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Office of the Commanding General

VDF-HCG

30 June 2009

Command Policy Letter CG 09-12

SUBJECT: VDF Command E-mail Policy

1. All VDF personnel shall adhere to the following guidelines in using the internet for VDF official correspondence:
 - a.. Recipients of an e-mail message addressed to that individual should re-send such traffic to only the next higher person in the change of command at which time forwarding of the e-mail must be based upon approval of the sender.
 - b. The “CC” recipients of a message will be furnished copies for their information only and should not retransmit the message to any person unless the original directs otherwise. “CC” recipients may respond only to the sender and not to other “CC” recipients.
 - c. Emails are used for informal communication within the command. Formal official VDF business (orders, policy letters, letters of instruction, personnel actions, etc) may be transmitted by e-mail as an attachment. The cover e-mail remains informal.
 - d. Routine use of the “reply all” function is discouraged. Such usage generates needless traffic.
 - e. Traffic to general officers is restricted. Unless replying to an e-mail from a GO, e-mail access to GOs is limited to the Chief of Staff, 0-6 level commanders, Division G and special staff department heads, aide-de-camps, designated Special Assistants and the Division HHC Commander and First Sergeant. E-mail requests for appointments for the CG’s open door policy will be made to the Chief of Staff.
2. POC is the Chief of Staff, (540)760-3603.

JOHN D. TAYLOR
MG, VDF
Commanding

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