

VDFR 624-1

Virginia Defense Force Personnel Promotions

April 2013
[incl: Change 2, 1 March 2016]

Virginia Defense Force Headquarters
5001 Waller Road
Richmond, Virginia 23230-2915

VDF Regulation 624-1(APR13) Change2, 1MAR16 PERSONNEL PROMOTIONS

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Summary of Change 1, 27MAR15

SUMMARY OF CHANGE

CHANGE 2 to VDFR 624-1(APR13), Effective 1 March 2016.

Tables 1, 2 and 3, references to “ICS” changed to “FEMA NIMS ICS/IS”.

Chapter 4: Enlisted Promotions/Table 3.

- a. FEMA NIMS ICS/IS 100 and 700 required for promotion to Private First Class
- b. FEMA NIMS ICS/IS 200 and 800 required for promotion to Sergeant
- c. “Instructor Development Course, PME authorized Trainer activity” changed to read:
“Instructor Development Course activity”

Chapter 1: Introduction

Section I: General

1-1. Purpose

This regulation prescribes policy, eligibility requirements, and administrative procedures for the promotion of personnel in the Virginia Defense Force (VDF).

1-2. References.

- a. Code of Virginia Title 44: Military Laws of Virginia.
- b. Permanent Order 1-1 (VaDF) TAG, VA 1 March 1988.

1-3. Definitions.

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

- ANCOC – Advanced NCO Course
- BNCOC – Basic NCO Course
- BOLC – Basic Officer Leadership Course
- PLDC – Professional Leadership Development Course
- TIG – Time in grade
- TIS – Time in service

1-4. Responsibilities.

- a. The Assistant Chief of Staff, G-1 will establish personnel policies relating to personnel promotions and will conduct and supervise all prescribed personnel administrative functions. All such policies shall be in writing, shall specifically refer to this regulation, and shall be attached to and become a part of this regulation at the time such policies are published.
- b. Requests to VDF Headquarters for promotion action shall be sent to the Assistant Chief of Staff, G-1. Such requests and/or promotion packages must be supported by properly prepared, formatted and completed documents per the direction and guidance of the Assistant Chief of Staff, G-1.
- c. Reports to VDF Headquarters of promotions by subordinate units shall be made by forwarding a copy of the promotion order and of the properly completed *Commander's Certification of Promotion Eligibility* to the Assistant Chief of Staff, G-1.
- d. The Staff Judge Advocate (SJA), upon request, will review VDF administrative changes to verify the legality of prescribed policies and changes.
- e. VDF commands will process all promotion actions in accordance with this regulation.
 - (1) The Assistant Chief of Staff, G-1, will return incomplete or improperly prepared requests for promotion action to the submitting command without action.
 - (2) In each instance, such purported promotion action will not be recognized and no corresponding changes to the personnel records will be made until the corrected and completed report of such promotion has been received by the Assistant Chief of Staff, G-1.

1-5. Documentation.

The original of the signed *Commander's Certification of Promotion Eligibility* shall be forwarded to VDF Headquarters with documents as specified with each request for promotion action by subordinate commands. Copies of such shall be kept in the Military Personnel Records Jacket ("201" File") of the concerned individual.

1-6. Waivers.

Waivers to the promotion criteria will be considered for promotion up to the rank of SGT (E-5). Individuals are limited to one waiver for promotion while serving as an E-1 to E-4 during their service with the VDF. Such requests will go to the promotion authority as specified in Chapter 4, for internal senior staff NCO board review and commander's approval. Approved waiver packages will be forwarded to the FOR CSM for review/concurrence. Promoting authority is the Commanding General. Annual quotas per REGT and FORHQ will be published by the FORHQs at the beginning of each promotion cycle.

Section II: Policy

1-7. Commander's Intent.

- a. Promotions at all levels in the VDF are based on two over-arching standards: sustained performance of assigned duties and demonstrated potential for service at the next highest grade/rank.
- b. The fact that a VDF member may be "fully qualified" administratively, *e.g.*, sufficient TIS/TIG, or required training, does not mean that the member will be promoted to the next highest grade.
- c. Promotion boards will give appropriate weight to the service of VDF members in demonstrated leadership positions in a diverse range of command, staff or senior leadership assignments.

1-8. Attendance required for promotion.

Minimum attendance standard for promotion is 10 of the last 12 scheduled UTAs/MUTAs, one of which must be a MUTA. Not more than two (2) Assemblies shall be in the form of alternative training in lieu of UTA attendance. Standards and guidance for approved alternative drill activities shall be developed and published by the Assistant Chief of Staff, G-3, and when published shall become a part of this regulation. Newly enlisted prior-service personnel meeting all requirements for promotion to include PME, TIS, TIG may be considered for promotion with a minimum of six (6) months of successful VDF service while attending a minimum of 5 of the last scheduled UTAs/MUTA. This service shall be in a billet of the next highest grade. Newly appointed prior-service officers meeting all requirements for promotion to include PME, TIS, TIG require a minimum of twelve (12) months attendance in VDF service prior to any consideration for promotion. This service shall be in a billet of the next highest grade.

1-9. Meritorious Promotion of Enlisted Personnel

1. Force HQ and Regimental Commanders will be permitted to request the promotion of an enlisted service member, a SGT to SSG and/or a SSG to SFC, in their respective commands annually via a meritorious promotion process.
 - a. Meritorious promotions must be based on the enlisted service member's demonstrated capability to discharge the responsibilities and duties of the next higher rank/grade in a satisfactory manner that is superior to that of their peers.
 - b. Meritorious promotions will only be permitted to the ranks of SSG (E-6) and SFC (E-7). Service members are not eligible for meritorious promotion to MSG (E-8) or SGM (E-9).
 - c. Nominations for meritorious promotion are limited to one (1) enlisted service member each calendar year, per Regiment and Force Headquarters. Individuals in the VDFR are not eligible for meritorious promotion
 - d. Commanders are limited to request meritorious promotions within their promotion authority. Commanders of lower commands may petition the next higher commander in their chain of command for a meritorious promotion of an individual outside of their promotion authority.

- e. Meritorious promotion requests will be reviewed via a selection board process with recommendations made to the commander at each applicable level and forwarded to the Asst CoS G-1 for action by the VDF Meritorious Promotion Board. Candidates going forward by the VDF Promotion Board with a recommendation for consideration by the Commanding General will be rank ordered by (1) rank, i.e., SGT and/or SSG and (2) by a 1 to N ranking of all candidates irrespective of rank. The promoting authority is the Commanding General.
 - f. Individuals are limited to one meritorious promotion while serving as an E-5 and E-6 during their service with the VDF.
2. Individuals who are eligible for meritorious promotion must meet the following criteria:
- a. The service member must possess the traits of leadership and professionalism.
 - b. The service member must meet at least two thirds of the Time in Service and Time in Grade requirements for promotion to the next highest grade as specified in VDF regulation 624-1.
 - c. The service member must have completed all education requirements for promotion to the next highest grade as specified in VDF regulation 624-1.
 - d. The service member must have exceeded the minimum attendance standard and have actively participated in several CSE's, training classes, exercises, etc. within the preceding 24 months.
 - e. Service members selected for meritorious promotion must be assigned to an MTO billet that is designated at the next higher rank/grade.
 - i. Personnel, who are acting in a capacity higher than their current rank/grade, should receive special consideration if their performance is deemed outstanding by the unit commander. (Ex: SGT serving as an Acting Team Chief)
 - f. The service member must consistently demonstrate the following standards:
 - i. Sustained performance of assigned duties that is far superior to that of their peers.
 - ii. Demonstrated potential for service at the next highest grade/rank.

1-10. Recognition of service of VDF Individual Ready Reserve

Members of the Individual Ready Reserve (IRR) attached to commands and actively drilling shall have such periods of attached active service counted for TIS and TIG in regard to promotions. PME requirements and serving in a position of equal responsibility to the rank to be promoted also apply.

1-11. Recognition of training by other military components

Training/PME courses completed while in the Armed Forces of the US and as members of other recognized state defense forces are recognized as meeting promotion requirements.

1-12. Recognition of exceptional request for credit or waiver with such being in the best interest of the VDF.

- a. Upon enlistment the Commanding General may appoint a board of review for determination of whether an individual's civilian career provides significant experience – functional and / or leadership, to the extent of warranting an advancement in rank above enlistment regulations. Approving authority the Commanding General.
- b. The Commanding General may appoint a board of review for determination of whether an individual's exceptional service, leadership and ability are to the extent to warrant the waiver of any enlisted promotion criteria not elsewhere stated for waiver in this Regulation. Approving authority is the Commanding General.

1-13. Officers and Warrant Officers joining the VDF (non-BOLC accessions) must complete ICS 100, 200, 700, 800, within 6 months of the date of appointment.

2-1. General.

- a. All officers are eligible for promotion IAW the criteria per Table 1. To be considered for promotion, an officer must be in a promotable billet, meet minimum TIS and TIG requirements, complete applicable professional military education requirements, demonstrate sustained leadership in the performance of duties, and maintain a professional appearance. Meeting minimum requirements do not guarantee a promotion, but rather serve as a benchmark for initial consideration.
- b. Minimum education level required for all officers is a baccalaureate degree. Officers who received their commission in the VDF through the BOLC with the minimum 90 semester hours of credit are required to have a baccalaureate degree before being eligible for promotion to Captain (0-3).
- c. Officers appointed to the Special Branches including the Chaplain Corps, Judge Advocate General Corps and Medical Corps will be evaluated by TIS/TIG and training requirements established in section 2-2.

2-2. Modifications to Table 1 for the promotion of officers in the Special Branches.

- a. TIS includes a combination of U.S. military and VDF service in the profession plus constructive credit for professional civilian service. Constructive credit may be awarded on the basis of one year TIS for three years professional experience up to a maximum of ten years. Constructive Credit may be awarded for relevant graduate degrees earned beyond the minimum professional requirements for being commissioned in the Special Branch.
- b. All officers in the Special Branches must meet VDF requirements for State Active Duty. Professional and Continuing education in the field may be substituted for the Professional Military Education Requirements found in Table 1. Appropriate professional, continuing and military education requirements will be established by the VDF Chief of Chaplains, the VDF Staff Judge Advocate, and the VDF Chief Surgeon.

Table 1

VDF PROMOTION TIMELINE				
To the Grade Of	Minimum TIS (Years)	Minimum TIG (Years)	Professional Military Educational Requirements	PROMOTION AUTHORITY
COL (O-6)	18 Y	04 Y	ICS-400	FOR
LTC (O-5)	14 Y	04 Y	Joint Knowledge On-Line DSCA Phase I; ICS-300	FOR
MAJ (O-4)	09 Y	04 Y	VDF Staff Planning Course; FEMA Professional Development Series	FOR
CPT (O-3)	05 Y	03 Y	Company Commanders Course (CoCC)	REGT Force Orders
1LT (O-2)	02 Y	02 Y		REGT Force Orders
2LT (O-1)	N/A	N/A	BOLC FEMA NIMS ICS/IS 100, 200, 700 & 800	FOR
Note: Commissioned service in the U.S. military and the VDF can be combined to reach minimum TIS and TIG requirements.				

Chapter 3: Warrant Officer Promotions

3-1. General.

a. All warrant officers are eligible for promotion IAW the criteria per Table 2. To be considered for promotion, a warrant officer must be in a promotable billet, meet minimum TIS and TIG requirements, complete applicable professional military education requirements, demonstrate sustained leadership in the performance of duties, and maintain a professional appearance. Meeting minimum requirements do not guarantee a promotion, but rather serve as a benchmark for initial consideration.

b. Minimum education level required for all warrant officers for promotion consideration to ranks above CW-2 is an associate's degree.

c. CW-2s and above may be considered by the Company Grade Promotion Board for promotion to the rank of Captain/O-3. Such candidates must have at least 8 years of TIS, 3 years TIG as a CW-2, complete the PME requirements for promotion to O-3, and meet the educational requirements per paragraph 2-1.b. If educational requirements are not met, they may be promoted to 1LT/O-2.

Table 2

VDF PROMOTION TIMELINE				
To the Grade Of	Minimum TIS (Years)	Minimum TIG (Years)	Professional Military Educational (PME) Requirements	PROMOTION AUTHORITY
CW-5	18 Y	06 Y		FOR
CW-4	12 Y	05 Y	ICS-400	FOR
CW-3	07 Y	04 Y	VDF Staff Planning Course; ICS-300; Joint Knowledge On-Line DSCA Phase I	FOR
CW-2	03 Y	03 Y	Company Commanders Course (CoCC); FEMA Professional Development Series	FOR
WO-1	N/A	N/A	BOLC FEMA NIMS ICS/IS 100, 200, 700 & 800	FOR
Note: Commissioned service in the U.S. military and the VDF can be combined to reach minimum TIS and TIG requirements.				

Chapter 4: Enlisted Promotions

4-1. General.

All enlisted personnel are eligible for promotion IAW the criteria in Table 3. To be considered for promotion, an enlisted member must be in a promotable billet, meet minimum TIS and TIG requirements, complete applicable professional military education requirements, demonstrate sustained leadership in the performance of duties, and maintain a professional appearance. Meeting minimum requirements do not guarantee a promotion, but rather serve as a benchmark for initial consideration.

4-2. Requirements for lateral Appointment to CPL.

Those enlisted, meeting all PME requirements for SGT or having successfully completed VDF PLDC or its equivalent in Federal military service or a recognized State Defense Force; having attained the rank of SPC and billeted in and successfully filling a troop leadership position with an authorized rank of SGT or higher, may be appointed to the rank of CPL.

Para 4-3. Clarification in the application of VDF PLDC for promotion to SGT, and BNCOC as required for promotion to SSG.

- a. Those individuals who completed PLDC in CY2014 will be PME eligible for promotion to SGT in CY2015 only.
- b. Candidates for promotion to SSG are required to have previously completed VDF BNCOC or its equivalent in the Armed Forces of the United States or in a recognized State Defense Force.
- c. Those that have attained the rank of SGT at the time of the publication of this regulation, and have completed VDF BNCOC prior to 27 March 2015, and the FEMA Professional Development Series, are deemed to be PME qualified for promotion to SSG (as instructing requirements were included in previous BNCOC iterations).

Table 3

VDF PROMOTION CRITERIA				
To the Rank of	Minimum TIS (Years/Months)	Minimum TIG (Years/Months)	Promotion Authority	Professional Military Educational (PME) Requirements
SGM/CSM (E-9)	16 Y	04 Y	FOR	ICS-400
MSG/1SG (E-8)	13 Y	03 Y	FOR	ICS-300
SFC (E-7)	10 Y	03 Y	FOR	ANCOC, VDF Staff Planning Course
SSG (E-6)	06 Y	03 Y	FOR	Instructor Development Course activity FEMA Professional Development Series (SEE PARA 4-3)
SGT (E-5)	04 Y	02 Y	REGT	BNCOC (SEE PARA 4-3) FEMA NIMS ICS/IS 200, 800
CPL (E-4) SPC	02 Y	01 Y	REGT	BNCOC or PLDC (SEE PARA 4-2) NCOLD
PFC (E-3)	01 Y	06 M	COMPANY REGT Orders	IET FEMA NIMS ICS/IS 100, 700,
PV2 (E-2)	06 M	06 M	COMPANY REGT Orders	VDF Orientation, Level II Appendices A,B,C,E
PV1 (E-1)	N/A	N/A	COMPANY	N/A

Note: Service in the U.S. military and the VDF can be combined to reach minimum TIS and TIG requirements.

5-1. General.

- a. Separate Officer and Enlisted Promotion Boards will be established at Regiment and Force levels, as applicable, by such convening orders as published by the promotion authority. The promotion authority, as part of a convening order, will detail any precepts that the board should consider in selection. Reports of board action will be in formation as promulgated by the Assistant Chief of Staff, G-1, and shall be signed by the President of each board. Force Boards shall act upon all recommendations for promotions of personnel in Force HQ, and on all applications for promotion IAW with the authorities set forth in Chapters 2 thru 4 of this regulation. Meeting minimum requirements do not guarantee a promotion, but rather serve as a benchmark for initial consideration.
- b. Each board will consist of at least three but not more than five members. Board members will be at least one grade higher than the candidate whose promotion is being considered. For Force level boards, each Regimental Command will provide one board representative.
- c. All promotion packages submitted for consideration by a Force level promotions board must be received by Force headquarters one month prior to the date of the convening of the board.
- d. All required administrative documentation must be complete when submitted to the promotion board. Incomplete or inaccurate documentation will be returned to the submitting authority without action.
- e. Promotion Boards do not have the authority to promote.
- f. Promotion orders will be prepared and published by the promotion authority.
- g. The effective date of the promotion is that which is specified in the promotion order. Wearing of rank insignia of the higher grade prior to receipt of the promotion order by the individual being promoted is not permitted.
- h. The promotion cycle is based on the calendar year – spring and fall less any special boards.

5-2. Officer Promotion Boards.

- a. Officer Promotion Boards will be chaired by an officer two grades higher to the grade of those officers being considered for promotion. An officer will be appointed to serve as the recorder and shall be a non-voting member.
- b. At least one member of a Warrant Officer Promotion Board shall be a warrant officer one grade higher to those offices being considered for promotion.
- c. Officer Promotion Boards shall consider applications for promotion IAW with the authorities set forth in Chapters 2 and 3 of this regulation per the below yearly board schedule:
 - (1) The Chief Warrant Officer Promotion Board and Captain Promotion Boards – Force Spring MUTA – Effective date of promotion one month from signing of board results by the promotion Authority and issuance of promotion orders by cognizant authority.
 - (2) The Field Grade Officer Promotion Board – Force Fall MUTA – Effective date of promotion one month from signing of board results by the promotion authority and issuance of promotion orders by cognizant authority.

5-3. Enlisted Promotion Boards.

- a. Enlisted Promotion Boards will be convened by order of the promotion authority. Membership of the Force boards will each be comprised of at least five non-commissioned officers of at least two grades higher than those personnel being considered for promotion with the exception of the E-9 board. Regimental level boards will be comprised of at least three non-commissioned officers in the rank of E-6 or above. The promotion authority's convening order shall also designate a non-commissioned officer to serve as a non-voting recorder.
- b. Enlisted Promotion Boards shall consider applications for promotion IAW with the criteria set forth in Chapter 4 of this regulation, i.e., minimum TIS and TIG, assignment to a promotable billet, completion of applicable PME, and sustained performance of duties. Personnel TIS and TIG eligibility will be based upon the date of the convening of the board. Waivers to the promotion criteria will only be considered for promotion as set forth in this regulation. Such requests will go to the promotion authority as specified in Chapter 4.
- c. Force Enlisted Promotion Boards to the rank of E-6 and E-7 will be held at the Force Spring MUTA. Promotion Boards to the rank of E-8 and E-9 will be held at the Force Fall MUTA. At the E-8 and E-9 boards, candidates for promotion consideration will be required to be interviewed by the respective board. The effective date of promotion is one month from the signing of board results by the promotion authority and issuance of promotion orders by the cognizant authority. Subordinate unit boards will be convened semi-annually for promotion up to the rank of E-5.



GO/NO GO: CHAIN OF COMMAND/INSIGNIA OF RANK

Candidate:	Unit:
Trainer:	
<i>Printed Name, Rank, Title, and Unit</i>	
Signature _____	Date: _____

TASK 1 – SOLDIER IS ABLE TO DEFINE “CHAIN OF COMMAND”		
(1) A two way communication channel between subordinates and leaders; (2) Orders, policy, information and inquiry GO DOWN; (3) Information and questions GO UP; (4) Keeps all informed GOING UP AND DOWN; (5) Renders assistance, solves problems GOING UP AND DOWN; (6) Links in the chain are not jumped, GOING UP AND DOWN.	Go <input type="checkbox"/>	No Go <input type="checkbox"/>

TASK 2 – SOLDIER KNOWS HIS/HER CHAIN OF COMMAND		
Commander In Chief (Governor), Secretary Of Public Safety, Adjutant General, Commander VDF, Regimental Commander, Company Commander, Platoon Leader/OIC, Team Chiefs	Go <input type="checkbox"/>	No Go <input type="checkbox"/>

TASK 3 – SOLDIER KNOWS VDF RANK STRUCTURE		
Soldier names, in correct order, all ranks from PV1 to General, correctly describing rank insignia and proper verbal addressing of each.	Go <input type="checkbox"/>	No Go <input type="checkbox"/>



GO/NO GO: MILITARY CUSTOMS AND COURTESIES

Candidate:	Unit:
Trainer:	
<i>Printed Name, Rank, Title, and Unit</i>	
Signature _____	Date: _____

SOLDIER MUST SCORE "GO" ON ALL TASKS	GO	NO GO
Task 1 - Soldier renders a hand salute correctly and smartly.	Go: <input type="checkbox"/>	No Go <input type="checkbox"/>
Task 2 - Soldier correctly describes those entitled by grade to a salute to include officers of friendly foreign countries.	Go: <input type="checkbox"/>	No Go <input type="checkbox"/>
Task 3 - Soldier correctly describes occasions for rendering the salute: National anthems, Colors, Hail to the Chief, uncased Colors outdoors, pledge of Allegiance outdoors, turning over control of formations, rendering reports.	Go: <input type="checkbox"/>	No Go <input type="checkbox"/>
Task 4 - Soldier correctly describes occasions salutes are not required: Indoors, unless reporting to an officer or on duty as a guard; When doing so would be inappropriate or impractical. When the senior or subordinate are in civilian clothes.	Go: <input type="checkbox"/>	No Go <input type="checkbox"/>
Task 5 - Soldier correctly describes assuming the position of attention when talking to an officer and saluting (outdoors) when officer departs.	Go: <input type="checkbox"/>	No Go <input type="checkbox"/>
Task 6 - Soldier correctly describes assuming the position of parade rest when talking to an NCO that is senior.	Go: <input type="checkbox"/>	No Go <input type="checkbox"/>
Task 7 - Soldier describes proper procedure for reporting to an officer, from a formation (in/outdoors), and when indoors.	Go: <input type="checkbox"/>	No Go <input type="checkbox"/>



GO/NO GO: GENERAL AND SPECIAL ORDERS

Candidate:	Unit:
Trainer:	
<i>Printed Name, Rank, Title, and Unit</i>	
Signature _____	Date: _____

TASK 1 – Soldier is able to define “General Orders.”		
General Orders outline the fundamental responsibilities of any military guard or sentry.	Go <input type="checkbox"/>	No Go <input type="checkbox"/>

TASK 2 – Soldier is able to correctly recite all General Orders from memory.		
<u>General Order Number 1</u> - I will guard everything within the limits of my post and quit my post only when properly relieved.	Go <input type="checkbox"/>	No Go <input type="checkbox"/>
<u>General Order Number 2</u> - I will obey my special orders and perform all of my duties in a military manner.		
<u>General Order Number 3</u> - I will report violations of my special orders, emergencies, and anything not covered in my instructions, to the commander of the relief.		

TASK 3 – Soldier is able to define “Special Orders.”		
Special orders supplement General Orders, and are realistic, detailed, and mission oriented orders that are carefully and specifically tailored for the specific guard post and situation, from the viewpoint of security.	Go <input type="checkbox"/>	No Go <input type="checkbox"/>



GO/NO GO: CLOSE ORDER DISMOUNTED DRILL

Candidate:	Unit:
Trainer:	
<i>Printed Name, Rank, Title, and Unit</i>	
Signature _____	Date: _____

Select One: Individual Drill Conduct: squad drill platoon drill company drill

Soldier must score Go on all movements					
Fall In	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>	Forward, March	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>
Dress Right Dress	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>	Left Flank, March	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>
Ready Front	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>	Right Flank, March	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>
Present Arms	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>	Rear march	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>
Order Arms	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>	Rear March	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>
About Face	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>	Column Right - March	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>
About Face	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>	Column Left – March	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>
Parade, Rest	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>	Mark Time, March	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>
Stand At Ease	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>	Forward March	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>
At Ease	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>	Sq/Plt/Co, Halt	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>
Sq/Plt/Co: Attention	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>	Left face	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>
Left Step March	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>	Fall Out	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>
Squad/Plt/Co – Halt	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>			
Right Step March	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>			
Sq/Plt/Co – Halt	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>			
Right Face	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>			
Cover	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>			
Recover	Go: <input type="checkbox"/>	No Go: <input type="checkbox"/>			

COMMANDER'S CERTIFICATE OF PROMOTION ELIGIBILITY/PROMOTION SCREENING REPORT
(VDF FORM 624-1-1)

Name: _____ Unit :Choose an item. Rank to be promoted: Choose an item.

PROMOTION CRITERIA

Time in Grade (TIG) Required Months: _____ Actual Months: _____

Time in Service (TIS) Required Months: _____ Actual Months: _____

Is a waiver required? Yes No

Is candidate in a promotable billet? Yes No

Number of UTAs attended last 12 months: Choose an item. Number of MUTAs attended last 12 months:

Number of alternative training UTAs last 12 months: _____

TRAINING EDUCATION REQUIREMENTS

Date Completed
(DDMMYYYY)

VDF Orientation "self-study" (PV2-COL)	_____
Level II-A (Emergency Response) "self-study" (PV2-COL)	_____
NCO Leadership Development - NCOLD "self-study" (SPC)	_____
Initial Entry Training - IET "non-prior service only" (PFC-SPC)	_____
Primary Leadership Development Course - PLDC (CPL-SGT [2015 only])	_____
Basic Non-Commissioned Officers Course - BNCOC (CPL-SGT)	_____
Instructor Development Course - IDC (SSG)	_____
PME trainer assignment (SSG)	_____
Advance Non-Commissioned Officers Course - ANCOC (SFC)	_____
FEMA IS 100 (PFC-COL)	_____
FEMA IS 200 (PFC-COL)	_____
FEMA IS 700 (PFC-COL)	_____
FEMA IS 800 (PFC-COL)	_____
FEMA Professional Development Series - PDS (SSG-CW2-MAJ)	_____
Basic Officer Leadership Course - BOLC (WO1-2LT)	_____
Company Commanders Course - COCC (CW2-CPT)	_____
VDF Staff Officer Planning Course (SFC-CW3-MAJ)	_____
Joint Knowledge DSCA Phase 1 "on line" (CW3-LTC)	_____
FEMA ICS 300 (MSG-CW3-LTC)	_____
FEMA ICS 400 (SGM-CW4-COL)	_____

Commander's Signature

Date

DOCUMENT CHECKLIST

VDF Form 3-R VDF Form 623-3-1
CDR's Recommendation CSM's Recommendation

SUMMARY OF CHANGE

CHANGE 1 to VDFR 624-1(APR13), Effective 27 March 2015.

Change in unit terminology throughout:

Division changes to Force (FOR); Brigade and Battalion deleted; Regiment (REGT) added.

Chapter 1/Section 1: General

(Change) Para 1-5. Documentation

After Commander's Certification of Promotion Eligibility add: *with documents as specified.....*

(Change) para 1-6. Waivers.

Waivers to the promotion criteria will be considered for promotion up to the rank of SGT (E-5).

Individuals are limited to one waiver for promotion while serving as an E-1 to E-4 during their service with the VDF. Such requests will go to the promotion authority as specified in Chapter 4, for internal senior staff NCO board review and commander's approval. Approved waiver packages will be forwarded to the FOR CSM for review/concurrence. Promoting authority is the Commanding General. Annual quotas per REGT and FORHQ will be published by the FORHQs at the beginning of each promotion cycle.

Chapter 1/Section II: Policy

(Add) Para 1-8. Attendance required for promotion.

Minimum attendance standard for promotion is 10 of the last 12 scheduled UTAs/MUTAs, one of which must be a MUTA. Not more than two (2) Assemblies shall be in the form of alternative training in lieu of UTA attendance. Standards and guidance for approved alternative drill activities shall be developed and published by the Assistant Chief of Staff, G-3, and when published shall become a part of this regulation. Newly enlisted prior-service personnel meeting all requirements for promotion to include PME, TIS, TIG may be considered for promotion with a minimum of six (6) months of successful VDF service while attending a minimum of 5 of the last scheduled UTAs/MUTA. This service shall be in a billet of the next highest grade. Newly appointed prior-service officers meeting all requirements for promotion to include PME, TIS, TIG require a minimum of twelve (12) months attendance in VDF service prior to any consideration for promotion. This service shall be in a billet of the next highest grade.

(Add) Para.1-9. Meritorious Promotion of Enlisted Personnel

1. Force HQ and Regimental Commanders will be permitted to request the promotion of an enlisted service member, a SGT to SSG and/or a SSG to SFC, in their respective commands annually via a meritorious promotion process.
 - a. Meritorious promotions must be based on the enlisted service member's demonstrated capability to discharge the responsibilities and duties of the next higher rank/grade in a satisfactory manner that is superior to that of their peers.
 - b. Meritorious promotions will only be permitted to the ranks of SSG (E-6) and SFC (E-7). Service members are not eligible for meritorious promotion to MSG (E-8) or SGM (E-9).
 - c. Nominations for meritorious promotion are limited to one (1) enlisted service member each calendar year, per Regiment and Force Headquarters. Individuals in the VDFR are not eligible for meritorious promotion.
 - d. Commanders are limited to request meritorious promotions within their promotion authority. Commanders of lower commands may petition the next higher commander in their chain of command for a meritorious promotion of an individual outside of their promotion authority.

- e. Meritorious promotion requests will be reviewed via a selection board process with recommendations made to the commander at each applicable level and forwarded to the Asst CoS G-1 for action by the VDF Meritorious Promotion Board. Candidates going forward by the VDF Promotion Board with a recommendation for consideration by the Commanding General will be rank ordered by (1) rank, i.e., SGT and/or SSG and (2) by a 1 to N ranking of all candidates irrespective of rank. The promoting authority is the Commanding General.
 - f. Individuals are limited to one meritorious promotion while serving as an E-5 and E-6 during their service with the VDF.
2. Individuals who are eligible for meritorious promotion must meet the following criteria:
- a. The service member must possess the traits of leadership and professionalism.
 - b. The service member must meet at least two thirds of the Time in Service and Time in Grade requirements for promotion to the next highest grade as specified in VDF regulation 624-1.
 - c. The service member must have completed all education requirements for promotion to the next highest grade as specified in VDF regulation 624-1.
 - d. The service member must have exceeded the minimum attendance standard and have actively participated in several CSE's, training classes, exercises, etc. within the preceding 24 months.
 - e. Service members selected for meritorious promotion must be assigned to an MTO billet that is designated at the next higher rank/grade.
 - i. Personnel, who are acting in a capacity higher than their current rank/grade, should receive special consideration if their performance is deemed outstanding by the unit commander. (Ex: SGT serving as an Acting Team Chief)
 - f. The service member must consistently demonstrate the following standards:
 - i. Sustained performance of assigned duties that is far superior to that of their peers.
 - ii. Demonstrated potential for service at the next highest grade/rank.

(Add) Para 1-10. Recognition of service of VDF Individual Ready Reserve members attached to commands and actively drilling. Such periods of attached active service shall be counted for TIS and TIG in regard to promotions. PME requirements and serving in a position of equal responsibility to the rank to be promoted also apply.

(Add) Para 1-11. Recognition of training by other military components. Training/PME courses completed while in the Armed Forces of the US and as members of other recognized state defense forces are recognized as meeting promotion requirements.

(Add) Para 1-12, Recognition of exceptional request for credit or waiver with such being in the best interest of the VDF.

- a. Upon enlistment the Commanding General may appoint a board of review for determination of whether an individual's civilian career provides significant experience – functional and / or leadership, to the extent of warranting an advancement in rank above enlistment regulations. Approving authority the Commanding General.
- b. The Commanding General may appoint a board of review for determination of whether an individual's exceptional service, leadership and ability are to the extent to warrant the waiver of any enlisted promotion criteria not elsewhere stated for waiver in this Regulation. Approving authority is the Commanding General.

(Add) Para 1-13, Officers and Warrant Officers joining the VDF (non-BOLC accessions) must complete ICS 100, 200, 700, 800, within 6 months of the date of appointment.

Chapter 2: Commissioned Officer Promotions

(Add) para 2-1.c. Officers appointed to the Special Branches including the Chaplain Corps, Judge Advocate General Corps and Medical Corps will be evaluated by TIS/TIG and training requirements established in section 2-2.

(Add) para 2-2. Modifications to Table 1 for the promotion of officers in the Special Branches.

a. TIS includes a combination of U.S. military and VDF service in the profession plus constructive credit for professional civilian service. Constructive credit may be awarded on the basis of one year TIS for three years professional experience up to a maximum of ten years. Constructive Credit may be awarded for relevant graduate degrees earned beyond the minimum professional requirements for being commissioned in the Special Branch.

b. All officers in the Special Branches must meet VDF requirements for State Active Duty. Professional and Continuing education in the field may be substituted for the Professional Military Education Requirements found in Table 1. Appropriate professional, continuing and military education requirements will be established by the VDF Chief of Chaplains, the VDF Staff Judge Advocate, and the VDF Chief Surgeon.

Chapter 2: Commissioned Officer Promotions/Table 1

a. Promotion from 2LT to 1LT via Force HQ Order upon achieving minimum TIS/TIG and with the recommendation of the Regimental Commander.

b. Reduce TIG for promotion to LTC to 4yrs TIG from 5yrs TIG.

c. Reduce TIS and TIG for promotion to COL to 18yrs TIS, 4yrs TIG from 20yrs TIS, 6yrs TIG.

d. ICS 100, 200, 700, 800, required for commissioning of BOLC candidates to 2LT.

Chapter 3: Warrant Officer Promotions, Table 2

ICS 100, 200, 700, 800, required for commissioning of BOLC candidates to WO1.

Chapter 4: Enlisted Promotions

(Add) Para 4-2. Requirements for lateral Appointment to CPL.

Those enlisted, meeting all PME requirements for SGT or having successfully completed VDF PLDC or its equivalent in Federal military service or a recognized State Defense Force; having attained the rank of SPC and billeted in and successfully filling a troop leadership position with an authorized rank of SGT or higher, may be appointed to the rank of CPL.

(Add) Para 4-3. Clarification in the application of VDF PLDC for promotion to SGT, and BNCOC as required for promotion to SSG.

a. Those individuals who completed PLDC in CY2014 will be PME eligible for promotion to SGT in CY2015 only.

b. Candidates for promotion to SSG are required to have previously completed VDF BNCOC or its equivalent in the Armed Forces of the United States or in a recognized State Defense Force.

c. Those that hold the rank of SGT, on or before 27 March 2015, and have completed VDF BNCOC, are deemed to be PME qualified for promotion to SSG (as instructing requirements were included in previous BNCOC iterations).

Chapter 4: Enlisted Promotions/Table 3.

- a. Reduction of enlisted TIS/TIG requirements as indicated below:
- **SSG**, reduce to 6 yrs TIS, 3yrs TIG, from APR13 REG of 7 & 3 yrs.
 - **SFC**, reduce to 10yrs TIS, 3 yrs TIG, from APR 13 REG of 11 & 4 yrs.
 - **MSG**, reduce to 13yrs TIS, 3yrs TIG, from APR13 REG of 15 & 4 yrs.
 - **SGM**, reduce to 16yrs TIS, 4yrs TIG, from APR13 REG of 20 & 5 yrs.
- b. Denote the rank of CPL (E-4) as a lateral Appointment from SPC, for those enlisted meeting all PME requirements for SGT or having successfully completed VDF PLDC or its equivalent in Federal military service or a recognized State Defense Force; and billeted in and successfully filling a troop leadership position.
- c. Successful completion of ICS 100, 200, 700, 800 is required for promotion to PFC; formerly E-4.
- d. The following GO requirements (with applicable GO, Appendices A, B, C, E) are required for promotion to PV2:
- Military Customs & Courtesy
 - Chain of Command and Insignia of Rank
 - General and Special Orders
 - Individual Drill
- e. Promotions to PV2 and PFC are delegated to Company Commanders via Regimental orders.
- f. Promotions to SPC and SGT and appointment to CPL are delegated to Regimental Commanders.
- g. Delete PLDC as required for promotion to SGT (E-5). Change to require BNCOC for promotion to SGT.
- h. Self Development requirements are added for promotion to SSG. (IDC, GO on instructing at a training event)

Chapter 5: Promotion Boards

Delete reference to BDE Boards. Change Battalion to Regiment. Change Division to Force.

Para 5-1 General

(Add) h. The promotion cycle is based on the calendar year – spring and fall less any special boards.

Para 5-2 Officer Promotion Boards

c. (1) Change to read: The Chief Warrant Officer Promotion Board and Captain Promotion Boards –Force Spring MUTA -

Para 5-3 Enlisted Promotion Boards

c. Change to read: At the E-8 and E-9 boards, candidates for promotion consideration will be required to be interviewed by the respective board.