

Virginia Defense Force Office Symbols



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

SUMMARY of CHANGE

VDFR 25-59
Office Symbols
30 September 2017

o This regulation takes into account the VDF reorganization January 2017.

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

30 September 2017

Personnel/Administration

VDF Office Symbols

Summary. This document supersedes VDFR 25-59 02 September 2015. 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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Brigadier General, Commanding, Virginia Defense Force

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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

COMMAND	
Commanding General	VDF-HCG
Deputy Commander	VDF-HDCG
Command Sergeant Major	VDF-HCSM
CIVILIAN STAFF	
Unit Administrator	VDF-UA
Information Technology (IT) Administrator	VDF-IT
GENERAL STAFF	
Chief of Staff	VDF-HCS
ASSISTANT CHIEFS OF STAFF	
G-1	VDF-HPE
Personnel Officer	VDF-HPEO
Administrative Actions Officer	VDF-HPEAA
Personnel/Admin Chief	VDF-HPESM
G-3	VDF-HOP
Deputy G-3	VDF-HOPD
Operations OIC	VDF-HOPO1
Operations Officer	VDF-HOPO2
Training OIC	VDF-HOPTR
Safety/Weather Officer	VDF-HOPSO
Operations Chief	VDF-HOPSM
G-4	VDF-HLG
Deputy G-4	VDF-HLGD
Logistics Operations Officer	VDF-HLGOP
Logistics/Maintenance Officer	VDF-HLGM
Logistics Chief	VDF-HLGSM
LOG/Maintenance Operations Chief	VDF-HLGMS

Warehouse NCO	VDF-HLGWS
Food Operations Officer	VDF-HLGFO
G-6	VDF-HIM
Deputy G-6	VDF-HIMD
Communications Chief	VDF-HIMSM
SPECIAL STAFF	
Inspector General	VDF-HIG
Public Information Officer	VDFHPIO
Public Information NCO	VDF-HPIO
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
Chief Psychological Health, Div	VDF-HCHMH
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
RECRUITING AND RETENTION	
Commander	VDF-HRR
Executive Officer/OPS	VDF-HRRD
R & R Chief	VDF-HRRS
Diversity Officer	VDF-HRRDO
Recruiting Officer	VDF-HRRRO
Staff Assistant	VDF-HRRSA

FORCE HEADQUARTERS	
HQ Commandant	VDF-HQC
Executive Officer	VDF-HQX
1 st Sergeant	VDF-HQ1
Basic Officer Leadership School	
Commander/CMDT	VDF-OCS
BOLC Chief	VDF-OCSSM
Professional Military Education	
PME Chief	VDF-PMESM
PME NCO	VDF-OMEMS
Sr JFHQ Strategic Planner	VDF-JFHQSP
JFHQ LNO	VDF-JFHQL

Table 2
VDF Field Forces

Office/Position/Unit	1 st Regiment	2 nd Regiment	3 rd Regiment	4 th 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