

VDFR 37-2

Virginia Defense Force Budget Planning and Programming

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

01 APRIL 2014

Contents (Listed by paragraph and page number)

Purpose • 1, *page 1*

Reference • 2, *page 1*

Proponent • 3, *page 1*

General • 4, *page 1*

Responsibilities • 5, *page 1*

Execution • 6, *page 2*

1. PURPOSE

The purpose of this regulation is to describe the process used in planning the Virginia Defense Force (VDF) budget and the members of the VDF who have responsibilities in this process.

2. REFERENCE

Commonwealth Code 2.2-1504, Estimates by State Agencies of Amounts Needed.

3. PROPONENT

The Virginia Defense Force (VDF) Unit Administrator is the proponent for this regulation. The VDF Unit Administrator is a state employee of the Commonwealth of Virginia reporting to the Department of Military Affairs (DMA) Director of Personnel and Administration.

4. GENERAL

The VDF is an agency of the Commonwealth of Virginia under the Department of Military Affairs (DMA). The VDF participates in the biennial Commonwealth budget process in accordance with reference and such guidance that DMA may periodically publish.

a. In odd-numbered years, beginning approximately 1 March, the VDF will begin its internal budget planning and programming cycle for the upcoming biennium. A final VDF budget request submission will be delivered to DMA o/a 1 August of that year. The actual suspense date will be published by DMA.

b. In even-numbered years, beginning approximately 1 March, the VDF will begin its supplemental budget request for the second year of the scheduled biennium, subject to such guidance as may be published by DMA.

5. RESPONSIBILITIES

a. VDF Unit Administrator: The VDF Unit Administrator, as the Commonwealth employee responsible for state budget and financial activities, will function as the primary point of contact with the Department of Military Affairs for budget actions.

b. Commanding General: The Commanding General (CG) will establish overall budget priorities within the VDF and approve the VDF final budget requirement submission to DMA.

c. Chief of Staff: The Chief of Staff will provide Command budget requirement and submission oversight to all subordinate staff elements within VDF HQs, with particular attention on those staff elements identified with the specific responsibilities cited below.

d. Assistant Chief of Staff, G-3: The G-3 will provide operational and training budget requirements for the VDF. As a minimum, the G3 will determine budget requirements for all projected VDF mass unit training assemblies, specialized training assemblies, JFHQs sponsored exercise in which the VDF is required to participate, and Community Support events.

e. Assistant Chief of Staff, G-4: The G-4 will provide logistical budget requirements for the VDF. As a minimum, the G-4 will determine budget requirements for operations and maintenance of the VDF Commonwealth-owned vehicle fleet, consumable supplies, uniform items and general supply, service and equipment items.

f. Assistant Chief of Staff, G-6: The G-6 will provide IT and Communications budget requirements for the VDF. As a minimum, the G-6 will determine budget requirements for operations and maintenance of on-hand VDF electronic equipment and software and for the purchase of new and/or replacement electronic and IT items.

g. Assistant Chief of Staff, G-7: Support G-3 and ensure that all required training and exercise activities have been identified for budgeting purposes.

h. Major Subordinate Commanders: Major subordinate commanders (MSCs) will submit their operating budget requirements and provide oversight to their respective staffs in the coordination required with their G-staff counterparts.

6. EXECUTION

On or about 1 July each year, the CG, VDF will chair a Budget Review and Submission meeting with the HQs Staff and the MSCs. The purpose of this meeting will be to review all submitted requirements for consideration to the budget submission to DMA. Staff sections and MSCs will be prepared to defend their submissions. CG VDF will make a final decision on the requirements to be submitted to DMA.