



COMMONWEALTH OF VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS
VIRGINIA DEFENSE FORCE

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Office of the G-1
LTC Michael T. Fein

VDF-HPE

12 February, 2019

MEMORANDUM FOR: All VDF Personnel

Subject: Continuous Personnel Evaluation

All current members of the Virginia Defense Force are reminded of:

- 1) An affirmative duty to inform leadership as to any involvement with law enforcement or civil authorities (including domestic violence, protective orders, and violations of probation.) This involvement includes arrest, charge, or conviction for a misdemeanor or felony including driving infractions (DUI, DWI, reckless driving). Minor parking and/or driving tickets, littering, or similar matters do not need to be reported. However, if in doubt, report the matter to your leadership. This also includes Major Subordinate Commands keeping higher headquarters informed of any such incidents.
- 2) A failure to inform leadership may result in that member's separation from the VDF

Beginning in 2019, on an annual basis, one-third of current VDF members will be randomly selected to have background checks run. Should involvement with authorities or convictions, which have not been reported to the VDF member's leadership, be discovered, that member shall be subject to disciplinary action leading to possible separation from the VDF.

FOR THE COMMANDER:

M. Fein
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ACoS G-1