

**VIRGINIA DEFENSE FORCE PAMPHLET 350-1-1**

# **Orientation Course**



**HEADQUARTERS  
VIRGINIA DEFENSE FORCE  
RICHMOND, VIRGINIA**

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# VIRGINIA DEFENSE FORCE

## ORIENTATION COURSE

### INTRODUCTION

Welcome to the Virginia Defense Force. You are joining a proud military organization with a distinguished record of service to the Commonwealth. As organized militia we embody the traditions of organized citizen service dating to the first English colonists. In World War I the Virginia Volunteers served from 1917 to 1921 as a military force to ensure public order and security. In World War II the Virginia Protective Force from 1940 to 1944 and the Virginia State Guard from 1944 through 1947 protected the Commonwealth until National Guard reorganization. In 1984 the Virginia State Guard was reformed to provide a military force should the National Guard be mobilized and sent overseas in an emergency. In 1986 the Virginia State Guard was re-designated the Virginia Defense Force.

This course has been designed as a home study program to give you basic knowledge you need to start your volunteer career in the Virginia Defense Force. Every new member of the Defense Force must successfully complete this course within their first six months of enlistment. Test documentation, scoring 100% correct, shall be retained in the individual's Regimental MPRJ and a copy forwarded to FORHQ. An incorrect test is returned to the student for correction.

### VDF MISSION

A mission is the primary function or duty that an organization is created to perform. Mission statements tell military organizations what they are supposed to be able to do. The mission of the VDF as established by the Code of Virginia in Title 44, the Military Laws of Virginia, state the mission of the Virginia Defense Force is to:

1. Assume control of National Guard facilities when the National Guard is mobilized for federal service.
2. Assist the National Guard in mobilization.
3. Support the National Guard with family assistance when the Guard is mobilized.
4. Perform tasks currently performed by the National Guard to protect life and property.
5. Perform tasks unique to the period after mobilization of the National Guard and which cannot be foreseen.

The Adjutant General of Virginia has further defined the mission, assigning the VDF specific National Guard Civil Support (NGCS) tasks and duties in support of the Virginia National Guard.

Communications being the primary mission, the VDF is focused on communication skill sets with command and control (C2) support teams providing direct communications support to the VaNG. Selected members form a Cyber Augmentation element. VDF members provide direct support to our communities performing access related missions. The VDF Chaplains Corps provides support internally to VDF members and the VaNG. The VDF medical element provides EMTs, Doctors and Nurses in support of VDF activities. Missions in the military change with situation and need. The VDF must maintain flexibility in configuration and training to meet mission change and/or expansion. You must be flexible, today's environment and military is not static.

## VDF BASIC ORGANIZATION

The VDF is organized within the Virginia Department of Military Affairs and is a partner with the Virginia Army and Air National Guard. The VDF is designated as part of the Organized Militia. Virginia law provides that the unorganized militia, when it is called to duty, is incorporated into the Virginia Defense Force.

The VDF is organized as a Force (configured for National Guard Civil Support) to provide a headquarters for administration, training and management. The Force Headquarters is in Richmond.

Enlistment age in the VDF is authorized at 16 through 64 years of age. Enlistments below age 18 require completion of the VDF Parental Consent Form. Enlistment at age 65 and above is prohibited. Those already serving when reaching age 65 may be approved for extended service.

The basic tactical unit (deployable) of the Virginia Defense Force is the Team.

A Company is composed of a headquarters section and platoons consisting of teams. The Company provides the personnel for emergency response in the field.

Regiments consist of subordinate Companies. The VDF has two active Regiments and are the major commands in their area of responsibility. A third Regiment forms a reserve component.

## VDF CHAIN OF COMMAND

The chain of command is the superior-to-subordinate relationship that directs operations and administration in the VDF. Each individual VDF soldier works for a leader. Each Commander is responsible to the commander above him or her in the organizational structure. Information and reports flow up the chain of command, and information and direction flow down the chain of command.

The chain of command is also used to resolve problems. In general, problems should be solved at the lowest level. Always give your commander an opportunity to solve a problem before requesting permission to pass the problem on to the next level. Jumping the chain of command to talk to a senior commander without your commander knowing is a violation of discipline and basic loyalty to your commander.

Chain of command is from the top down. The Governor – The Secretary of Public Safety – The Adjutant General – Commanding General – Regimental Commander – Company Commander – Platoon Leader – Team Leader..

## COMPONENTS OF THE MILITIA

The militia is the citizens of the Commonwealth called for military service to their state. By the Military laws of Virginia every able-bodied citizen from 16 thru 55 can be called by the Governor for military service. The militia tradition goes back to the earliest days of Colonial America. Men such as Captain John Smith were professional soldiers employed to train the colonists to defend themselves. The Revolution, War of 1812, Mexican War, and Civil War were largely fought by state raised militia units. In the early 1900s the organized state militias were formed into today's National Guard. During World Wars I and II, when the National Guard was called to federal service, our predecessor militia organizations, the Virginia Volunteers, the Virginia Protective Force, and the Virginia State Guard served to guard the Commonwealth. Many VDF units carry lineages from these units.

Today there are four classes of Virginia Militia. The Governor is the Commander-In-Chief of the militia, and the militia serves under the command of the Adjutant General.

The National Guard includes the Army National Guard and the Air National Guard. The National Guard has a Federal role as part of the US Army and US Air Force when called up by the President. In its State role it supports the Governor by providing trained units and equipment to protect life and property and to preserve peace, order; and public safety.

The VDF is part of the organized militia that is called only for state service. A Naval Militia is authorized.

The Unorganized Militia can be called in whole or in part and by the Governor asking for volunteers or by drafting.

The Unorganized Militia can be called to help maintain public order, repel invasion, or assist in disaster response. When called the Unorganized Militia is incorporated into the Virginia Defense Force.

### INSIGNIA OF RANK

\* indicates not a VDF rank. A chevron is a V shaped emblem worn point Up. A rocker is an arc worn connecting the ends of the chevrons

<u>RANK</u>	<u>ABBR</u>	<u>GRADE</u>	<u>INSIGNIA</u>
<u>Enlisted</u>			
Private	PV1	E-1	none
Private	PV2	E-2	1 chevron
Private 1st Class	PFC	E-3	1 chevron 1 rocker
Specialist	SPC	E-4	a shield the shape of a rocker over a chevron
<u>Noncommissioned Officers</u>			
Corporal	CPL	E-4	2 chevrons
Sergeant	SGT	E-5	3 chevrons
Staff Sergeant	SSG	E-6	3 chevrons 1 rocker
Sergeant 1st Class	SFC	E-7	3 chevrons 2 rockers
Master Sergeant	MSG	E-8	3 chevrons 3 rockers
First Sergeant	1SG	E-8	3 chevrons 3 rockers w/diamond
Sgt. Major	SGM	E-9	3 chevrons 3 Rocker w/star
Command Sgt. Major	CSM	E-9	3 chevrons 3 rockers wreathed star

(VDF Service Members enrolled in the Basic Officers Leadership Course are in the VDF Officer Candidate School and wear an O.C.S. insignia.)

Warrant Officers (all bars are silver):

Warrant Officer	WO	W-1	1 black square on silver
Chief Warrant Officer	CW2	W-2	2 black squares on silver
Chief Warrant Officer	CW3	W-3	3 black squares on silver
Chief Warrant Officer	CW4	W-4	4 black squares on silver
Chief Warrant Officer	CW5	W-5	Solid Black bar on Silver Bar

### Commissioned Officers

2nd Lieutenant	2LT	0-1	gold bar
1st Lieutenant	1Lt	0-2	silver bar
Captain	CPT	0-3	2 silver bars
Major	MAJ	0-4	gold oak leaf
Lieutenant Colonel	LTC	0-5	silver oak leaf
Colonel	Col	0-6	silver eagle
Brigadier General	BG	0-7	1 silver star
Major General*	MG	0-8	2 silver stars
Lieutenant General*	LTG	0-9	3 silver stars
General*	GEN	0-10	4 silver stars

## MILITARY COURTESY

Basic military courtesies have developed over many years to recognize and express appropriate respect for position, authority, responsibility, and service. As volunteers, observing these courtesies is important because we are a military force. They are a sign of personal pride and professionalism, especially in contacts with other uniformed forces. Only the military forces have these traditional professional courtesies that mark us as different from civilians.

Military personnel are addressed by titles based on their rank.

Commissioned officers: 2LT and 1LT are addressed as LIEUTENANT, Captains as CAPTAIN, Majors as MAJOR, Lieutenant Colonel and Colonel are addressed as COLONEL, and all general officers as "GENERAL". Male officers may be addressed as SIR, female officers as MA'AM.

Warrant Officers are addressed as MISTER or MISS. Chief Warrant Officers are addressed as CHIEF.

Noncommissioned Officers: CSMs and SGMs are addressed as SERGEANT MAJOR. 1SG is FIRST SERGEANT. All other Sergeant grades are SERGEANT. Corporals are addressed as CORPORAL.

Those enrolled in the Officer Candidate School (OCS) are addressed as CANDIDATE and do not require a salute.

Enlisted: Specialists are addressed as SPECIALIST. Privates of all grades are addressed as PRIVATE.

Although much neglected, it is appropriate to call civilians MA'AM and Sir. It is always both appropriate and good common sense to address elected or appointed governmental officials as SIR or MA'AM.

The salute is the unique mark of respect used between members of the uniformed services. As uniformed military personnel we will exchange salutes with officers and warrant officers of the Army, Navy Marine Corps, Air Force, Coast Guard, US Public Health Service, and National Oceanic and Atmospheric Administration uniformed corps. Officers of civilian auxiliary components of the Air Force (Civil Air Patrol) and the Coast Guard (US Coast Guard Auxiliary) are customarily not saluted, although their salutes should be returned.

The salute is rendered by bringing the right hand smoothly up with the hand extended flat to touch the brim of the hat or the face at the level of the right eyebrow. The upper arm is parallel to the ground and extended to right. The forearm and the hand form a straight line. The salute is held until it is returned.

Officers (Commission and Warrant) exchange salutes; the junior officer initiates the salute. NCOs and enlisted soldiers salute officers, officers return the salute.

Salutes are exchanged outdoors when passing or greeting. At the conclusion of a conversation or when receiving orders, the junior ends the meeting by saluting. Indoors the junior salutes when formally reporting to a senior officer.

At awards ceremonies, the person reporting to receive the award salutes the awarding officer when reporting and after the award is made.

When the "national anthem" or the bugle calls "retreat" or "to the colors" are played -come to attention, face the music (or the flagpole if it is visible) and salute until the music ends.

When the national, state, or military unit colors pass, come to attention and salute until the colors are past. Colors are the United States flag, the Virginia flag, or the large rectangular flag of a military unit. Guidons, a small swallow tailed flag carried by Companies, are not saluted.

Colored plates or decals on the front bumper identify vehicles of senior military officers. These are typically either red or blue in color and have insignia of rank (usually stars, although some Air Force Colonels have eagle plates). Vehicles with plates should be saluted. Other standard courtesies given to seniors include:

Saluting is generally not done in hazardous situations or on flight lines.

When an officer enters a room the first person observing the officer calls ATTENTION. Everyone will remain at attention until the officer directs you to stand at ease. If you are alone in a room, stand and come to attention. When you enter a senior's office, remain standing until you are asked to sit.

When walking, the senior person walks on the right. In vehicles the senior person sits at the right. The senior enters the vehicle last and exits first.

If a senior approaches when you are in the field or when doing operational jobs generally continue with the task and do not come to attention.

## INSIGNIA PLACEMENT ON THE UNIFORM

Insignia placed on uniforms includes organizational, rank, and qualification insignia.

Two Velcro hook and loop embroidered name tapes are worn on the Class C uniform above the breast pockets. The VIRGINIA tape on the left.

On the ACU a subdued George Washington VDF shoulder patch is worn on the left shoulder. Last active wartime unit insignia may be worn on the right. A bright Virginia flag patch is worn on the right shoulder. All are Velcro hook and loop.

On the M65 field jacket shoulder sleeve insignia (shoulder patches) are worn on the sleeve centered on the sleeve, 1/2 inch from the shoulder seam.

Officer insignia is worn on the ACU as specified in VDFR 670-1.

NCO and enlisted chevrons are worn on the ACU as specified in VDFR 670-1.

Officers and enlisted wear rank insignia centered on the front of the patrol cap.

Individuals qualified to wear military skill qualification badges wear them as specified in VDFR 670-1. Civilian qualification pins, wings or patches are not authorized for wear.

## Virginia Defense Force Class C Uniform

Virginia Defense Force members are authorized to wear three basic uniforms:

Class A and Class B, as specified in VDFR 670-1.

Class C, Army Combat Uniform (Tru-Spec Tactical Response Uniform, woodland pattern).

The Class C uniform is authorized for wear by all VDF members at monthly drills and field training activities. It is the basic uniform that will be worn in any emergency situation.

The shirt/jacket is designed to be worn outside the trousers.

The trousers have cargo pockets. Trousers are normally bloused with an elastic blousing band so the top of the trouser is rolled back up inside the pant leg over the top of the boots OR tucked down inside the boots without the use of blousing bands.

The Patrol Cap. This is a cloth cap, available with or without earflaps. The Patrol Cap provides protection against the sun (unlike mesh baseball caps), those with earflaps provide warmth for winter work.

Army brown colored T-shirt, riggers belt or black web belt & buckle and coyote boots (670-1 compliant) are worn with the ACU (see VDFR 670-1).

BDU field jacket (M-65), woodland pattern, is worn for cold weather. Plain black gloves are worn.

Good appearance in uniform depends on taking good care of the uniform.

Shirts and trousers should be washed and pressed or dry cleaned. In the field, dirt or dust should be brushed off. Clean uniforms protect you better and preserve the insulating capability of the cloth, especially on the field jacket.

B

Boots should be properly maintained. In the field, brush off dust and mud.

Hats should be washed.

A clean sharp uniform projects a professional image in your dealings with other military agencies and with the public.

In the field and in hot weather uniform wear may be modified by the Commander. Bloused trousers hold heat, but protect against insects. In high grass or brush sleeves should be down.

When doing work handling debris, lumber, wire, or other possibly dangerous materials, wear of leather work gloves is a must. In areas where there is the possibility of falling objects, a hard hat should be worn. Helmet liners are not authorized for safety wear as they offer uncertain protection from impact or electrical current. Safety glasses should be worn when applicable.

## BASIC MILITARY DRILL

Basic military drill movements have evolved over centuries to maneuver troops in battle and to move a large number of soldiers efficiently as a group from one place to another. Proficiency in basic movements is important to unit and personal pride and professionalism, especially in contacts with other uniformed services. Drill helps build unit ability to work together as a team and sharpens the ability of personnel to respond quickly and smoothly to commands in emergencies.

Some general rules apply to performing all drill movements:

Generally, commands for each drill movement are in two parts, a preparatory command and a command of execution. These are two separate words as in "parade REST." The preparatory command gives you time to get ready for the command of execution or may identify the formation element for which the command is directed. Ex: Platoon ATTENTION.

Do not anticipate commands. Move only when the execution command is given. Look straight ahead at your eye level at all times. Make your movements smooth and crisp and without body sway.

In general there is no talking in formation. Relax, tenseness will wear you out and makes it harder to do the movements

Attention (company ATTENTION): From any position when you are standing still, stand upright, head up and facing forward, with your shoulders level and chest out. Your arms hang straight by the side, hands cupped, thumbs forward. Your legs are straight, heels together at a 45-degree angle.

Parade Rest (parade REST): This is the basic rest position from attention. Move your left foot to the left approximately 10 inches. Clasp your hands, right over left, in the small of the back with your palms and fingers flat.

Fall In (FALL IN): This is the basic command to form the unit up in a formation. At the command the soldier finds his or her position in the formation and comes to attention. The squad leader is the person to the far right of the line. At the command FALL IN he assumes the correct position and extends his left arm straight out. The next soldier positions himself in line beside the squad leader by turning his head to the right and moving so the extended arm touches his shoulder. At the same time the soldier extends his left arm for the next person to fall in line with. As soon as position is established drop the arm and face front.

Left and Right Face (left FACE and right FACE): Given from the position of attention, this command turns the individual to either the left or the right. To face left, at the command, raise the toe and pivot 90 degrees on the heel of the left foot, and raise the heel and pivot on the toe of the right foot. The second movement is to bring the right foot back up in line with the heels touching in the position of attention. To face right, at the command, raise the toe and pivot 90 degrees on the heel of the right foot, and raise the heel and pivot on the toe of the left foot. The second movement is to bring the left foot back up in line with the heels touching in the position of attention

Forward March (forward MARCH): Given from the position of attention, this command moves the unit forward. On the command MARCH, step off with your left foot using a 30 inch step. Keep a smooth, natural arm swing with hands closed.

Halt (company HALT): Given while marching, this command brings the unit to a stop. The command halt is given when the heel strikes the ground. Take one additional step and then bring the trailing foot up to the lead foot, placing heels together and assume the position of attention.

Present Arms (present ARMS): Given from the position of attention, this orders the unit to execute the hand salute. At the command of execution bring the right hand up smartly straight up to the salute and hold it. At the command Order Arms (order ARMS), drop the hand from the salute smartly straight down to your side.

## PROMOTION CRITERIA

Promotion recognizes individuals who have the ability to undertake duties with increased responsibility. This means being in charge of more people, more resources and devoting more time to the VDF. Promotion is not an automatic reward for length of membership or simply attending drill.

An individual must be capable of successfully performing the duties of the rank to which they are to be promoted.

The most basic requirement for promotion is superior duty performance. This means doing assigned duties promptly and efficiently and helping to make your unit mission capable.

With each increase in rank more responsibility and duties are assumed. Individuals with rank and positions of responsibility must realize that holding such positions require more time devoted to the VDF than on one drill day per month. To be negligent in performing duties has a negative effect not only on the immediate unit but ultimately on the mission capability of the VDF.

VDF Regulation 624-1 addresses promotion requirements and procedures in the VDF.

## VIRGINIA DEFENSE FORCE STANDARDS

Standards are statements of how the Virginia Defense Force as an organization and as individual soldiers conducts itself. Standards establish a level of performance that is expected of every member.

1. VDF is a uniformed military force under the command of the Adjutant General.
2. VDF members serve in two duty statuses: TRAINING and STATE ACTIVE DUTY. VDF troops are called to State Active Duty when authorized by the Governor and tasked by the Joint Operations Center, JFHQ, Virginia Department of Military Affairs.
3. Minimum satisfactory participation is 10 training assemblies per year.
4. The VDF is authorized firearms only at the direction of the Governor.
5. Members on duty are under military discipline and will obey lawful orders.
6. Customs and courtesies are the mark of professionalism and will be rendered with respect for individuals and the Virginia Defense Force.
7. Personal integrity is an absolute requirement. Lying, quibbling, cheating, or stealing is not tolerated.
8. The senior line officer, warrant officer, noncommissioned officer, or enlisted person assigned to a unit is in charge of that unit.
9. Every member is responsible for achieving the highest degree of training in his or her duties possible.
10. Every VDF member is a potential trainer in an emergency.
11. Rank indicates responsibility for decision making. Commissioned, Warrant, and Noncommissioned officers all have key roles.
12. The chain of command will be followed.
13. Members in the field wear the Class C Uniform, clean and neat with clean boots. Good personal hygiene is a must. Males are clean shaved.

14. Members in the field carry their equipment with them at all times.
15. Superior performance is recognized by awards and is a requirement for promotion.
16. All leaders are responsible for troop safety.
17. Every member on duty represents the Virginia Defense Force, the Adjutant General, the Governor and the Commonwealth and will govern his or her dress and behavior accordingly.

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