

**Headquarters  
Virginia Defense Force  
5001 Waller Road  
Richmond, VA, 23230  
1 June 2021**

## **VDF Regulation 350-1**

### **Virginia Defense Force Training Program**

**Summary.** This regulation prescribes the policies, procedures, and Programs of Instruction (POI)/ Lessons Plans (LPs) for Virginia Defense Force (VDF) training.

**Applicability.** This regulation applies to the Force Headquarters (FORHQ), Major Subordinate Command (MSC) and other VDF units.

**Suggested Improvements.** Users are invited to send comments and suggested improvements directly to Headquarters, Virginia Defense Force, Attention: G-1, 5001 Waller Road, Richmond, Virginia 23230-2915.

**Proponent and exception authority.** The proponent and exception authority is the VDF Commanding General (CG). Any revisions or exceptions to this regulation are prohibited without prior written approval from the VDF CG.

**Distribution and Accessibility.** Distribution is intended for all VDF units down to the company level. This Directive has been assessed For Controlled Unclassified Information (CUI), including Official Use Only (FOUO) criteria and not found to contain sensitive/FOUO information.

JUSTIN P. CARLITTI  
Brigadier General  
Commanding General

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## **Chapter 1**

### **General Provisions**

#### **1-1. Purpose and Authority**

This VDF Regulation (VDFR) 350-1 prescribes the policies, procedures, and Programs of Instruction (POI) /Lessons Plans (LPs) for administering all VDF training and education programs. This regulation is to be read and interpreted as a stand-alone document. If any provisions of another military service regulation/instruction/order conflict with any provision herein, the provisions of VDFR 350-1 are controlling, except to the extent that it conflicts with controlling statutory or higher headquarters (HHQ) regulatory law.

#### **1-2. References**

Required and related publications are listed in the incorporated **Appendix A**.

#### **1-3. Policy**

The Virginia Department of Military Affairs (DMA) requires VDF personnel to be trained and deployable during exercises or emergent situations to support civil organizations, as representatives of the Joint Staff Headquarters' (JFHQ), Joint Operations Center (JOC), and when deployed with Virginia National Guard (VANG) units across the Commonwealth. Due to resource constraints and operational tempo, The Adjutant General (TAG) of Virginia has established a continuing requirement for the VDF to augment VANG capabilities within the range of civil support and communications capabilities, principally described in the referenced JFHQ National Guard Civil Support (NGCS) Playbook. Accordingly, the VDF has established training and education programs to ensure VDF has personnel are trained as professional soldiers, while also being technically and practically proficient in the tasks.

#### **1-4. Mission Essential Task List and Mission Descriptions**

The VDF provides an organized, trained, and disciplined military force to assist the DMA and the VANG conduct domestic operations in support of civilian authorities, and other Commonwealth of Virginia agencies as directed by competent authority.

##### **a. Mission Essential Task List (METL).**

(1) Provide homeland defense support to the DMA and VANG, and support to civilian agencies as required.

(2) Ensure Soldiers are properly trained to applicable NGCS Playbook Civil Support/Security (CSS) and Communications (COMM) missions, and prepared for assignment to a National Guard Support Team (NGST) per the VDF Regulation (VDFR) 611 series references.

(3) Provide Soldiers in professional administrative, cyber-security, legal, chaplain, public affairs, medical-dental, and family support roles to DMA and VANG.

(4) Train to proficiency for protecting people and property across the Commonwealth of Virginia during man-made and natural disasters.

(5) Support VDMA Community Involvement Programs.

(6) Provide well-trained, professional Soldiers to increase the readiness, facilitate the training of, and support DMA, VANG, Virginia Department of Emergency Management (VDEM) and other Virginia agencies.

(7) Execute other missions as Directed by TAG and the VDF Commanding General (CG).

## Chapter 2

### Policy and Training Guidance

#### 2-1. Commanding General's Intent

The VDF will execute its mission, as amplified by the METL, Operations and Training (O&T) VDF Regulations, and VDF Directives, at a professional level which commands respect and credibility. Though there are constrained resources, the VDF must be trained and prepared to assist and augment the DMA, VANG, and provide support to Commonwealth civilian agencies (predominantly VDEM) when and where required. VDF has mission taskings from the Code of Virginia and TAG assignments, to include providing communications support and CSS NGSTs for support throughout the Commonwealth and providing on-call support to State organizations in those specialties. As well, VDF is tasked to provide VANG cyber security, administrative, legal, chaplain, public affairs, medical-dental, family and miscellaneous training support. These are relevant, high-profile missions that demand the highest levels of VDF professionalism, competence and commitment. We will increase our manpower and train to successfully execute these mission tasks, as well as add critical value to the VANG.

#### 2-2. Training Guidance

Due to their unique background, roles, and missions, the VDF mirrors VANG training where appropriate, but adjusted to our personnel. The CG's guidance is as follows.

a. Ensure that the VDF follows this guidance to develop and conduct the training programs at both FORHQ and the MSC. All training must be structured, mission-focused, and presented so that the VDF can fulfill its operational requirements. All training and documents must comport with references where appropriate. A major goal of VDF training is to validate growth through exercises.

b. Annually review and revise the VDF METL to ensure that it is relevant to the DMA static and dynamic missions, as well as to broad statewide missions that can be tasked to the VDF.

c. Provide New Soldier Training (Orientation I, Orientation II, Initial Entry Training (IET), and Soldier Mission Training (SMT)) for new VDF personnel on the missions and expectations of the VDF, as well as to establish a common baseline of basic knowledge for all new VDF personnel. Basic knowledge information contained in VDF Regulation 624-1 will as well be reflected in training. On-site IET instruction will be scheduled to coincide with Multiple Unit Training Assemblies (MUTA).

d. Require that VDF officer corps be competent in military art and science. VDF G3 will leverage -- through VDF's Group Membership in the State Guard Association of the United States (SGAUS) -- access to Basic, Career-level, and Intermediate level courses for officer training. At each level students will additionally complete VDF courses, collectively labeled the "Staff Officer Professional Course (SOPC)," consisting of the following courses: (1) "VDF 207 Administration & Correspondence" per 2.0 hours; (2) "VDF 208 VDF Command and Staff Action" 3.0 hours; (3) "VDF 209, Equipment Accountability & Responsibility" 2.0 hours; and (4) "VDF 210, Vehicle Operations & Maintenance" 2.0 hours.

e. VDF has identified a critical shortfall in junior officers. VDF will conduct an annual Officer Candidate School training schedule to graduate a competent, well-trained corps of future line unit officer and warrant officer leaders, VDF G3 will further provide on a rolling basis initial training for Direct-

Commission (DC) officers. Onsite instruction will be scheduled to predominantly coincide with MUTA. VDF Regulation 350-2 provides guidance for all officer training.

f. VDF G3 will promulgate and track monthly MSC and NGST training in VDF's core functions of COMM and CSS competencies, concentrating on those competencies assigned by the TAG.

g. The VDF Command Sergeant Major and Professional Military Education Section will coordinate opportunities for, and conduct an ongoing Basic Leadership Course (BLC), Advanced Leadership Course (ALC), and Senior Leadership Course (SLC). These courses are required for appropriate-level promotion in accordance with (IAW) VDFR 624-1. Onsite instruction will be scheduled to predominantly coincide with MUTA.

h. VDF G4 will work with the VDF Active Detachment (ACTDET) to promulgate and track annual accountable property and vehicle program training for selected personnel.

i. IAW VDF Regulation 624-1 and to better understand the emergency management system, Soldiers will independently complete the following Incident Command System (ICS) courses managed by the Federal Emergency Management System (FEMA).

ICS-100: Introduction to the Incident Command System (E-3 to O-6)

ICS-200: ICS for Single Resources and Initial Action Incidents (E-3 to O-6)

ICS-700: National Incident Management System, An Introduction (E-5 to O-6)

ICS-800: National Response Framework, An Introduction (E-5 to O-6)

ICS-300: Intermediate ICS for Expanding Incidents (E-8/9; CW-3: O-5/6)

ICS-400: Advanced ICS for Command and General Staff (E-9; CW-4/5: O-5/6)

An additional elective course is IS-317: Introduction to Community Emergency Response Teams (CERT), a useful primer for VDF in emergency operations, with six modules: Civil Emergency Response Training (CERT) Basics, Fire Safety, Hazardous Material and Terrorist Incidents, Disaster Medical Operations, and Search and Rescue, and Course Summary.

Others, depending on rank per VDFR 624-1 have further FEMA Course requirements. VDF personnel should strive to leverage these requirements to achieve 100% qualification for courses in the State Guard Association of the United States (SGAUS) Military Emergency Management Specialist (MEMS) Badges curricula. However, SGAUS membership is not mandated. Nonetheless, the MEMS badge is distinctive to the state guard and VDF members should be encouraged to join SGAUS and earn the badges. The Virginia MEMs Coordinator can provide details.

j. In the event of an extended absence of a Primary Military Education (PME) course curriculum for an extended period, some soldiers have gained satisfactory education through field experience. These soldiers may petition the G3 for a equivalency certificate for their 624-1 records.

k. The VDF Surgeon or a qualified designee will provide VDF 106: First Aid training to all soldiers who lack current training or an acceptable substitute qualification.

l. Due to their unique background, roles, and missions, the VDF Soldiers are encouraged to further train on a combination of military, FEMA, American Red Cross (ARC), SGAUS, and similar organization proficiencies and certifications. Individually achieved qualifications and certifications relevant to VDF missions should be reflected in Soldier's military personnel record held at the ACTDET and where appropriate as a Level 2 qualification IAW the Appendixes to this VDFR.

m. All VDF personnel must meet General and PME qualifications as outlined in the SMT Appendixes to this Directive.

n. NGSTs will be VDF's primary operational training and deployment tool and will conduct training and exercises coordinating with the MSC to do so.

o. Synchronization and coordination with DMA and VANG elements should be a continuing goal for all leaders, including joint training where possible. G3, the Joint Force Headquarters Liaison, and Cdrs will continually work toward that goal.

## Chapter 3

### Training Program Administration

#### 3-1. Positions and Responsibilities

The following actions are routine actions, which may be modified at the CG's, or in his absence, the Deputy Commanding Officer's (DCO) direction.

a. Chief of Staff. The VDF Chief of Staff (COS) will monitor all staff action and will ensure all training actions are timely and accurately completed. The COS additionally directs staff development and training.

b. VDF G3. The VDF G3 – or the Deputy G3 in his absence -- will be the principal coordinator for all training actions.

(1) Operations Officer. The VDF Operations Officer (OPSO) will coordinate all routine and emergency operational requirements and support, include leading MUTA execution.

(2) Training Officer. The VDF Training Officer (TRNGO) will promulgate and oversee completion of all HHQ-mandated training requirements or other internal training requirements as the CG directs. The TRNGO will ensure that all VDF classes listed in the Master Training Class List are current and manage trainer competency. The TRNGO will further coordinate and guide PME matters with the training “Commandants” and Schools. The TRNGO monitors any VDF-delivered training programs delivered to VANG units. In particular, the TRNGO works with ACTDET to track New Soldier Training, CSS, and COMM competency currency. The TRNGO will coordinate the Yearly Training Plan (YTP) formulation with the FORHQ and MSC and ensure its completion. Finally, the TRNGO is the quality control and configuration control coordinator for the Appendixes to this Regulation.

(3) G3 Operations Sergeant Major. The VDF G3 Operations Sergeant Major will be the operational and administrative manager for all G3 functions, and will manage official G3 files, coordinating with the VDF Information Technology Specialist as needed. The incumbent will ensure the Tactical Operations Center for MYTAs and State Active Duty (SAD) events is properly running and assist the TRNGO to manage training.

(4) Active Detachment. The ACTDET provides general support to the FORHQ staff when planning operations and support. In particular, ACTDET works with G3 TRNGO to track New Soldier Training, and SMT.

(5) Professional Officer Training. FORHQ Special Staff Leaders and the Cyber Group OIC will ensure the VDF members under their professional oversight (lawyers, medical personnel, chaplains, cyber security, public affairs) maintain the professional training, certifications, and licenses required by law and report compliance to the COS by the end of each CY. Planned training events should be reflected in the YTP.

(6) Professional Military Education. The TRNGO (working with the VDF Command Sergeant Major for enlisted members) will maintain a tracking system, and ensure all soldiers have access to and



have timely completed or made adequate annual progress in, formal training required for promotion. These include Orientation Training Levels I and II, IET, BLC/BNCOC/ANCOC/SNCOC, Non-commissioned Officer Development Course (NCOLD), and CG-directed officer training. MSC Cdrs and FORHQ staff section leaders will cooperate with the pertinent trainers' efforts to schedule and record such training.

(7) Core Competency Training. The CG has directed that VDF will train in two Core Competencies: (1) CSS; and, (2) COMM). The G3 will coordinate with the Competency Managers/Commandants to publish training validation standards and levels for each. The TRNGO will ensure via Managers/Commandants that each Competency is considered in SMT accomplishment and CY training and evaluation schedules to achieve/maintain qualification. The Managers will work with the ACTDET to maintain a database tracking all unit soldiers' SMT course qualifications and training progress, and ensure qualifications are recorded in individual military personnel record books. MSC leaders and FORHQ staff section leaders will cooperate with the Competency Managers' efforts to schedule and record such training.

(8) Officer Candidate School (OCS) and Direct Commission training. The OCS Commandant/Officer-in-Charge (OIC) will conduct an annual OCS, based on a CY cadence. The OIC will further provide DC officers basic entry training on a rolling basis per VDFR 350-2.

(9) Other Training. The TRNGO will organize other training as the CG directs, such as logistics classes. MSC Cdrs and FORHQ staff section leaders will cooperate with the TRNGO's efforts to schedule and record such training.

(10) Equipment Accountability/Operability. Equipment availability and accountability must be emphasized. G4 will coordinate accountable property reconciliation every six months and provide reports to the ACTDET. Commanders will ensure accountable property under their control is always properly assigned out and maintained monthly. G6 will ensure communications checks verify VDF communications equipment operability monthly via White Star exercises, and inventory/conduct operational check on DMA Civil Support Tactical Packages (TACPAK) at least semi-annually.

(11) VDF FORHQ Staff Section Leaders and Subordinate Commanders. As noted above, the TRNGO will coordinate the YTP formulation with the Force training leaders and ensure its completion. FORHQ staff section leaders will coordinate training support requests directly with the G3. VDF MSC Commanders (Cdrs) will coordinate all training support requests from their units to G3, via their S3 or Executive Officer (XO).

### 3-2. Training Actions

a. Yearly Training Plan. The VDF will operate on a calendar year (CY) training plan. The Deputy G3 and TRNGO will produce a draft YTP by 1 December of each CY after receiving the CG's guidance and consulting with the FORHQ staff leaders and MSC Cdrs/S3. After review, the G3 will submit the final draft YTP to the CG for review. The approved YTP will be promulgated to VDF before 1 January of the new training year. The G3 will coordinate a Mid-year YTP Review each June with the CG, FORHQ leaders, and MSC Cdrs/S3s, and publish a revised YTP as needed.

b. Training Support. Logistics and facility support requests will be submitted to the

FORHQ/ACTDET. As regards facilities at Fort Pickett, VA (FPVA) and the State Military Reservation, Camp Pendleton, VA (SMR), the ACTDET requests facilities, training areas and any ranges at FPVA Pickett and SMR. The G4 is in charge of facilities while used at FPVA, but only the ACTDET Unit Administrator (UA) may obligate VDF funds for the Range Facility Management Support System (RFMSS) – generated facilities use. The UA will be notified of messing and transportation needs. G1 will provide orders and administrative support as needed. G3 manages Safety Brief and Range Coordination.

c. Reserve Center (RC) and other Facility Reservations.

(1) RC/Armory reservations are a joint G4 and ACTDET responsibility. YTCs will include certification that RCs/Armories have been reserved for all UTAs, meaning units must coordinate proposed UTA dates with same prior to that date. ACTDET will use the YTC's to notify the DMA of VDF RC/Armory use schedules NLT 30 September.

(2) All subordinate units should attend monthly RC/Armory Control Board meetings whenever possible. The purpose of these is to ensure visibility on the RC/Armory's tenant use calendar and to deconflict any activities. Changed UTA dates due to DMA needs or other new RC/Armory use dates must be passed to ACTDET NLT 60 days prior to use.

d. New Soldier Training. The TRNGO and PME will ensure New Soldier training are accomplished IAW **Appendix B.**

e. VDF General Classes POI. The TRNGO, and MSC, will ensure VDF General Classes POI training is accomplished as part of IET, BNCOC/ANCOC, and new officer training IAW **Appendix C.**

f. CSS POI. The TRNGO, Managers/Commandant, and MSC, will ensure CSS POI training is accomplished IAW **Appendix D.**

g. COM POI. The TRNGO, Managers/Commandant, and MSC, will ensure COMM POI training is accomplished IAW **Appendix E.**

h. Officer Candidate School/DC POI. The TRNGO and OCS Commandant will ensure the OCS/DC POI training is accomplished IAW **Appendix F.**

i. NCO Courses POI Training. The TRNGO Force Command Sergeant Major will ensure NCO Courses POI Training is accomplished IAW **Appendices G, H, & I.**

j. Company Commander/1SG's Course POI. The TRNGO and PME G-3 will ensure Company Commander/1SG's Course training is accomplished IAW **Appendix J.**

k. Master Class List. G-3 will maintain and review annually a Master Class List, and ensure it is properly reflected in Appendixes B-G, IAW **Appendix K.**

l. Logistics Training. The VDF G4 will coordinate with the ACTDET Property Officer to have selected personnel complete Property Accountability and State Vehicle Management classes. Such training will additionally form part of the SOPC.

1. Unit Training Leaders and Individual Assigned Instructors. *Appendixes B-F contain the POIs, LPs and types of training aides to be used for each class VDF teaches. Ad hoc training materials and LPs may not be used as substitutes, although each class contains a comment sheet for suggesting modifications.*

### **3-3. Reporting**

The G3 TRNGO will schedule, plan, and manage training as shown in the Appendixes IAW the YTP and ACTDET training support spreadsheet documentation.

### **3-4. Readiness Certification**

In order to ensure that all levels of VDF command have cognizance of who has met all training requirements the following applies:

a. All soldiers wishing assignment to State Active Duty via NGSTs must meet the following minimum requirements:

- \* Member in good standing of the VDF, including being current on required Professional Military Education commensurate with rank and new-entrant status.

- \* Possess a valid State driver's license or Commonwealth-issued identification card and submit a copy to keep on record.

- \* Have no felony convictions by any civilian or military court or have a VDF waiver.

- \* Annually meet weight/height standards in accordance with VDF regulations.

b. Training currency in all courses will be electronically maintained. The VDF G3 TRNGO will maintain a certified roster of all members who have met training standards and are ready to receive an assignment commensurate with their certification level.

c. In cases of emergency need (i.e. Commonwealth or National emergency), deviations may be considered by MSC Cdrs, coordinating with G3 on an individual basis. Individuals with a high level of previous demonstrated performance may receive a training waiver based on VDF needs. Deficient training should be provided to the extent possible and as time allows.

### **3-5. Annual Review and Validation**

The G3 Training Standards and Curriculum Control Officer will annually review and revise this regulation and its Appendixes for currency and accuracy. Revisions will be staffed to the CG via the COS. VDF personnel may suggest course changes through the evaluation forms in each Appendix. VDF personnel proposing a new course should use the below form.



**VIRGINIA DEFENSE FORCE**  
Course Proposal Form



**Date:**

**Soldier's Name:**

**Unit:**  **Unit Commander:**

1. Proposed course title (Please keep your proposed title to 60 characters or less, including spaces.):

2. Proposed course description (Write one paragraph that summarizes what students will learn in this class, how they will learn, and how they will be evaluated.):

3. Prerequisites: what prior training, skills, or knowledge do soldiers need prior to enrolling in this course?

Soldier's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Commander's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix A

### References

- \*Title 10 United States Code (as amended)
- \*DOD Directive 5100.1, “Functions of the Department of Defense and Its Major Components”
- \*DOD Directive 5158.1, “Organization of the Joint Chiefs of Staff and Relationships with the Office of the Secretary of Defense”
- \*Organization of the Joint Chiefs of Staff, Action Officer Orientation Handbook
- \*Joint Admin Pub 1.1, *Organization and Functions of the Joint Staff*
- \*FM 3-1 Operations
- \*FM 3-21.5 Drill and Ceremonies : [www.usarmyband.com/pdf/FM\\_3\\_21\\_5.pdf](http://www.usarmyband.com/pdf/FM_3_21_5.pdf)
- \*FM 6-22 Army Leadership
- \*FM 21-15 Care and Use of Individual Clothing and Equipment
- \*FM 21-15 Topographic Symbols
- \*FM 21-26 Map Reading
- \*FM 22-101 Leadership Counseling
- \*FM 25-2 Unit Training Management
- \*FM 101-5 Staff Organization and Operations
- \*ADRP 6-22 Army Leadership
- \*AR 25-50 Army Correspondence
- \*AR 350-1: Training Management
- \*AR 600-20 Army Command Policy
- \*AR 600-25 Salutes, Honors, Visits of Courtesy
- \*AR 670-1 Wear and Appearance of Army Uniforms
- \*Army Pamphlet 600-67 Effective Writing for Army Leaders Department of the: <http://www.armywriter.com/DAP600-67.pdf>
- \*Leader’s Guide to After Action Review US Army 710:
- \*Platoon Leader: <http://platoonleader.army.mil/>
- \*Army Writing Reference Center: <http://www.armywriter.com/army-writing-references.htm>
- \*Center for Army Lessons Learned: <http://usacac.army.mil/cac2/call/index.asp>

- \*Army Staff Ride: <http://www.history.army.mil/srides.html>
- \*FEMA Emergency Management Institute: <http://training.fema.gov/IS/crslist.asp>
- \*Introduction to Technical Writing: <http://www.youtube.com/watch?v=kmpzzGebHng>
- \*Technical Writing – General Instruction: <http://www.youtube.com/watch?v=Hxz6-m9vxdg>
- \*Technical Writing Definition Rules: <http://www.youtube.com/watch?v=bws5BMVPjY4>
- \*MEMS Academy Student Handbook:  
<http://www.sgaus.org/docs/MEMS%20Student%20Manual%202013a.pdf>
- \*Virginia Code Section 44-54-7 Regulations
- \*National Guard Civil Support Playbook
- \*Virginia Emergency Operations Center: <http://www.vaemergency.gov>
- \*All VDF Regulations: <http://vdf.virginia.gov/vdfresources/vdfregulations/>
- \*VDF Regulation (VDFR) 350-2, VDF Officer Training Management
- \* VDFR 611-3, National Guard Support Team Management
- \*VDF Directive 1-20, Operations and Training Procedures and Formats