

**Appointment of
Commissioned
and Warrant
Officers in the
Virginia Defense Force**

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

08 MARCH 2022

SUMMARY of CHANGE

VDFR 601-100

Appointment of Commissioned and Warrant Officers in the Virginia Defense Force
08 March 2022

- o This regulation is a revision and replacement of VDF Regulation 601-100 14 July 2016
- o Criteria for appointment of warrant officers in Sections 2-2.2 and 2-10 have been revised.
- o Appendix A names the specific specialties for warrant officers in the VDF.

**Headquarters
Virginia Defense Force
Richmond, VA 23230
08 MARCH 2022**

**Personnel/Administration
Appointment of Commissioned and Warrant Officers in the Virginia Defense Force**

Summary. This regulation prescribes policies and procedures governing the appointment of commissioned and warrant officers in the Virginia Defense Force.

Applicability. This regulation applies to the entire 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 – FORHQ and all operational units.

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Chapter 1 Introduction

1-1. Purpose

This regulation prescribes policy, eligibility requirements, and administrative procedures for the appointment of commissioned and warrant officers in the Virginia Defense Force (VDF).

1-2. References

Title 44, Military Law of Virginia.
Permanent Order 1-1 (VaDF) TAG, VA 1 March 1988.
NGR 600-100 (15 April 1994)

1-3. Explanation of abbreviations and terms

Unless otherwise defined herein, the following terms used in this regulation are defined to mean the following:

“ACofS”: assistant chief of staff

“Armed Forces”: a federal uniformed military or naval service: the Army, Navy, Air Force, Marine Corps, and Coast Guard. For purposes of this regulation, the Public Health Service, the Civil Air Patrol, and the US Coast Guard Auxillary are not federal military or naval forces and are not included within the term “Armed Forces”.

“Board action”: action taken by a duly appointed and convened officer’s promotion and screening board.

“OCS”: the Virginia Defense Force Officer Candidate School, as amended from time to time.

“Commanding General”: the Commanding General of the Virginia Defense Force.

“CoS”: the VDF chief of the staff

“Prior service”: service as a member of the Armed Forces or of a State Defense Force.

“State Defense Force”: a non-federal, state military organization created pursuant to the authority of 32 USC section 109(c) and which has been recognized by the Adjutant General of the state in which it was created.

1-4. Responsibilities

- a. The ACoS, G-1, with the approval of the Commanding General, will establish written personnel policies relating to each procurement program and will conduct and supervise all prescribed personnel functions.
- b. The Staff Judge Advocate (SJA), upon request, will review VDF administrative changes to verify the legal sufficiency of prescribed policies and changes.
- c. VDF commands will process officer and warrant officer appointments in accordance with this regulation.

Section II Policy

1-5. Citizenship

- a. An original appointment as a commissioned or warrant officer in the VDF may be given only to a person who is a citizen of the United States and a resident of the Commonwealth of Virginia or of any state contiguous to Virginia which does not have a state defense force, state guard, or state militia officially recognized by proper and respective governmental authority (The District of Columbia, North Carolina, Kentucky, or West Virginia.) Residents of those states contiguous to Virginia which have a recognized State Defense Force (Maryland and Tennessee) may not be appointed as an officer in the VDF.

b. Applicants must prove U.S. citizenship by submitting a birth certificate, certificate of citizenship, certificate of naturalization, an FS 240 (Consular Report of Birth Abroad), an FS 545 (Certification of Birth Abroad of a Citizen of the United States of America), a DS 1350 (Certification of Birth Abroad to U.S. Citizen), a passport, DD Form 214, NGB Form 22, *etc.*

1-6. Medical and fitness standards

- a. An original appointment as a commissioned or warrant officer in the VDF may be given only to a person who is physically qualified to perform those duties to which he or she is assigned.
- b. Applicants who have an existing serious medical condition that may impact their ability to perform their assigned duties will require a medical screening and fitness determination by the VDF Surgeon.
- c. Height-Weight Standards for membership are found in Appendix A of this regulation.

1-7. Age requirements

An original appointment as a commissioned or warrant officer in the VDF may be given only to a person who is at least 22 years of age and who has not attained his or her 65th birthday. Maximum age is set by statute, and may not be waived.

1-8. Educational requirements

- a. Except as specified in para 2-4, an original appointment as a commissioned officer, other than as a warrant officer (WO), in the VDF may be made to an individual who has been either honorably discharged or retired as a commissioned officer of the Armed Forces or from a recognized State Defense Force. An officer with a commission from a SDF must possess a baccalaureate degree.
- b. WOs must be a high school graduate or have passed the General Education Development test of high school level or higher.
- c. Applicants must be proficient in the English language. If the applicant's primary language is other than English, a Statement of Proficiency endorsed by the first field grade commander in the chain of command will be submitted with the application.
- d. Non-prior service or enlisted personnel who seek appointment as commissioned or warrant officers in the VDF pursuant to this Regulation shall complete the entry level training requirements set forth in Appendix B, including subparts B-1 thru B-3, within the time periods set forth therein after the date of their appointment.

1-9. Loyalty

An individual must neither be nor have been a member of any foreign or domestic organization, association, movement, or group or any other combination of persons that—

- a. Advocates subversive policy.
- b. Seeks to alter the form of the U.S. or Commonwealth governments by unconstitutional means.

1-10. Character

An original appointment as a commissioned officer or warrant officer in the VDF may be given only to a person who is of good moral character.

1-11. Military or civilian court convictions.

- a. Applicants must not have any criminal convictions, adverse juvenile adjudication, pre-trial diversion for a felony or domestic assault and battery, or any type of court-martial conviction. A request for a waiver of a conviction, offense, or unfavorable juvenile court decision will be submitted in affidavit form or supported by documentary evidence citing the offense, the court action, and the judgment and sentence rendered. No waiver is required for minor traffic or minor non-

traffic offenses resulting in a fine of \$250 or less, except when the applicant has accumulated six or more such offenses during any 12-month period.

b. The Commanding General may grant a waiver for an offense under military or civil codes if the offense was not a felony and the offense did not involve moral turpitude.

c. A person convicted of an offense which is or would be a sexually violent offense as described in Virginia law may not be appointed to the VDF. This restriction may not be waived.

1–12. Ineligibility for appointment

An original appointment as a commissioned or warrant officer in the VDF may not be given to persons who—

a. Have been separated from any of the Armed Forces involuntarily, have resigned, or have been separated in lieu of elimination or for the good of the service.

b. Have been removed from office under the criminal laws of the United States.

c. Have been separated from any of the Armed Forces with an other-than-honorable, bad conduct, or dishonorable discharge.

1–13. Publication of appointment orders for all officers in the Virginia Defense Force

a. Only the FORHQ (VDF ACTDET) has authority to publish appointment orders for all officers in the VDF.

Chapter 2

Appointment of Commissioned and Warrant Officers in the Virginia Defense Force

Section I

General

2-1. The VDF Officer Procurement Program

This chapter prescribes policy and procedures for appointment of commissioned officers of the basic branches, Chaplains, Judge Advocate General's Corps (JAGC), Medical Corps, and WOs in the VDF.

2-2. Source of personnel

2-2.1 Commissioned Officers

Commissioned officers will be procured from—

- a. Graduates of the Corps of Cadets from the Virginia Military Institute, Virginia Polytechnic Institute, and The Virginia Women's Institute for Leadership (VWIL), who request initial appointment in the VDF and who are acceptable to the Commanding General, as authorized by the Adjutant General of Virginia.
- b. Graduates of the VDF OCS.
- c. Graduates of the Reserve Officers Training Corps (ROTC).
- d. Honorably discharged or retired commissioned officers of the Armed Forces or State Defense Forces.

2-2.2 Warrant Officers

Warrant officers will be procured from –

- a. Honorably discharged or retired warrant officers of any of the Armed Forces or State Defense Forces.
- b. Honorably discharged or retired commissioned officers of any of the Armed Forces or State Defense Forces.
- c. Civilians with specific skills or training may be tendered direct appointments in the VDF. Packages shall be forwarded to the Command Chief Warrant Officer for review and recommendation to the CG. Final appointments by the CG are contingent upon successful completion of VDF OCS or the VDF Professional Officer Development Course.
- d. Highly qualified enlisted personnel of the VDF, subject to education and/or licensing requirements and recommendation of their chain of command.

2-3. Service obligations

An individual who accepts a VDF appointment does not incur a service obligation as a result of accepting the appointment.

2-4. Reduction from rank held in Federal Service upon appointment

- a. If there is no position open at the rank an individual last held while in federal service (active, reserve, or National Guard), that individual may request prior to appointment, in writing, a reduction to the maximum rank for that position or the individual may be placed in the Active Reserve and attached to a command should no billet exist.
- b. This reduction is non-prejudicial and the individual may later be reassigned/transferred to a position at their last held rank if such position is authorized that rank.
- c. TIG requirements for promotion from this rank is governed by VDFR 600-8-38 (Officer and Enlisted Reductions).
- d. The request is to be kept as a permanent part of the individual's MHRR.

2–5. Determination of appointment grade in branches other than the Medical Corps, Chaplain Corps, and Judge Advocate General Corps

- a. Prior service commissioned and warrant officers may be appointed in the VDF in the same grade that they held on their honorable discharge or retirement, provided a vacancy exists for that grade.
- b. Non prior service graduates of the cadet program of VMI, the cadet program of VPI, the cadet program of VWIL, any college ROTC will be appointed as second lieutenants in the VDF.

Section II Appointment to the Special Branches

2–6. Limitations on Assignments

- a. Medical Corps, Chaplains, Chaplain Candidates, and The Judge Advocate General's Corps officers will be assigned only to positions requiring their respective branch and area of concentration. Individuals not professionally qualified as MC, CH, and JA officers will not be assigned to positions of these branches.
- b. Officers in the Medical Corps, Chaplains, Chaplain Candidates, and The Judge Advocate General's Corps shall not be placed in command billets and may not exercise command authority.

2–7. Appointment of VDF Chaplains

- a. Appointment of Chaplains, special eligibility requirements and procedures are covered completely in VDFR 165-1, VDF Chaplain Duties. These are in addition to the eligibility requirements of chapter 1. Interested individuals will first contact Headquarters, Virginia Defense Force, Office of the Chaplain, 5001 Waller RD Richmond, VA 23230.
- b. The VDF Chief of Chaplains will determine acceptability of credentials.
- c. Individuals must satisfy the educational and ecclesiastical requirements for appointment of Chaplains, and must be a fully ordained or fully qualified member of the clergy authorized to perform all offices, functions, sacraments, ordinances, and ceremonies required of a religious ministry professional for that religious organization.
- d. Individuals must present DD Form 2088 (Statement of Ecclesiastical Endorsement) or similar statement from an authorized ecclesiastical endorsing agency stating that the individual is actively engaged in a denominationally approved vocation.
- e. Individuals must be approved and recommended as being spiritually, morally, intellectually, and emotionally qualified to represent the religious organization in the VDF. The endorsing agency will send the statement directly to the Office of the VDF Chaplain.
- f. Non-prior service Chaplain Corps officers appointed in the VDF will typically be accessed as Captain (0-3). No non-prior service accession above the grade of Captain is authorized and requests for waivers will not be considered.

2–8. Appointment to the VDF Judge Advocate General's Corps

- a. Special eligibility requirements and procedures are prescribed for selecting and appointing commissioned officers to the JAGC in the VDF in addition to the eligibility requirements of chapter 1. An applicant must be a member in good standing of the Virginia State Bar and authorized to practice law in Virginia. Interested individuals will first contact the VDF Staff Judge Advocate, 5001 Waller RD Richmond, VA 23230.
- b. The VDF Staff Judge Advocate will determine acceptability of credentials.
- c. Personnel will be procured from—
 - (1) Officers in the VDF basic branches with requisite professional education and licensing.

- (2) Honorably discharged or retired JAGC officers of the Armed Forces who request appointment in the VDF.

d. Non-prior service Judge Advocate General Corps officers appointed in the VDF will typically be accessed as Captain (O-3). Appointment to Major (O-4) may be authorized in exceptional cases based on additional legal education or experience, and only by the Commanding General after HQ VDF board action. No non-prior service accession above the grade of Major is authorized and requests for waivers will not be considered.

2–9. Appointment to the VDF Medical Corps

a. Special eligibility requirements and procedures are prescribed for selecting and appointing commissioned officers to the Medical Corps in the VDF. Except as is otherwise set forth below, individuals must also meet the eligibility requirements of chapter 1.

b. Individuals must meet professional requirements to be eligible for a VDF appointment. The Division Surgeon will determine acceptability of credentials.

c. Personnel will be procured from—

- (1) Honorably discharged or retired AMEDD officers of the armed forces or State Defense Forces who request appointment in the VDF.
- (2) Non-prior service personnel with the required medical training and licensing are eligible for direct appointments, as determined by the Commanding General after board action. Persons who are Licensed Practical Nurses are not eligible for appointments as VDF Medical Corps officers.

d. Non-prior service Medical Corps officers appointed in the VDF will have their grades determined by the Commanding General after board action. Except as may be otherwise provided below, the provisions of AR 135–101 will be used as the basis for such grade determinations. Medical Corps officers appointed in the VDF must be licensed by the Commonwealth of Virginia and will typically be accessed as follows:

- (1) Medical doctors will typically be accessed as Captain (O-3).
- (2) Nurse practitioners and physician assistants will typically be accessed as 1st Lieutenants (O-2).
- (3) Registered nurses with 3 year diplomas or 2 year diplomas will typically be accessed as 2nd Lieutenants (O-1).

Appointment to Major (O-4) may be authorized in exceptional cases based on additional medical education or experience, and only by the Commanding General after HQ VDF board action. Non-prior service accession above the grade of Major is not authorized and requests for waivers will not be considered.

2–10. Appointment of Warrant Officers in the Virginia Defense Force

a. Special eligibility requirements and procedures are prescribed for selecting and appointing warrant officers in the VDF. Individuals must also meet the eligibility requirements of chapter 1.

b. Warrant officers are, by definition, technical experts. WOs fill technician positions throughout the VDF. Areas of specialization include personnel, logistics, medical, and communications.

c. All individuals without prior military service or VDF enlisted personnel who desire an appointment as a warrant officer must attend and successfully complete the VDF OCS. (cf – 2-2.2c)

d. Except as is otherwise specifically set forth in this regulation, prior service warrant officers will be appointed in the VDF in the same grade that they held on their honorable discharge or retirement, provided a vacancy exists for that grade or the individual may be placed in the Active Reserve and attached to a command should no billet exist..

e. Warrant officers appointed in the VDF will typically be accessed as Warrant Officer (WO-1). Appointments to higher grades may be authorized in exceptional cases based on additional specialized education or experience, and only by the Commanding General after HQ VDF board action.

Appendix A

Warrant Officer Specialties for VDF Personnel

A – 1. Warrant Officer Specialties for VDF personnel

a. Newly appointed warrant officers (WO) will qualify for assignment to one of the following warrant officer specialties.

Warrant Officers serving in the Administration/Personnel Specialty monitor and manage the full spectrum of human resources to include but not limited to essential personnel services, strength management, orders processing, awards, evaluations, promotions, military pay functions, in/out processing, and records management. They manage access, proper usage, data accuracy and problem resolution of human resource information systems, and are proficient in managing basic office automation (e.g. Word, Excel, PowerPoint, and Outlook). WO administration/personnel technicians supervise personnel conducting human resources management actions and related duties, make decisions based on a variety of information sources, initiate and prepare correspondence to provide information, policy, or guidance, manage organizational change to implement new programs, systems, or policies, and may manage recruiting efforts. WO administrations/personnel technicians lead, train, and mentor personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures.

Administration/Personnel Specialty Qualifications:

- Minimum of five (5) years of VDF enlisted knowledge/experience performing personnel or administrative functions, or
- Minimum of five (5) years of public or private knowledge/experience performing personnel or administrative functions, and
- Completion of Word, Excel, PowerPoint, and Outlook courses or demonstrated equivalency.
- Completion of an associate degree in human resources, personnel, business administration, finance, or a related field is required for direct appointment.

Warrant Officers serving in the Communications Specialty monitor and manage the full complement of communications resources to include personnel, radio, computer, and related communications equipment and associated tools, test and accessory equipment. They supervise the operation and maintenance of communications equipment in accordance with mission requirements. They establish section SOPs and instructions to ensure that a proper work environment is maintained and ensure all assigned personnel adhere to maintenance schedules and operational safety requirements. WO communications technicians supervise personnel and manage communications equipment and systems including technology, radios and antennas of various sizes and types, vehicles and trailers, and other communications equipment in a safe and approved manner. WO communication technicians lead, train, and mentor personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures.

Communication Specialty Qualifications:

- Minimum of five (5) years of VDF enlisted knowledge/experience performing communications functions, or
- Minimum of five (5) years of public or private knowledge/experience performing communications functions, and
- Possession of applicable tested FCC licenses.
- Completion of an associate degree in radio repair, computer technology, electronics technology, electrical engineering, or a related field is required for direct appointment.

Warrant Officers serving in the Cyber Specialty are the VDF's subject matter experts on integrated cybersecurity activities and capabilities within the DMA's portion of the cyberspace domain on Commonwealth and partner organization networks. WO cyber technicians design, build, configure, operate, and maintain cybersecurity capabilities and the implementation of defensible network architecture in support of Defensive Cyber Operations. They enumerate, locate, isolate, eradicate threats and respond to unauthorized activity, security alerts, attempted exploitation, data exfiltration, privileged access escalation, and any additional threats. WO cyber technicians direct defensive cyber measures, build, configure, operate, secure, defend, and protect cybersecurity equipment to maintain a protected network environment. They provide technical guidance and advise on the management and operation of cybersecurity efforts to include the identification of key cyber terrain, mission critical networks, nodes, applications and systems, while operating within optimal, degraded, intermittent, or latent environments. WO cyber technicians lead, train, and mentor personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures and Professional Qualification Standards.

Cyber Specialty Qualifications:

- Completion of current Professional Officer Corps requirements, and one of the following:
- Associate Degree in Cybersecurity or Information Assurance, or
- Recognized industry cybersecurity certification (ISC(2), CompTIA, GIAC, or
- US Federal Cybersecurity certification (DoD 3570, Cybersecurity Work Force classification), and
- Three (3) to Five (5) years of experience in one of the following cybersecurity job roles:
 - Cyber Threat Analysis. Identifies and assesses the capabilities and activities of cybersecurity criminals or foreign intelligence entities; produces findings to help initialize or support law enforcement and counterintelligence investigations or activities.
 - Cyber Operations. Performs activities to gather evidence on criminal or foreign intelligence entities to mitigate possible or real-time threats, protect against espionage or insider threats, foreign sabotage, international terrorist activities, or to support other intelligence activities.
 - Cyber Defense Analysis. Uses defensive measures and information collected from a variety of sources to identify, analyze, and report events that occur or might occur within the network to protect information, information systems, and networks from threats.
 - Cyber Defense Infrastructure Support. Tests, implements, deploys, maintains, reviews, and administers the infrastructure hardware and software that are required to effectively manage the computer network defense service provider network and resources. Monitors network to actively remediate unauthorized activities.
 - Incident Response. Responds to crises or urgent situations within the pertinent domain to mitigate immediate and potential threats. Uses mitigation, preparedness, and response and recovery approaches, as needed, to maximize survival of life, preservation of property, and information security. Investigates and analyzes all relevant response activities.
 - Vulnerability Assessment and Management. Conducts assessments of threats and vulnerabilities; determines deviations from acceptable configurations, enterprise or local policy; assesses the level of risk; and develops and/or recommends appropriate mitigation countermeasures in operational and nonoperational situations.
 - Risk Management. Oversees, evaluates, and supports the documentation, validation, assessment, and authorization processes necessary to assure that existing and new information technology (IT) systems meet the organization's cybersecurity and risk requirements. Ensures appropriate treatment of risk, compliance, and assurance from internal and external perspectives.

Warrant Officers serving in the Emergency Management Specialty serve as liaison with state and local emergency management agencies, perform functions at state, regional, and local emergency operations centers, participate in training drills and exercises. WO emergency management technicians may work with partners to implement appropriate financial controls and to coordinate and monitor administrative requirements. They advise in the planning, development, review, and evaluations of all phases and functions of disaster operations, determine if the organizational structure is sufficient to support incident objectives, ensure that the organizational structure is ICS compliant, and ensure IMAT operational capability. WO emergency management technicians build core capabilities through planning, exercising, training, and monitoring and evaluating exercises and drills. WO emergency management technicians lead, train, and mentor personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures.

Emergency Management Specialty Qualifications:

- Minimum of five (5) years of VDF enlisted experience performing emergency management functions, or
- Minimum of five (5) years of public or private experience performing emergency management functions, and
- Possess certification as certified emergency manager or certification as SGAUS senior military emergency management specialist.
- Completion of an associate degree in emergency management, disaster planning, public safety administration, homeland security, or a related field is required for direct appointment.

Warrant Officers serving in the Legal Specialty provide paralegal support to unit commanders and the Staff Judge Advocate, and monitor and manage a wide range of legal services to include providing technical advice and assistance in areas of legal administration. They provide assistance in the family law arena, such as powers of attorney, wills,

deployment documents, other administrative legal documents. They supervise subordinate personnel, resources, facilities and equipment required to support legal services and act as a link between lawyers and staff, officers and enlisted personnel. WO legal technicians review and provide technical oversight, review and authenticate administrative legal documents, ensure legal and administrative documents and processes comply with procedural rules, and formulate, recommend and execute administrative policy for the staff judge advocate. WO legal technicians lead, train, and mentor legal personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures.

Legal Specialty Qualifications:

- Paralegal certification from the National Association of Legal Assistants (NALA) or a recognized college, community college, technical school, or university, and.
- Completion of an associate degree or equivalent in paralegal studies, legal assisting, criminal justice, or a related field, and
- Five years of documented legal, court clerk, or other related legal experience.

Warrant Officers serving in the Logistics Specialty manage the requisition, receipt, storage, and distribution of supplies and equipment in accordance with established policies and regulations. They are responsible for managing recoverable items and managing and supervising personnel performing logistics tasks. WO logistics technicians inspect supported units to ensure supply performance standards are achieved, provide technical guidance to supported units/activities in order to assist, establish, and maintain adequate stockage levels of supply items for mission accomplishment. They conduct periodic inventories of equipment and supply items, initiate action for disposition of excesses, make recommendations for changes to authorized equipment, and develop standard operating procedures and perform administrative duties related to the logistic activities. WO logistics technicians lead, train, and mentor personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures.

Logistics Specialty Qualifications:

- Minimum of five (5) years of VDF enlisted experience performing logistics functions, or
- Minimum of five (5) years of public or private experience performing logistics functions, and
- Completion of an associate degree in logistics, supply chain, business administration, or a related field is required for direct appointment.

Warrant Officers serving in the Operations/Security Specialty manage access control to state property and identified restricted areas, identify physical security risks, perform physical security assessments, supervise security patrols of facilities, and respond to civil support incidents to support civil authority by protecting life and property. They document shift activity in accordance with policies and procedures, and ensure operational tasks are carried out in accordance with established guidance. They may coordinate emergency operations or operational disaster management activities among federal, state, and local agencies, manage point of distribution (POD) operations, search and rescue, or damage assessment. WO operations/security technicians may supervise traffic control and direction, enforce security regulations, and coordinate the activities of assigned security personnel to ensure conformance with physical security standards. WO operations/security technicians lead, train, and mentor personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures.

Operations/Security Specialty Qualifications:

- Minimum of five (5) years of VDF enlisted experience performing emergency operations/security functions, or
- Minimum of five (5) years of public or private experience performing emergency operations/ security functions, including law enforcement, operational security, or emergency/disaster response and
- Possession of applicable security or law enforcement certifications from Virginia Department of Criminal Justice Services (DCJS) or applicable certifications from Virginia Department of Fire Programs (VDFP).
- Completion of an associate degree in criminal justice, police science, security administration, fire science, fire administration, homeland security, disaster planning, or a related field is required for direct appointment.

Warrant Officers serving in the Paramedic Specialty are the first point of contact for critically injured patients. Responsibilities include providing emergency medical care, such as cardiopulmonary resuscitation (CPR), advanced life support techniques, recognition of fractures, dislocations and sprains, and identification of potential life threatening

injuries. WO paramedics provide appropriate immobilization for injuries, recognize, stabilize and treat a wide variety of medical emergencies, assess the seriousness of and treat heat emergencies and burns. They recognize and determine the causes and basic medical implications of closed and open soft tissue wounds and treat appropriately. WO paramedics assess patient condition and decide the next course of treatment, stabilize sick or injured patients, report observations to healthcare staff, and document medical care provided to patients. WO paramedics lead, train, and mentor personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures.

Paramedic Specialty Qualifications:

- Completion of current Professional Officer Corps requirements, including:
- Current certification to practice as a National Registered Paramedic in the Commonwealth of Virginia, and
- Completion of a paramedic curriculum from a recognized associate degree or diploma program.

Warrant Officers serving in the Public Information Specialty tell the VDF story, manage the public image of the organization and communicate key messages designed to gain and maintain public trust and confidence in the VDF's ability to rapidly respond when needed with trained, equipped and capable forces in support of its mission. WO public information technicians conduct short and long range planning to make sure key VDF events and accomplishments are communicated to internal and external audiences and will be in the right place, at the right time, with the right equipment in order to capture, edit and publish content that meets senior leader communication goals. WO public information technicians will advise senior leaders on effective strategies for public engagement that support the VDF Commanding General's strategic vision, coordinate with agency partners to synchronize messaging and conduct media relations operations to answer queries and escort news journalists as needed. WO public information technicians lead, train, and mentor personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures.

Public Information Specialty Qualifications:

- Completion of current Professional Officer Corps requirements, including:
- Completion of a MBA or master's degree in journalism, English or communications, and
- 10 years of experience in the public information field.

Warrant Officers serving in the Registered Nursing (non-BSN) Specialty are responsible for working with other healthcare professionals to treat patients with various injuries, illnesses or disabilities. Duties include, communicating with Doctors and other Registered Nurses about patient needs, and using medical equipment to monitor patients' vital signs. WO Registered Nurses observe and record patient behavior, perform physical examinations and diagnostic tests, collect patient health history, counsel and educate patients on treatment plans, administer medication, change wound dressings, read and interpret patient information, make treatment decisions when appropriate, and consult with supervisors and doctors to decide on the best treatment plan for patients. WO Registered Nurses lead, train, and mentor personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures.

Registered Nurse (non-BSN) Specialty Qualifications:

- Completion of current Professional Officer Corps requirements, including:
- A license to practice as a registered nurse in the Commonwealth of Virginia, and
- Completion of a registered nursing curriculum from a recognized associate degree or diploma program.

Appendix B
Height-Weight Standards for VDF Personnel

B-1. Weight Standards for Admission to and Retention in the VDF

a. The following weight standards will be followed for MEN:

TABLE 1

Acceptable Weight in pounds as related to age and height for MALES								
Height Inches	Healthy Weight	NGB MAW	VDF Maximum Allowable Weight (MAW) by age					
			17-24	25-30	31-40	41-50	51-60	61 up
60	95-125	153	158	162	167	171	176	181
61	100-130	155	160	164	169	174	178	183
62	100-135	158	163	167	172	177	182	187
63	105-140	160	165	170	174	179	184	189
64	105-145	164	169	174	179	184	189	194
65	110-145	169	174	179	185	189	194	199
66	115-150	174	179	185	190	195	200	205
67	115-155	179	184	190	196	200	206	211
68	120-160	184	189	195	201	206	212	217
69	120-165	189	195	200	206	212	217	222
70	125-165	194	200	206	212	217	223	229
71	130-175	199	205	211	217	223	229	235
72	135-180	205	211	217	223	230	236	242
73	140-185	211	217	224	230	236	243	249
74	140-190	218	225	231	237	244	251	257
75	145-195	224	231	237	244	251	258	264
76	150-200	230	237	244	250	258	264	271
77	155-205	236	243	250	257	264	271	278
78	160-210	242	249	256	264	271	278	285
79	165-215	248	255	263	270	278	285	292
80	170-220	254	262	270	277	284	292	300
+1		+6	+103%	+106%	+109%	+112%	+115%	+118%

NOTES:
MAW = Maximum Allowable Weight
NGB = National Guard Bureau
1) For every inch less than 60 inches, subtract 2 pounds from the MAW.
2) For every inch over 80 inches, add 6 pounds to the NGB MAW and adjust for age group.
3) Measure height in stocking feet (*without shoes*), standing on a flat surface, with chin parallel to the floor. The body should be straight but no rigid, similar to a position of attention. The measurement should be rounded to the nearest inch, using the following guidelines:
a) If the height fraction is less than ½ inch, round down to the nearest whole number.
b) If the height fraction is ½ inch or greater, round up to the nearest whole number.
4) Subtract three (3) pounds for any military uniform – trousers, no blouse or boots - or two (2) pounds for gym clothing.

b. The following weight standards will be followed for WOMEN:

TABLE 2

Acceptable Weight in pounds as related to age and height for FEMALES								
Height Inches	Healthy Weight	NGB MAW	VDF Maximum Allowable Weight (MAW) by age					
			17-24	25-30	31-40	41-50	51-60	61 up
60	95-125	136	140	144	148	152	156	160
61	100-130	138	142	146	150	155	159	163
62	100-135	141	145	149	154	158	162	166
63	105-140	144	148	153	157	161	166	170
64	105-145	147	151	156	160	165	169	173
65	110-145	150	155	160	163	168	175	177
66	115-150	155	160	165	169	174	178	183
67	115-155	159	164	169	173	178	184	188
68	120-160	164	169	174	178	184	189	194
69	120-165	168	173	178	183	188	195	200
70	125-165	173	178	184	188	194	199	204
71	130-175	177	182	188	192	198	204	209
72	135-180	182	187	193	198	204	209	215
73	140-185	188	194	199	204	211	216	222
74	140-190	194	200	206	211	217	223	229
75	145-195	199	205	211	217	223	229	235
76	150-200	205	211	217	223	230	236	242
77	155-205	210	216	223	229	235	241	248
78	160-210	215	221	228	234	241	247	254
79	165-215	221	228	234	241	248	254	260
80	170-220	226	233	240	246	253	260	267
+1		+6	+103%	+106%	+109%	+112%	+115%	+118%

NOTES:
MAW = Maximum Allowable Weight
NGB = National Guard Bureau
1) For every inch less than 60 inches, subtract 2 pounds from the MAW.
2) For every inch over 80 inches, add 6 pounds to the NGB MAW and adjust for age group.
3) Measure height in stocking feet (*without shoes*), standing on a flat surface, with chin parallel to the floor. The body should be straight but no rigid, similar to a position of attention. The measurement should be rounded to the nearest inch, using the following guidelines:
a) If the height fraction is less than ½ inch, round down to the nearest whole number.
b) If the height fraction is ½ inch or greater, round up to the nearest whole number.
4) Subtract three (3) pounds for any military uniform – trousers, no blouse or boots - or two (2) pounds for gym clothing.