



VIRGINIA DEFENSE FORCE
DEPARTMENT OF MILITARY AFFAIRS
COMMONWEALTH OF VIRGINIA
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VDF Headquarters – Active Detachment

December 2, 2011

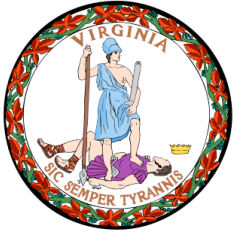
Command Policy Letter CG – Address Notification

SUBJECT: Command Policy Letters Prior to August 2011 – Headquarters Address

The following address and other contact information supersedes all previous Virginia Defense Force Headquarters addresses contained in all Regulations, Forms, and Policy Letters. All other information contained in previously posted Regulations, Forms, and Policy Letters remains in force.

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Virginia Defense Force
Headquarters/Active Detachment



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Office of the Commanding General

VDF-HCG

13 Jan 2009

Command Policy Letter CG 09-01

SUBJECT: Virginia Defense Force Auxiliary

1. The Virginia Defense Force Auxiliary was created to allow former members of the VDF to continue an affiliation on the roster of the Virginia Defense Force, to include those who are no longer qualified for active service due to maximum age.
2. The following criteria is established for transfer of current VDF members to the Auxiliary:
 - a. Satisfactory duty performance, as determined by the first field grade officer in the chain-of-command and/or,
 - b. Attained maximum age for active service, per VDF Regulation 600-10 and/or.
 - c. Unit reorganization or MTO changes and/or,
 - d. Compassionate reasons, to include but not limited to, serious illness by the member or immediate family member, change in residence or employment that effects a member's ability to routinely drill, or attendance at a college or university.
3. The Commanding General, VDF, may directly appoint members into the Auxiliary to meet current or forecasted special skills needs, provided that the individual so appointed meets the regulatory requirements for enlistment/appointment in the VDF.
4. Requests for transfer to the Auxiliary will be initiated by members through command channels on VDF Form 3R with supporting documents, providing they meet the requirements of paragraph 2 above. Approval authority for all such transfers is the undersigned.
5. The VDF Auxiliary may participate in VDF military social functions or ceremonies in VDF uniform. The VDF Auxiliary is not an uniformed drilling component of the VDF. Personnel assigned to the Auxiliary are not authorized to attend VDF training assemblies, with the exception of members who have been called upon to function as instructors. All such use of Auxiliary members as instructors will be reviewed and approved in advance by Division HQ.

Command Policy Letter CG 09-01

13 Jan 2009

6. The VDF Auxiliary is a component of the VDF Division and has no relationship to subordinate elements for any activity other than social functions. Subordinate VDF elements may extend social invitations to Auxiliary members without prior coordination with Division HQ.
7. This letter supercedes Command Policy Letter CG 01-1 in its entirety.

JOHN D. TAYLOR
MG, VDF
Commanding

Distribution: A



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Office of the Commanding General

VDF-HCG

10 Feb 2009

Command Policy Letter CG 09-02

SUBJECT: Sensitive Item Accountability

1. As the Virginia Defense Force grows its capabilities, equipment will be fielded throughout the Division. It will require special accountability. The following items are to be considered "sensitive": global positioning devices (GPS), both hand held and vehicle mounted; night vision devices (NVDs), signal flare/smoke devices; and hand held metal detectors.
2. The following criteria is established for control of sensitive items:
 - a. Items will be stored under a double lock system, i.e. in a locked container in a locked room.
 - b. Items will be issued on a mission basis, as needed, and returned to the double-locked facility on the completion of the mission.
 - c. Items will not be issued as "personal equipment", nor used for private, personal activities.
 - d. Items will not be stored overnight in private homes, private vehicles or other non-approved locations.
 - e. Subordinate commanders will ensure accountability of these items, by serial number, through their property book and hand receipts systems.
3. All subordinate commanders are reminded that Virginia Code 44-54.10 (Discipline) and 44-40 (Discipline and Training) apply to VDF members on both training duty and state active duty. Failure to maintain proper accountability of state-owned property can be grounds for disciplinary action, to include pecuniary liability for the loss.
4. In the event of a loss of accountability of any sensitive item, a Serious Incident Report (SIR) will be submitted through command channels to CG, VDF by the most expeditious means. This report

will contain, as a minimum, the type of item, its serial number, last person with custodial responsibility, date, time, location and circumstances of the loss, and status of on-going efforts to recover the property..

5. POC G4

JOHN D. TAYLOR
MG, VDF
Commanding

Distribution: A



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VDF-HCG

24 Feb 2009

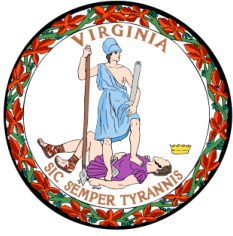
Command Policy Letter CG 09-03

SUBJECT: Firearms

1. Per statute, the Virginia Defense Force may be armed with firearms only at the expressed direction of the Governor of the Commonwealth of Virginia.
2. Many VDF members hold concealed weapons permits. Other VDF members possess weapons as peace officers in their civilian employment. Neither of these situations empowers any member of the VDF to be in possession of firearms while in either training duty status or on State Active Duty.
3. All subordinate commanders are reminded that Virginia Code 44-54.10 (Discipline) and 44-40 (Discipline and Training) apply to VDF members on both training duty and State Active Duty. Failure to comply with the weapon prohibition can be grounds for disciplinary action.
4. Commanders will ensure maximum distribution of this policy level down to the individual soldier.

JOHN D. TAYLOR
MG, VDF
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Office of the Commanding General

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31 Mar 2009

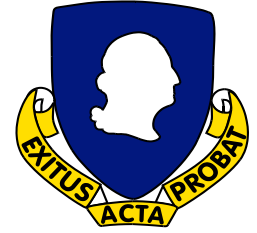
Command Policy Letter CG 09-04

SUBJECT: 2009 Commander Retention and Recruiting Strength Guidance

1. The strength level for the VDF for this year is 1100 by December, 2009.
2. Retention is the priority area to ensure the VDF has mission capable personnel for mission taskings. Mentorship, career counseling, dynamic training, awards presentations, and timely promotions within 30 days of selection will be Commander priority areas of leadership emphasis.
3. Recruiting priorities will be 60% prior service personnel (30% prior VNG personnel, 30% prior active duty) and 40% non-prior service personnel. The strength goals achieved in all units will result in units with a minimum strength of 75% of authorized strength to ensure mission capable units.
4. Commanders will utilize recruiting and family events to gain maximum VDF public exposure. Such events do not require prior VNG JOC approval but require advance reporting to the VDF G-3 for situational awareness.
5. Community awareness activities will be conducted to gain VDF exposure with the VNG local units, local media, families, employers, local elected officials, and local emergency responders. Such events do not require prior VNG JOC approval but require advance reporting to the VDF G-3 for situational awareness.
6. Every VDF member will be a Leader, Recruiter, and a Mentor by taking care of all subordinates.
7. To ensure and enhance professional conduct throughout the VDF, NLT 03 May commanders will develop a 2009 Retention and Recruiting Action Plan to meet strength goals and mission capabilities for consolidation by the Division COS to identify support requirements from VDF HQ. Plans will utilize "ends, ways, and means" to document future actions and events.



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Office of the Commanding General

VDF-HCG

19 May 2009

Command Policy Letter CG 09-06

SUBJECT: Morning reports

1. Effective with the June 2009 drill cycle, individual unit morning reports will no longer be forwarded directly to Division Headquarters.
2. O-6 level commands will submit a consolidated report to division within six weeks of their BDE HQ drill date. As an example, a BDE drilling on 6 June has until 20 July to submit their consolidated report. Division HHC will submit its report prior to its next scheduled drill.
3. POC is the G-1.

JOHN D. TAYLOR
MG, VDF
Commanding

Distribution: C



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19 May 2009

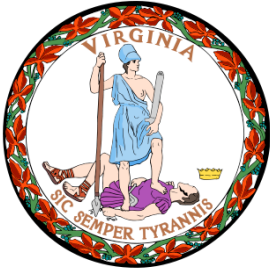
Command Policy Letter CG 09-07

SUBJECT: Division Promotion Board submissions

1. The Division Promotion Boards meet on an as-needed basis during scheduled drills to evaluate promotion packets and submit recommendations to the Commanding General.
2. These packets must be screened by the G-1 or his designate prior to the scheduling of a Board by the Division Chief of Staff. Consequently, all promotion packets must be received by Div HQs NLT the Tuesday prior to a scheduled drill. Packets received after the suspense cut-off will be deferred until the next drill date.
3. POC is the G-1.

JOHN D. TAYLOR
MG, VDF
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Office of the Commanding General

VDF-HCG

26 May 2009

Command Policy Letter CG 09-08

SUBJECT: Award of the Military Emergency Management Specialist (MEMS) unit streamer

1. The MEMS unit streamer will be awarded to VDF units that achieve the CG's standards for MEMS qualification. The streamer will be affixed to the unit guidon in recognition of the unit's accomplishment.
2. For CY 2009, the following criteria are established:
 - a. Companies and detachments must be at least 75% of level one manning. Battalion, Brigade and Division headquarters Companies are also eligible for the award.
 - b. 40% of the unit's assigned strength must be MEMS qualified using the following formula:
 - (1) The unit's assigned strength will be the denominator of the fraction for computing the qualifying percentage.
 - (2) The numerator will be determined using a weighted system. A member holding a BASIC MEMS qualification counts as one person. A SENIOR counts as two. A MASTER counts as three. An additional credit is awarded for a FLASH, INSTRUCTOR or NATIONAL APPOINTMENT or CITATION. The calculation is cumulative, for example a SENIOR with FLASH counts as 3 (2 + 1); a MASTER who is an Instructor counts as 4 (3 + 1).
3. The award will be calculated as of 1 Oct 2009 based on the MEMS Qualification Roster provided by the MEMS coordinator and the current MTO.
4. Unit streamers will be awarded at the Division MUTA in November '09.
5. Unit streamers may be displayed for a period of one year. Units will have to re-qualify annually for subsequent awards.
6. The VDF MEMS Coordinator is MAJ Charles Law, located in DIV G-3.

7. Commanders are reminded that SGAUS membership and the MEMS program are voluntary activities, and may not be mandated to VDF members.
8. POC is LTC Lawson, VDF HQ, 804 228 7018.

JOHN D. TAYLOR
MG, VDF
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Office of the Commanding General

VDF-HCG

4 June 2009

Command Policy Letter CG 09-09

SUBJECT: Use of Voyager Fuel Cards

1. The VDF has Voyager Fuel Credit Cards for the MCP prime movers and the Riverine vessel.
2. Routine use of these cards is restricted to fuel only.
3. During emergency operations, these cards may be used for services other than fuel, such as emergency repair parts and services for the vehicle.
4. Routine repair/service for referenced equipment will be coordinated with the Division OIC for use of the Division Small Purchase Credit card (SPCC).
5. Use of the Voyager card for other than fuel purchases initiates a service charge by the card issuer. All such service charges will be reviewed by the Division Accountable Officer. Any charge determined to be in contravention of this policy letter will be grounds for disciplinary action, to include pecuniary liability.
6. POC is the Division OIC.

JOHN D. TAYLOR
MG, VDF
Commanding

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VDF-HCG

11 June 2009

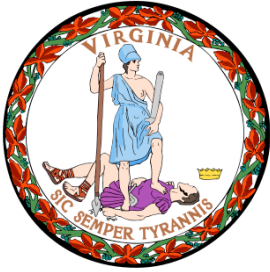
Command Policy Letter CG 09-10

SUBJECT: Commanding General's Open Door Policy

1. My open door policy exists to allow any VDF member or employee to present facts, concerns, or problems of a personal or professional nature to me that they have been unable to resolve using their chain of command.
2. The proper use of the chain of command is vital to the effectiveness of the VDF. I recognize that there may be rare instances where it may not be prudent for a VDF member or employee to discuss a problem with their immediate supervisor or commander.
3. Appointments may be made to see me under my open door policy by contacting the Chief of Staff at drill or the HQ OIC by telephone at (804) 228 7018.
4. I typically reserve time at drill from 1530-1600 for Open Door appointments, but other arrangements can be made on a case by case basis.

JOHN D. TAYLOR
MG, VDF
Commanding

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Office of the Commanding General

VDF-HCG

23 June 2009

Command Policy Letter CG 09-11

SUBJECT: Right of VDF Members to Inspector General Access.

1. All personnel in the VDF have the right to request assistance and present complaints or grievances to the Inspector General. Before doing so, the member may wish to first determine if their concerns can be addressed more quickly and simply by using their chain of command.
2. VDF members who elect to present issues to the Inspector General are not required to tell anyone why they seek IG assistance. VDF members cannot be prohibited from filing a complaint, nor can they be disciplined for filing a complaint or grievance with the IG's office.
3. VDF personnel may present their complaint in writing or may call the IG to make an appointment for a personal interview. The Inspector General is LTC Jeffrey A. McCorkindale, P.O. Box 1583, Salem VA 24153, telephone (540) 562-8596.
4. The Inspector General is required to protect the confidentiality, rights, privacy and reputations of anyone who seeks Inspector General assistance.

JOHN D. TAYLOR
MG, VDF
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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
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15 Dec 2009

Command Policy Letter CG 09-13

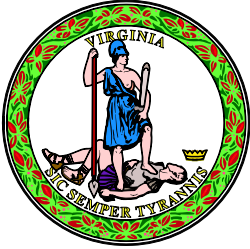
SUBJECT: VDF Battalion Command Tour Policy

1. Appointment of Battalion Commanders within the VDF will be made from a centralized order of merit (OML) list maintained at Division Headquarters.

- a.. Brigade Commanders with an actual or projected battalion command vacancy will request the current OML list from Division. With the exception of specialty battalions (i.e. medical, signal, aviation, etc), commands will be offered in descending order to the current OML. OML members may decline the offered command, in which case it will be offered to the next OML member.
 - b. Battalion Command tour length is to be no less than 3 years nor more than 5 years, unless sooner relieved. Battalion Command tours will not be extended beyond five years unless no member of the current OML is willing to accept said command.
 - c. Former Battalion Commanders will be assigned to positions to utilize their enhanced experience. Final approval of the first follow-on assignment of former Battalion Commanders remains with the CG, VDF. Priority of fill by former battalion Commanders will be Brigade XOs, BDE S-3s, primary Division G staff positions, Deputy Division G-3, Division Inspector General, and Division Deputy Chief of Staff..
 - d. Command of special troop battalions will be offered to an abridged OML list to those officers having the requisite technical skill, license or certification.
2. POC is the Chief of Staff, (540)760-3603.

JOHN D. TAYLOR
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Office of the Commanding General

VDF-HCG

19 Jan 2010

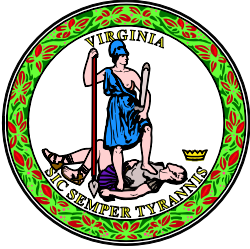
Command Policy Letter CG 10-01

SUBJECT: VDF service beyond attaining the age of 65 years

1. VDF members may, on a case-by-case basis, be approved for service after attaining their 65th birthday IAW VDF Reg 600-10, Chapter X, subparagraph e. (2).
2. Approved service beyond attaining the age 65 years will be subject to an annual review for continued service. The Assistant Chief of Staff for Personnel (G-1) will routinely provide to the CG a roster of such personnel for periodic review.
3. Personnel not selected for continued service will be honorably separated
4. This Policy Letter supercedes Command Policy Letter 09-05

JOHN D. TAYLOR
MG, VDF
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Office of the Commanding General

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19 Jan 2010

Command Policy Letter CG 10-02

SUBJECT: 2010 Commander Retention and Recruiting Strength Guidance

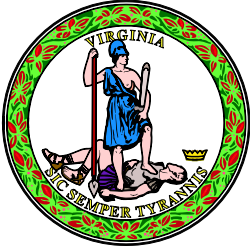
1. The strength level for the VDF for this year is 1200 by December, 2010.
2. Retention is the priority area to ensure the VDF has mission capable personnel for mission taskings. Mentorship, career counseling, dynamic training, awards presentations, and timely promotions within 30 days of selection will be Commander priority areas of leadership emphasis.
3. Recruiting priorities will be 60% prior service personnel (30% prior VNG personnel, 30% prior active duty) and 40% non-prior service personnel. The strength goals achieved in all units will result in units with a minimum strength of 75% of authorized strength to ensure mission capable units.
4. Commanders will utilize recruiting and family events to gain maximum VDF public exposure. Such events do not require prior VNG JOC approval but require advance reporting to the VDF G-3 for situational awareness.
5. Community awareness activities will be conducted to gain VDF exposure with the VNG local units, local media, families, employers, local elected officials, and local emergency responders. Such events do not require prior VNG JOC approval but require advance reporting to the VDF G-3 for situational awareness.
6. Every VDF member will be a Leader, Recruiter, and a Mentor by taking care of all subordinates.
7. Our success depends upon each of us to lead the organization into the Future. We can accomplish our goals and move the organization to the next level through dedicated and professional actions during 2010.

VDF-HCG, Command Policy Memorandum 10-02, 19 Jan 2010
SUBJECT: 2009 Commander Retention and Recruiting Strength Guidance

8. Commanders will ensure maximum distribution of this policy level down to the company level.

John D. Taylor
JOHN D. TAYLOR
MG, VDF
Commanding

Distribution: A



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Office of the Commanding General

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19 Jan 2010

Command Policy Letter CG 10-03

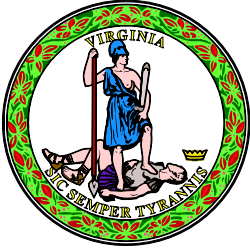
SUBJECT: Award of the Military Emergency Management Specialist (MEMS) unit streamer

1. The MEMS unit streamer will be awarded to VDF units that achieve the CG's standards for MEMS qualification. The streamer will be affixed to the unit guidon in recognition of the unit's accomplishment.
2. For CY 2010, the following criteria are established:
 - a. Companies and detachments must be at least 75% of level one manning. Battalion, Brigade and Division headquarters Companies are also eligible for the award.
 - b. 40% of the unit's assigned strength must be MEMS qualified using the following formula:
 - (1) The unit's assigned strength will be the denominator of the fraction for computing the qualifying percentage.
 - (2) The numerator will be determined using a weighted system. A member holding a BASIC MEMS qualification counts as one person. A SENIOR counts as two. A MASTER counts as three. An additional credit is awarded for a FLASH, INSTRUCTOR or NATIONAL APPOINTMENT or CITATION. The calculation is cumulative, for example a SENIOR with FLASH counts as 3 (2 + 1); a MASTER who is an Instructor counts as 4 (3 + 1).
3. The award will be calculated as of 1 Sep 2010 based on the MEMS Qualification Roster provided by the MEMS coordinator and the current MTO.
4. Unit streamers will be awarded at the Division MUTA in October 2010..
5. Unit streamers may be displayed for a period of one year. Units will have to re-qualify annually for subsequent awards.
6. The VDF MEMS Coordinator is MAJ Charles Law, located in DIV G-3.

7. Commanders are reminded that SGAUS membership and the MEMS program are voluntary activities, and may not be mandated to VDF members.
8. POC is LTC Lawson, VDF HQ, 804 225 4051.

JOHN D. TAYLOR
MG, VDF
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11 Mar 2010

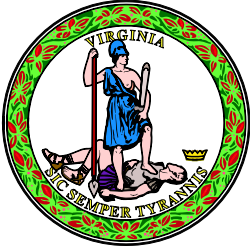
Command Policy Letter CG 10-04

SUBJECT: Revision of VDF Rank Structure, Grade E-4

1. Reference:
 - a.. VDF Reg 624-1, Promotions, change 1, effective 15 April 2010
 - b. VDF Reg 601-210, Enlisted Recruiting, effective 15 April 2010
2. Effective 15 April 2010, the VDF will phase in the rank of Specialist for grade E-4.
3. All current Corporals (CPL) will be grandfathered in their appointment as corporals until either promoted or separated, whichever comes sooner.
4. All non-prior service enlistments entitled to enlistment in the grade of E-4 by VDF Reg 601-210 will be accessed as Specialists (SPC).
5. The rank insignia authorized for SPC is the gold shield, minus the Federal eagle. Division has procured 150 sets of VDF SPC brass as an initial supply. Details of distribution will be published at a later date.
6. Lateral appointment from SPC to CPL remains authorized to fill NCO shortages in units. VDF 624-1, as changed, provides specific guidance on the lateral appointment requirements and authority.
7. POC is LTC Lawson, VDF HQ, 804 225 4051.

JOHN D. TAYLOR
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Office of the Commanding General

VDF-HCG

6 May 2010

Command Policy Letter CG 10-05

SUBJECT: VDF Grooming Standards and Uniform Wear

1. Reference:

- a. VDF New Recruit Guide (available on the VDF website).
- b. VDF REG 670-1, Wear and Appearance of the VDF Uniform (2010 draft).

2. Pending the publication of the 2010 version of VDF Regulation 670-1, the grooming standards for VDF personnel when in VDF uniform are as cited in the recruit guide, chapter 5. Those standards are repeated here:

EXTRACT FROM THE RECRUIT GUIDE:
Personal Appearance While In Uniform

5-1 Hair:

a. General: the requirement for hair grooming standards is necessary to maintain uniformity within a military population. Many hairstyles are acceptable, as long as they are neat and conservative. It is not possible to address every acceptable hairstyle, or what constitutes eccentric or conservative grooming. Therefore, it is the responsibility of leaders at all levels to exercise good judgment in the enforcement of VDF policy. Hairstyles that do not allow soldiers to wear the headgear properly are prohibited. Extreme, eccentric, or trendy haircuts or hairstyles are not authorized. If soldiers use dyes, tints, or bleaches, they must choose those that result in natural hair colors. Colors that detract from a professional military appearance are prohibited. Therefore soldiers should avoid using colors that result in an extreme appearance. Applied hair colors that are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright (fire engine) red, and fluorescent or neon colors. Soldiers will not cut designs into their hair or scalp.

b. Male: haircuts will conform to the following standards. The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance. When the hair is combed, it will not fall over the ears or

eyebrows, or touch the collar, except for the closely cut hair at the back of the neck. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted individual parts of the hair). Hair that is clipped closely or shaved to the scalp is authorized. Males will keep sideburns neatly trimmed. Sideburns may not be flared; the base of the sideburn will be a clean-shaved, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. Males will keep their face clean-shaven. Mustaches are permitted; if worn, males will keep mustaches neatly trimmed, tapered, and tidy. Mustaches will not present a chopped off or bushy appearance and no portion of the mustache will cover the upper lip line or extend sideways beyond a vertical line drawn upward from the corners of the mouth. Handlebar mustaches, goatees, and beards are not authorized. If appropriate medical authority prescribes beard growth, the length required for medical treatment must be specified.

c. Female: haircuts will conform to the following standards. Females will ensure their hair is neatly groomed, that the length and bulk of the hair are not excessive, and that the hair does not present a ragged, unkempt, or extreme appearance. Likewise, trendy styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited. Females may wear braids and cornrows as long as the braided style is conservative, the braids and cornrows lie snugly on the head and any hair holding devices comply with the standards. Dreadlocks (unkempt, twisted, matted individual parts of hair) are prohibited. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so no free hanging hair is visible. Styles that are lopsided or distinctly unbalanced are prohibited. Ponytails, pigtails, or braids that are not secured to the head (allowing hair to hang freely), widely spaced individual hanging locks, and other extreme styles that protrude from the head, are prohibited. Females will ensure that hairstyles do not interfere with proper wear of military headgear. When headgear is worn, the hair will not extend below the bottom edge of the front of the headgear, nor will it extend below the bottom edge of the collar. Hair-holding devices are authorized only for the purposes of securing the hair. All hair holding devices must be plain and of a color as close to the soldier's hair as is possible or clear.

5-2 Body Piercing: no attachments, affixing, or displaying objects, articles, jewelry or ornamentation to or through the skin while in uniform, in civilian clothes while on duty, or in civilian clothes off duty on any military installation or other places under VDF control.

5-3 Tattoos: visible tattoos or brands on the neck, face or head are prohibited. Tattoos or brands on other areas of the body that are prejudicial to good order and discipline are prohibited. Additionally any type of tattoo or brand that is visible while wearing a Class "A" Uniform and detracts from a soldierly appearance is prohibited.

5-4 Lipstick and Nail Polish: females are authorized to wear lipstick and nail polish with all uniforms as long as the color is conservative. Extreme shades of lipstick and nail polish such as purple, gold, blue and white will not be worn.

5-5 Wearing of Jewelry:

a. The wearing of a wrist watch, a wrist identification bracelet, including a conservative style POW/MIA identification bracelet (only one item per wrist) and not more than two rings (wedding

set is considered as one ring) is authorized with Army uniform unless prohibited for safety or health reasons as long as the style is conservative and in good taste.

b. No jewelry, watch chains, or similar items, to include pens and pencils will appear exposed on uniforms. Authorized exceptions are a conservative tie tack or tie clasp which may be worn with the black four-in-hand necktie and a pen or pencil which may appear exposed on the food service, CVC, and flight uniform.

c. Female soldiers are authorized optional wear of screw-on, clip-on or post-type earrings with the Class "A" and Class "B" Uniform. Earrings will not be worn with Class "C" Uniforms. Earrings will not exceed 6 mm or 1/4 inch in diameter. They will be of gold, silver, or white pearl, or diamond, unadorned and spherical. When worn, earrings will fit snugly against the ear and will be worn as a matched pair with only one earring per ear lobe. Male soldiers are not authorized to wear any type of earrings when in uniform or when wearing civilian clothing on duty.

d. Fad devices, vogue medallions, personal talismans, or amulets are not authorized for wear in uniform or on duty.

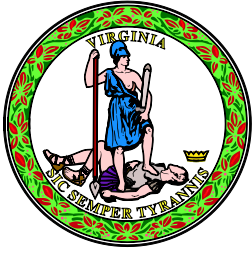
END EXTRACT

3. Requests for waiver of any provision of the grooming standards will be made through command channels with supporting documentation to DIV HQ. Waivers based on medical conditions require the VDF member to provide supporting documentation from their physician. Waivers based on religious reasons will only require a statement from the soldier. No further documentation will be required for waivers based on religious reasons unless directed by DIV HQ. All requests for waiver will be provisionally granted until a final determination is made by DIV HQ. No investigation into the basis for any requested waiver will be conducted unless directed by DIV HQ. Requests for investigation should be submitted to DIV HQ in writing. DIV HQ, after legal and Chaplain review of the request, will determine whether to authorize an investigation.

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

JOHN D. TAYLOR
MG, VDF
Commanding

Distribution: A



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Office of the Commanding General

VDF-HCG

8 July 2012

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.

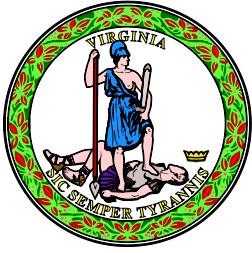
Upon promulgation of this policy, all current command and senior staff billet holders are grandfathered under this policy.

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

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