Operations NCO	VDF-HRROPS
<b>GARRISON COMMAND – WALLER DEPOT</b>	
Garrison Commander	VDF-WD
Deputy Commander	VDF-WDD
Command Sergeant Major	VDF-WDS
<b>RESERVE</b>	
Commander	VDF-HRES
Deputy Commander	VDF-HRESD
Command Sergeant Major	VDF-HRESS

**Table 1**  
**VDF Field Forces**

Office/Position/Unit	1 <sup>st</sup> Regiment	2 <sup>nd</sup> Regiment	3 <sup>rd</sup> Regiment	4 <sup>th</sup> Regiment
Headquarters	VDF-1HO	VDF-2HO	VDF-3HO	VDF-4HO
Commander	VDF-1HCO	VDF-2HCO	VDF-3HCO	VDF-4HCO
Executive Officer	VDF-1H5	VDF-2H5	VDF-3H5	VDF-4H5
S-1	VDF-1H1	VDF-2H1	VDF-3H1	VDF-4H1
S-3	VDF-1H3	VDF-2H3	VDF-3H3	VDF-4H3
S-4	VDF-1H4	VDF-2H4	VDF-3H4	VDF-4H4
S-6	VDF-1H6	VDF-2H6	VDF-3H6	VDF-4H6
Medical	VDF-1MD11	VDF-2MD11	VDF-3MD11	VDF-4MD11
Ministry	VDF-1CH1	VDF-2CH1	VDF-3CH1	VDF-4CH1
Legal	VDF-1JA1	VDF-2JA1	VDF-3JA1	VDF-4JA1
Company A	VDF-1A	VDF-2A	VDF-3A	VDF-4A
Company B	VDF-1B	VDF-2B	VDF-3B	VDF-4B
Company C	VDF-1C	VDF-2C	VDF-3C	VDF-4C
Company D	VDF-1D	VDF-2D	VDF-3D	VDF-4D
Company E	VDF-1E	VDF-2E	VDF-3E	VDF-4E

**Appendix A**  
**References**

**AR 25-59**  
Office Symbols

**JFHQ-KS SOP 25-59**  
Office Symbols

**Glossary**  
**Section I**  
**Abbreviations**

**AR**  
Army Regulation

**VDF**  
Virginia Defense Force