

# Virginia Defense Force Office Symbols

**VIRGINIA DEFENSE FORCE HEADQUARTERS  
5001 WALLER ROAD  
RICHMOND, VIRGINIA 23230**

**31 DECEMBER 2019**

# ***SUMMARY of CHANGE***

VDFR 25-59  
Office Symbols  
31 December 2019

- o This regulation takes into account the VDF reorganization of September 2019.

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

**31 December 2019**

## **Personnel/Administration**

### **VDF Office Symbols**

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**Summary.** This document supersedes VDFR 25-59 dated 30 September 2017. The Office Symbols prescribed by this regulation are to be used in the preparation of all VDF correspondence and messages. They may also be used for operations plans, orders, and reports within the Virginia Defense Force.

**Applicability.** This regulation applies to units of the VDF. During mobilization for state active duty, procedures in this publication can be modified to support policy changes as necessary.

**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.

**Distribution.** Distribution is intended for all VDF units down to the Company level.

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## 1. Purpose

This regulation—

- a. Prescribes policy for the use and construction of office symbols throughout the Virginia Defense Force.

## 2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

## 3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

## 4. Responsibilities

a. The Deputy Chief of Staff G-1 will—

- (1) Prescribe policy, procedures and implementing instructions on the use and construction of office symbols.
- (2) Supervise and manage the office symbol program for the Virginia Defense Force.
- (3) Review and approve/disapprove requests for new or modified office symbols.

## 5. Use of office symbols

Office symbols are used to—

- a. Identify the originators of correspondence and electronically transmitted messages within the Virginia Defense Force.
- b. Denote the placement of an organization within the Virginia Defense Force structure for historical and records purposes.

## 6. Policy

- a. Office symbols can be used as a part of official mailing addresses as prescribed in paragraph 8.
- b. Changes to office symbols will be kept to a minimum. Office symbols will be added or deleted when—
  - (1) New organizational elements are created.
  - (2) Existing organizational elements are terminated.
  - (3) Organizational elements are divided or merged.
  - (4) Major organizational names change.

## 7. Construction of office symbols

- a. VDF office symbols will contain no more than nine characters (excluding hyphen). A hyphen is placed between the third and fourth characters (for example, XXX-XXXXXX).
- b. The first three characters in VDF office symbols will always be “VDF”.

## 8. Use of office symbols in addresses

An office symbol can be placed in parentheses after the office name when addressing correspondence and/or official mail.

**Table 1**  
**VDF Headquarters Group**

<b>COMMAND</b>	
Commanding General	VDF-HCG
Deputy Commander	VDF-HDCO
Command Sergeant Major	VDF-HCSM
<b>CIVILIAN STAFF</b>	
Unit Administrator	VDF-UA
Information Technology (IT) Administrator	VDF-IT
Property Book Administrator	VDF-PBA
<b>FORCE HEADQUARTERS</b>	
HQ Commandant	VDF-HQC
Executive Officer	VDF-HQX
1 <sup>st</sup> Sergeant	VDF-HQ1SG

<b>GENERAL STAFF</b>	
Chief of Staff	VDF-HCS
<b>ASSISTANT CHIEFS OF STAFF</b>	
<b>G-1</b>	
G-1	VDF-HPE
Personnel Officer	VDF-HPEO
Administrative Actions Officer	VDF-HPEAA
Personnel/Admin Sergeant Major	VDF-HPESM
<b>G-3</b>	
G-3	VDF-HOP
Deputy G-3	VDF-HOPD
Operations OIC	VDF-HOPO1
Operations Officer	VDF-HOPO2
Training OIC	VDF-HOPTR
Safety/Weather Officer	VDF-HOPSO
Operations Sergeant Major	VDF-HOPSM
<b>LNO Section</b>	
JFHQ LNO	VDF-JFHQL
Fort Pickett LNO	VDF-FPVAL
<b>Officer Candidate School</b>	
Commandant	VDF-OCS
TAC NCO	VDF-OCSMS
<b>Professional Military Education</b>	
PME Commandant	VDF-PME
PME Assistant	VDF-PMEMS
<b>Civil Support Security Training</b>	
Commandant	VDF-CSST
Assistant	VDF-CSSTMS
<b>G-4</b>	
G-4	VDF-HLG

Deputy G-4	VDF-HLGD
Logistics Operations Officer	VDF-HLGOP
Logistics/Maintenance Officer	VDF-HLGM
Logistics Sergeant Major	VDF-HLGSM
LOG/Maintenance Operations Chief	VDF-HLGMS
Warehouse NCO	VDF-HLGWS
Food Operations Officer	VDF-HLGFO
<b>G-6</b>	
G-6	VDF-HIM
Deputy G-6	VDF-HIMD
Communications Sergeant Major	VDF-HIMSM
<b>Communications Training School</b>	
OIC/Commandant	VDF-COMMCO
Assistant	VDF-COMM5
<b>SPECIAL STAFF</b>	
<b>INSPECTOR GENERAL</b>	
Inspector General	VDF-HIG
Deputy Inspector General	VDF-HDIG
<b>MEDICAL</b>	
VDF Surgeon	VDF-HMD
Assistant VDF Surgeon	VDF-HMDD
<b>VDF Medical Command</b>	
Commander	VDF-HMDCO
Medical Command Executive Officer	VDF-HMDXO
Medical Command NCOIC	VDF-HMDMSG
<b>MINISTRY</b>	
VDF Chaplain	VDF-HCH
Deputy VDF Chaplain	VDF-HCHD
Chief Psychological Health, Div	VDF-HCHMH
<b>LEGAL</b>	

Staff Judge Advocate	VDF-HSJA
Deputy Staff Judge Advocate	VDF-HSJAD
Paralegal NCO	VDF-HSJASG
<b>VDF HISTORIAN</b>	
VDF Historian	VDF-HMH
Deputy VDF Historian	VDF-HMHD
<b>RECRUITING AND RETENTION</b>	
Commander	VDF-HRR
Executive Officer/OPS	VDF-HRRD
R & R Sergeant Major	VDF-HRRSGM
Diversity Officer	VDF-HRRDO
Recruiting Officer	VDF-HRRRO
Staff Assistant	VDF-HRRSA
<b>Westmoreland County H.S. VDF Cadet Staff</b>	
NCOIC	VDF-CADNCO
Lead Instructor	VDF-CADINS
<b>PUBLIC INFORMATION</b>	
Public Information Officer	VDF-HPIO
Assistant Public Information Officer	VDF-HAPIO
Public Information NCO	VDF-HPIOSG
<b>CIVIL SUPPORT SECURITY PLATOON</b>	
Platoon Leader	VDF-CSSPLT
Platoon Sergeant	VDF-CSSSGT
<b>VDF CYBER DETACHMENT</b>	
OIC	VDF-CYBOIC
Cyber Team Leader	VDF-CYBTL
<b>VDEM REGIONAL LIAISON RESOURCE</b>	
OIC	VDF-RLROIC
RLR LNO Region 1	VDF-RLR1
RLR Task Force LNO Region 1	VDF-RLRTF1

RLR LNO Region 2	VDF-RLR2
RLR Task Force LNO Region 2	VDF-RLR2TF2
RLR LNO Region 3	VDF-RLR3
RLR Task Force LNO Region 3	VDF-RLR3TF3
RLR LNO Region 4	VDF-RLR4
RLR Task Force LNO Region 4	VDF-RLR4TF4
RLR LNO Region 5	VDF-RLR5
RLR Task Force LNO Region 5	VDF-RLR5TF5
RLR LNO Region 6	VDF-RLR6
RLR Task Force LNO Region 6	VDF-RLR6TF6
RLR LNO Region 7	VDF-RLR7
RLR Task Force LNO Region 7	VDF-RLR7TF7
USCGAUX LNO	VDF-CGAUXL
<b>ABF TASK FORCE</b>	
OIC	VDF-ABFOIC
NCOIC	VDF-ABFNCO
Operations Officer	VDF-ABFOPS



**Table 2**  
**VDF Field Forces**

Office/Position/Unit	1 <sup>st</sup> Regiment	Office/Position/Unit	Communications Battalion
Headquarters	VDF-1HO	Headquarters	VDF-SIGHO
Commander	VDF-1HCO	Commander	VDF-SIGCO
Executive Officer	VDF-1H5	Executive Officer	VDF-SIG5
Command Sergeant Major	VDF-1HCSM	Command Sergeant Major	VDF-SIGCSM
Training Officer	VDF-1H3	S-1	VDF-SIGH1
Staff NCO	VDF-1H1	S-3	VDF-SIGH3
S-4	N/A	S-4	VDF-SIGH4
S-6	N/A	S-6	N/A
Medical	N/A	Medical	VDF-SIGMD1
Ministry	N/A	Ministry	VDF-SIGCH1
Legal	N/A	Legal	VDF-SIGJA1
Company A	VDF-1A	MCP Det. 1	VDF-SIGM1
Company B	VDF-1B	MCP Det. 2	VDF- SIGM2
Company C	VDF-1C	MCP Det. 3	VDF- SIGM3
Company D	VDF-1D	MCP Det. 4	VDF- SIGM4
Company E	VDF-1E		
Company F	VDF-1F		

**Appendix A**  
**References**

**AR 25-59**  
Office Symbols

**JFHQ-KS SOP 25-59**  
Office Symbols

**Glossary**  
**Section I**  
**Abbreviations**

**AR**  
Army Regulation

**VDF**  
Virginia Defense Force