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*Office of the Commanding General*

VDF-HCG

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## **Command Policy Letter CG 12-01**

**SUBJECT: VDF Officer & Senior NCO Command and Staff Assignment  
and Professional Development Policy**

A diversity of assignments and continuing professional education are essential components of an officer's and senior NCO's (E7s and above) professional development. This is particularly vital as each seeks to assume greater leadership responsibilities in command, staff or senior leadership assignments.

### **COMMAND and STAFF ASSIGNMENTS**

Mobility of assignments is an integral component of the continued professional growth of the VDF's officer and senior NCO corps. To ensure the necessary growth and leadership opportunities within the VDF, officers and senior NCOs in the below command, senior staff or enlisted leadership billets will be limited to the following tour lengths:

3 years – CoS, G-3, IG, BDE and DTC CMDRs

3 years – BN CMDRs, BDE CSMs, BN CSMs, CO CMDRs and CO 1SGs with the possibility of a one year extension to be granted by the next higher commander in the chain of command.

Prior to or upon successful completion of one of the above command, senior staff, or senior enlisted leadership assignments, the officer or senior NCO relinquishing one of these billets will seek appropriately graded follow-on assignments from those delineated in the MTO. If an assignment is not immediately available, the individual will be assigned to the Auxiliary. While in the Auxiliary, officers and senior NCOs will serve as individual mission contributors while seeking follow-on assignments. The effective management of this senior talent pool is an essential enabler for the VDF to meet the operational needs of the DMA and the Commonwealth. While in the Auxiliary, members are expected to support mission opportunities as exercise participants, instructors, special project officers, and SAD augmentees. They are also expected to participate in yearly musters and continue their professional development to maintain their competitiveness for follow-on command and staff assignments and retention. Failure to adhere to such minimum standards will lead to discharge or retirement.

Officers seeking to command a Brigade must have previously served a staff assignment at the DIV HQs within five years of consideration. Additionally, they must have successfully completed a command tour at the Battalion level.

To command at the Battalion level, candidates must have previously served a successful assignment at the Brigade or DIV HQs. In addition to the above requirement, to command at the Battalion level, candidates must have successfully completed a command tour at the Company level.

These above tour requirements may be satisfied by completion of command tours in an active, reserve/National Guard, or VDF status as documented in personnel files.

Senior NCOs seeking to be Brigade CSMs must have successfully served as a Battalion CSM. Senior NCOs seeking a Battalion CSM position must have successfully served as a Company 1SG. To be competitive for selection as a Company 1SG, a senior NCO must have successfully served in a line or staff leadership assignment. These requirements may be satisfied by completion of enlisted leadership assignments in an active, reserve/National Guard, or VDF status as documented in personnel files.

## **PROFESSIONAL DEVELOPMENT**

In tandem with a diversity of assignments, the professional growth and development of the VDF as a force in readiness is enhanced by a regimen of rank-specific, professional education courses, from VDF-specific to NIMS. This aspect is a vital aspect of an officer's or senior NCO's career progression and retention considerations. The yearly *VDF Annual Training Plan and Professional Development Guidance* serve as an excellent source documents to guide any career development discussion with subordinates.

For the professional cadre of officers and enlisted, i.e., chaplains, medical doctors, lawyers, physician assistants, nurses, and pilots, the same principles of diversity of command and staff assignments apply. To diversify careers and to seek greater promotion and leadership opportunities, these personnel should avail themselves of other assignments within the VDF. Their professional development and requirements for continued re-certification will be guided by their specific civilian skill/occupation and by the senior VDF officer in each occupational field. In addition, they are also expected to complete professional leadership development courses as afforded by the VDF.

The insights gained from serving in these billets provide invaluable professional experiences for any future commander or senior enlisted leader. Leaders at all levels in the VDF – officer or enlisted – are charged with using the framework in this assignment and development policy to mentor and counsel future leaders of all grades as they chart their careers in the VDF. Also, continued growth through a diversity of command and staff assignments and continued professional educations are significant factors in contributing to retention in the VDF.

This policy will be incorporated in a future revision to the VDF REG 624-1 *Personnel Promotions*. Requests for waivers shall be in writing, endorsed at each step of the chain of command to the VDF Commanding General for review and action. Such waivers may be granted by the Commanding General only under exceptional circumstances. Additionally, the assignment tenure of VDF general officers is a direct responsibility of the TAG.

Upon promulgation of this policy, all current command and senior staff billet holders are grandfathered under this policy.

POC is DIV G-1, VDF HQ, 804 225 4051.

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