

**Appointment of
Commissioned
and Warrant
Officers in the
Virginia Defense Force**

**VIRGINIA DEFENSE FORCE HEADQUARTERS
5001 WALLER ROAD
RICHMOND, VIRGINIA 23230**

14 JULY 2016

SUMMARY of CHANGE

VDFR 601-100

Appointment of Commissioned and Warrant Officers in the Virginia Defense Force
14 July 2016

- o This regulation is a revision and replacement of VDF Regulation 601-100 15 October 2009, which itself superseded those provisions of VDF Reg. 600-10, chapter 2 which pertain to the procurement of officers and warrant officers.
- o This regulation removes references to the VDF Aviation Corps and the appendixes that regulated the then Basic Officer Qualification Course (BOQC.)
- o Language has been updated to reflect changes in the VDF force structure and HQ location.
- o Applicants shall conform to the Height-Weight Standards as found in Appendix A of this regulation.

**Headquarters
Virginia Defense Force
Richmond, VA 23230
14 JULY 2016**

Personnel/Administration

Appointment of Commissioned and Warrant Officers in the Virginia Defense Force

Summary. This regulation prescribes policies and procedures governing the appointment of commissioned and warrant officers in the Virginia Defense Force.

Applicability. This regulation applies to the entire 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 – FORHQ and all operational units.

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Chapter 1 Introduction

1–1. Purpose

This regulation prescribes policy, eligibility requirements, and administrative procedures for the appointment of commissioned and warrant officers in the Virginia Defense Force (VDF).

1–2. References

Title 44, Military Law of Virginia.
Permanent Order 1-1 (VaDF) TAG, VA 1 March 1988.
NGR 600-100 (15 April 1994)

1–3. Explanation of abbreviations and terms

Unless otherwise defined herein, the following terms used in this regulation are defined to mean the following:

“ACofS”: assistant chief of staff

“Armed Forces”: a federal uniformed military or naval service: the Army, Navy, Air Force, Marine Corps, and Coast Guard. For purposes of this regulation, the Public Health Service, the Civil Air Patrol, and the US Coast Guard Auxillary are not federal military or naval forces and are not included within the term “Armed Forces”.

“Board action”: action taken by a duly appointed and convened officer’s promotion and screening board.

“OCS”: the Virginia Defense Force Officer Candidate School, as amended from time to time.

“Commanding General”: the Commanding General of the Virginia Defense Force.

“CoS”: the VDF chief of the staff

“Prior service”: service as a member of the Armed Forces or of a State Defense Force.

“State Defense Force”: a non-federal, state military organization created pursuant to the authority of 32 USC section 109(c) and which has been recognized by the Adjutant General of the state in which it was created.

1–4. Responsibilities

- a. The ACoS, G–1, with the approval of the Commanding General, will establish written personnel policies relating to each procurement program and will conduct and supervise all prescribed personnel functions.
- b. The Staff Judge Advocate (SJA), upon request, will review VDF administrative changes to verify the legal sufficiency of prescribed policies and changes.
- c. VDF commands will process officer and warrant officer appointments in accordance with this regulation.

Section II Policy

1–5. Citizenship

- a. An original appointment as a commissioned or warrant officer in the VDF may be given only to a person who is a citizen of the United States and a resident of the Commonwealth of Virginia or of any state contiguous to Virginia which does not have a state defense force, state guard, or state militia officially recognized by proper and respective governmental authority (The District of Columbia, North Carolina, Kentucky, or West Virginia.) Residents of those states

contiguous to Virginia which have a recognized State Defense Force (Maryland and Tennessee) may not be appointed as an officer in the VDF.

b. Applicants must prove U.S. citizenship by submitting a birth certificate, certificate of citizenship, certificate of naturalization, an FS 240 (Consular Report of Birth Abroad), an FS 545 (Certification of Birth Abroad of a Citizen of the United States of America), a DS 1350 (Certification of Birth Abroad to U.S. Citizen), a passport, DD Form 214, NGB Form 22, *etc.*

1-6. Medical and fitness standards

a. An original appointment as a commissioned or warrant officer in the VDF may be given only to a person who is physically qualified to perform those duties to which he or she is assigned.

b. Applicants who have an existing serious medical condition that may impact their ability to perform their assigned duties will require a medical screening and fitness determination by the VDF Surgeon.

c. Height-Weight Standards for membership are found in Appendix A of this regulation.

1-7. Age requirements

An original appointment as a commissioned or warrant officer in the VDF may be given only to a person who is at least 22 years of age and who has not attained his or her 65th birthday. Maximum age is set by statute, and may not be waived.

1-8. Educational requirements

a. Except as specified in para 2-4, an original appointment as a commissioned officer, other than as a warrant officer (WO), in the VDF may be made to an individual who has been either honorably discharged or retired as a commissioned officer of the Armed Forces or from a recognized State Defense Force. An officer with a commission from a SDF must possess a baccalaureate degree.

b. WOs must be a high school graduate or have passed the General Education Development test of high school level or higher.

c. Applicants must be proficient in the English language. If the applicant's primary language is other than English, a Statement of Proficiency endorsed by the first field grade commander in the chain of command will be submitted with the application.

d. Non-prior service or enlisted personnel who seek appointment as commissioned or warrant officers in the VDF pursuant to this Regulation shall complete the entry level training requirements set forth in Appendix B, including subparts B-1 thru B-3, within the time periods set forth therein after the date of their appointment.

1-9. Loyalty

An individual must neither be nor have been a member of any foreign or domestic organization, association, movement, or group or any other combination of persons that—

a. Advocates subversive policy.

b. Seeks to alter the form of the U.S. or Commonwealth governments by unconstitutional means.

1-10. Character

An original appointment as a commissioned officer or warrant office in the VDF may be given only to a person who is of good moral character.

1-11. Military or civilian court convictions.

- a. Applicants must not have any criminal convictions, adverse juvenile adjudication, pre-trial diversion for a felony or domestic assault and battery, or any type of court-martial conviction. A request for a waiver of a conviction, offense, or unfavorable juvenile court decision will be submitted in affidavit form or supported by documentary evidence citing the offense, the court action, and the judgment and sentence rendered. No waiver is required for minor traffic or minor non-traffic offenses resulting in a fine of \$250 or less, except when the applicant has accumulated six or more such offenses during any 12-month period.
- b. The Commanding General may grant a waiver for an offense under military or civil codes if the offense was not a felony and the offense did not involve moral turpitude.
- c. A person convicted of an offense which is or would be a sexually violent offense as described in Virginia law may not be appointed to the VDF. This restriction may not be waived.

1–12. Ineligibility for appointment

An original appointment as a commissioned or warrant officer in the VDF may not be given to persons who—

- a. Have been separated from any of the Armed Forces involuntarily, have resigned, or have been separated in lieu of elimination or for the good of the service.
- b. Have been removed from office under the criminal laws of the United States.
- c. Have been separated from any of the Armed Forces with an other-than-honorable, bad conduct, or dishonorable discharge.

1–13. Publication of appointment orders for all officers in the Virginia Defense Force

- a. Only the FORHQ (VDF ACTDET) has authority to publish appointment orders for all officers in the VDF.

Chapter 2
Appointment of Commissioned and Warrant Officers in the Virginia Defense Force
Section I
General

2–1. The VDF Officer Procurement Program

This chapter prescribes policy and procedures for appointment of commissioned officers of the basic branches, Chaplains, Judge Advocate General’s Corps (JAGC), Medical Corps, and WOs in the VDF.

2–2. Source of personnel

2–2.1 Commissioned Officers

Commissioned officers will be procured from—

- a. Graduates of the Corps of Cadets from the Virginia Military Institute, Virginia Polytechnic Institute, and The Virginia Women’s Institute for Leadership (VWIL), who request initial appointment in the VDF and who are acceptable to the Commanding General, as authorized by the Adjutant General of Virginia.
- b. Graduates of the VDF OCS.
- c. Graduates of the Reserve Officers Training Corps (ROTC).
- d. Honorably discharged or retired commissioned officers of the Armed Forces or State Defense Forces.

2–2.2 Warrant Officers

Warrant officers will be procured from –

- a. Honorably discharged or retired warrant officers of any of the Armed Forces or State Defense Forces.
- b. Honorably discharged or retired commissioned officers of any of the Armed Forces or State Defense Forces.
- c. Civilians with specific skills or training may be tendered direct appointments in the VDF. (cf – 2-9c) contingent upon successful completion of VDF OCS within a time TBD by the CG.
- d. Highly qualified enlisted personnel of the VDF, subject to education and/or licensing requirements and recommendation of their chain of command.

2–3. Service obligations

An individual who accepts a VDF appointment does not incur a service obligation as a result of accepting the appointment.

2–4. Reduction from rank held in Federal Service upon appointment

- a. If there is no position open at the rank an individual last held while in federal service (active, reserve, or National Guard), that individual may request prior to appointment, in writing, a reduction to the maximum rank for that position or the individual may be placed in the Active Reserve and attached to a command should no billet exist.
- b. This reduction is non-prejudicial and the individual may later be reassigned/transferred to a position at their last held rank if such position is authorized that rank.
- c. TIG requirements for promotion from this rank is governed by VDFR 600-8-38 (Officer and Enlisted Reductions).
- d. The request is to be kept as a permanent part of the individual’s MHRR.

2–5. Determination of appointment grade in branches other than the Medical Corps, Chaplain Corps, and Judge Advocate General Corps

- a. Prior service commissioned and warrant officers may be appointed in the VDF in the same grade that they held on their honorable discharge or retirement, provided a vacancy exists for that grade.
- b. Non prior service graduates of the cadet program of VMI, the cadet program of VPI, the cadet program of VWIL, any college ROTC will be appointed as second lieutenants in the VDF.

Section II

Appointment to the Special Branches

2–6. Limitations on Assignments

- a. Medical Corps, Chaplains, Chaplain Candidates, and The Judge Advocate General's Corps officers will be assigned only to positions requiring their respective branch and area of concentration. Individuals not professionally qualified as MC, CH, and JA officers will not be assigned to positions of these branches.
- b. Officers in the Medical Corps, Chaplains, Chaplain Candidates, and The Judge Advocate General's Corps shall not be placed in command billets and may not exercise command authority.

2–7. Appointment of VDF Chaplains

- a. Appointment of Chaplains, special eligibility requirements and procedures are covered completely in VDFR 165-1, VDF Chaplain Duties. These are in addition to the eligibility requirements of chapter 1. Interested individuals will first contact Headquarters, Virginia Defense Force, Office of the Chaplain, 5001 Waller RD Richmond, VA 23230.
- b. The VDF Chief of Chaplains will determine acceptability of credentials.
- c. Individuals must satisfy the educational and ecclesiastical requirements for appointment of Chaplains, and must be a fully ordained or fully qualified member of the clergy authorized to perform all offices, functions, sacraments, ordinances, and ceremonies required of a religious ministry professional for that religious organization.
- d. Individuals must present DD Form 2088 (Statement of Ecclesiastical Endorsement) or similar statement from an authorized ecclesiastical endorsing agency stating that the individual is actively engaged in a denominationally approved vocation.
- e. Individuals must be approved and recommended as being spiritually, morally, intellectually, and emotionally qualified to represent the religious organization in the VDF. The endorsing agency will send the statement directly to the Office of the VDF Chaplain.
- f. Non-prior service Chaplain Corps officers appointed in the VDF will typically be accessed as Captain (0-3). No non-prior service accession above the grade of Captain is authorized and requests for waivers will not be considered.

2–8. Appointment to the VDF Judge Advocate General's Corps

- a. Special eligibility requirements and procedures are prescribed for selecting and appointing commissioned officers to the JAGC in the VDF in addition to the eligibility requirements of chapter 1. An applicant must be a member in good standing of the Virginia State Bar and authorized to practice law in Virginia. Interested individuals will first contact the VDF Staff Judge Advocate, 5001 Waller RD Richmond, VA 23230.
- b. The VDF Staff Judge Advocate will determine acceptability of credentials.
- c. Personnel will be procured from—
 - (1) Officers in the VDF basic branches with requisite professional education and licensing.

- (2) Honorably discharged or retired JAGC officers of the Armed Forces who request appointment in the VDF.

d. Non-prior service Judge Advocate General Corps officers appointed in the VDF will typically be accessed as Captain (O-3). Appointment to Major (O-4) may be authorized in exceptional cases based on additional legal education or experience, and only by the Commanding General after HQ VDF board action. No non-prior service accession above the grade of Major is authorized and requests for waivers will not be considered.

2–9. Appointment to the VDF Medical Corps

a. Special eligibility requirements and procedures are prescribed for selecting and appointing commissioned officers to the Medical Corps in the VDF. Except as is otherwise set forth below, individuals must also meet the eligibility requirements of chapter 1.

b. Individuals must meet professional requirements to be eligible for a VDF appointment. The Division Surgeon will determine acceptability of credentials.

c. Personnel will be procured from—

- (1) Honorably discharged or retired AMEDD officers of the armed forces or State Defense Forces who request appointment in the VDF.
- (2) Non-prior service personnel with the required medical training and licensing are eligible for direct appointments, as determined by the Commanding General after board action. Persons who are Licensed Practical Nurses are not eligible for appointments as VDF Medical Corps officers.

d. Non-prior service Medical Corps officers appointed in the VDF will have their grades determined by the Commanding General after board action. Except as may be otherwise provided below, the provisions of AR 135–101 will be used as the basis for such grade determinations. Medical Corps officers appointed in the VDF must be licensed by the Commonwealth of Virginia and will typically be accessed as follows:

- (1) Medical doctors will typically be accessed as Captain (O-3).
- (2) Nurse practitioners and physician assistants will typically be accessed as 1st Lieutenants (O-2).
- (3) Registered nurses with 3 year diplomas or 2 year diplomas will typically be accessed as 2nd Lieutenants (O-1).

Appointment to Major (O-4) may be authorized in exceptional cases based on additional medical education or experience, and only by the Commanding General after HQ VDF board action. Non-prior service accession above the grade of Major is not authorized and requests for waivers will not be considered.

2–10. Appointment of Warrant Officers in the Virginia Defense Force

a. Special eligibility requirements and procedures are prescribed for selecting and appointing warrant officers in the VDF. Individuals must also meet the eligibility requirements of chapter 1.

b. Warrant officers are, by definition, technical experts. WOs fill technician positions throughout the VDF. Areas of specialization include personnel, logistics, medical, and communications.

c. All individuals without prior military service or VDF enlisted personnel who desire an appointment as a warrant officer must attend and successfully complete the VDF OCS. (cf – 2-2.2c)

d. Except as is otherwise specifically set forth in this regulation, prior service warrant officers will be appointed in the VDF in the same grade that they held on their honorable discharge or retirement, provided a vacancy exists for that grade or the individual may be placed in the Active Reserve and attached to a command should no billet exist..

e. Warrant officers appointed in the VDF will typically be accessed as Warrant Officer (WO-1). Appointments to higher grades may be authorized in exceptional cases based on additional specialized education or experience, and only by the Commanding General after HQ VDF board action.

**Appendix A
Height-Weight Standards for VDF Personnel**

A-1. Weight Standards for Admission to and Retention in the VDF

a. The following weight standards will be followed for MEN:

TABLE 1

Acceptable Weight in pounds as related to age and height for MALES								
Height Inches	Healthy Weight	NGB MAW	VDF Maximum Allowable Weight (MAW) by age					
			17-24	25-30	31-40	41-50	51-60	61 up
60	95-125	153	158	162	167	171	176	181
61	100-130	155	160	164	169	174	178	183
62	100-135	158	163	167	172	177	182	187
63	105-140	160	165	170	174	179	184	189
64	105-145	164	169	174	179	184	189	194
65	110-145	169	174	179	185	189	194	199
66	115-150	174	179	185	190	195	200	205
67	115-155	179	184	190	196	200	206	211
68	120-160	184	189	195	201	206	212	217
69	120-165	189	195	200	206	212	217	222
70	125-165	194	200	206	212	217	223	229
71	130-175	199	205	211	217	223	229	235
72	135-180	205	211	217	223	230	236	242
73	140-185	211	217	224	230	236	243	249
74	140-190	218	225	231	237	244	251	257
75	145-195	224	231	237	244	251	258	264
76	150-200	230	237	244	250	258	264	271
77	155-205	236	243	250	257	264	271	278
78	160-210	242	249	256	264	271	278	285
79	165-215	248	255	263	270	278	285	292
80	170-220	254	262	270	277	284	292	300
+1		+6	+103%	+106%	+109%	+112%	+115%	+118%

NOTES:
MAW = Maximum Allowable Weight
NGB = National Guard Bureau
1) For every inch less than 60 inches, subtract 2 pounds from the MAW.
2) For every inch over 80 inches, add 6 pounds to the NGB MAW and adjust for age group.
3) Measure height in stocking feet (*without shoes*), standing on a flat surface, with chin parallel to the floor. The body should be straight but no rigid, similar to a position of attention. The measurement should be rounded to the nearest inch, using the following guidelines:
a) If the height fraction is less than ½ inch, round down to the nearest whole number.
b) If the height fraction is ½ inch or greater, round up to the nearest whole number.
4) Subtract three (3) pounds for any military uniform – trousers, no blouse or boots - or two (2) pounds for gym clothing.

b. The following weight standards will be followed for WOMEN:

TABLE 2

Acceptable Weight in pounds as related to age and height for FEMALES								
Height Inches	Healthy Weight	NGB MAW	VDF Maximum Allowable Weight (MAW) by age					
			17-24	25-30	31-40	41-50	51-60	61 up
60	95-125	136	140	144	148	152	156	160
61	100-130	138	142	146	150	155	159	163
62	100-135	141	145	149	154	158	162	166
63	105-140	144	148	153	157	161	166	170
64	105-145	147	151	156	160	165	169	173
65	110-145	150	155	160	163	168	175	177
66	115-150	155	160	165	169	174	178	183
67	115-155	159	164	169	173	178	184	188
68	120-160	164	169	174	178	184	189	194
69	120-165	168	173	178	183	188	195	200
70	125-165	173	178	184	188	194	199	204
71	130-175	177	182	188	192	198	204	209
72	135-180	182	187	193	198	204	209	215
73	140-185	188	194	199	204	211	216	222
74	140-190	194	200	206	211	217	223	229
75	145-195	199	205	211	217	223	229	235
76	150-200	205	211	217	223	230	236	242
77	155-205	210	216	223	229	235	241	248
78	160-210	215	221	228	234	241	247	254
79	165-215	221	228	234	241	248	254	260
80	170-220	226	233	240	246	253	260	267
+1		+6	+103%	+106%	+109%	+112%	+115%	+118%

NOTES:
MAW = Maximum Allowable Weight
NGB = National Guard Bureau
1) For every inch less than 60 inches, subtract 2 pounds from the MAW.
2) For every inch over 80 inches, add 6 pounds to the NGB MAW and adjust for age group.
3) Measure height in stocking feet (*without shoes*), standing on a flat surface, with chin parallel to the floor. The body should be straight but no rigid, similar to a position of attention. The measurement should be rounded to the nearest inch, using the following guidelines:
a) If the height fraction is less than ½ inch, round down to the nearest whole number.
b) If the height fraction is ½ inch or greater, round up to the nearest whole number.
4) Subtract three (3) pounds for any military uniform – trousers, no blouse or boots - or two (2) pounds for gym clothing.