

Personnel Procurement

Appointment of Professional Officers in the Virginia Defense Force

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

15 January 2020

SUMMARY of CHANGE

o Accession of Professional Officers into the VDF

o This is a new Regulation that establishes guidelines, accession, and training requirements for Professional Officers and enlisted personnel entering one of the professional Corps of the VDF

o Identifies professional officers and enlisted personnel serving within a Professional Corps of the VDF

o Establishes criteria for commissioning of prior service professional officers and the enlistment of enlisted personnel

o Establishes criteria and basic military training for non-prior service officers and enlisted personnel

o Standardizes required training for professional officers and enlisted personnel

**Headquarters
Virginia Defense Force
Richmond, VA 23230
15 January 2020**

Personnel/Administration

Appointment of Professional Officers in the Virginia Defense Force

History. This publication is a new regulation.

Summary. This regulation describes the required training and experience required for accession of professional officers into the VDF.

Applicability. This regulation applies to all VDF Professional Officers at all levels unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is the VDF Command Chaplain, VDF Command Surgeon, the VDF JAG Corps Commander, the VDF Cyber Command Commander, and the VDF Public Information Officer. The proponents have the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations.

Suggested improvements. Users are invited to send comments and suggested improvements by letter directly to the VDF Command Chaplain, Command Surgeon, the Staff Judge Advocate, or the VDF Cyber Command Commander at the address above.

Distribution. This publication is available in print and electronic media and is intended for VDF Professional Officers at all levels.

JUSTIN P. CARLITTI
Brigadier General, Virginia Defense Force

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, Purpose and Responsibility

Purpose • 1-1, *page 4*

Professional Officers Defined • 1-2, *page 4*

Transfer of Rank • 1-2, *page 4*

Enlisted Personnel Defined • 1-3, *page 4*

Basic Qualifications for Professional Officers and Enlisted Personnel • 1-4, *page 4*

Chapter 2

Accession Qualifications and Requirements For Prior Service Professional Officers And Enlisted Personnel

Qualifications • 2-1, *page 5*

Qualifications for Enlisted Personnel • 2-2, *page 5*

VDF Training Requirements • 2-3, *page 5*

Chapter 3

Accession Qualifications and Requirements For Non-Prior Service Professional Officers And Enlisted Personnel

VDF Training Requirements • 3-1, *page 6*

Professional Officer Development Course • 3-2, *page 6*

Chapter 4

Rank, Uniform, and Insignia

General • 4-1, *page 7*

Authorization of VDF Civilian Uniform and Relaxed Grooming Standards for Professional Officers • 4-2, *page 7*

Chapter 1 Introduction, Purpose, and Responsibilities

1-1. Purpose.

a. This chapter establishes basic standards for appointment and training for Professional Officers and Enlisted Personnel within the VDF.

1-2. Professional Officers Defined.

a. Professional Officers are those officers who are recruited into and who serve in the Professional Corps of the VDF. These are direct commission officers who are commissioned directly into their respective branches. These officers include:

1. Chaplains serving within the VDF Chaplain Corps
2. Mental Health Professionals serving within the VDF Psychological Resources Program
3. Physicians and Registered Nurses serving within the VDF Medical Corps.
4. Attorneys serving within the VDF JAG Corps.
5. Cyber professionals serving within the VDF Cyber Detachment
6. Public Affairs personnel assigned directly to the VDF Public Information Detachment

1-3. Transfer of Rank

a. Officers are appointed to that individual's rank within the respective branch/corps within which he/she is appointed. The rank does not automatically transfer should an individual wish to transfer to a billet outside of his/her appointment branch.

b. Should a professional officer wish to transfer to a billet outside of his/her appointment branch, he/she must have successfully completed the full VDF OCS course prior to transfer.

1-4. Enlisted Personnel Defined. Enlisted personnel who are recruited into and who serve exclusively in one of the Professional Corps of the VDF are enlisted directly into their respective branches and serve under authority and command of their officer in charge. These enlisted personnel are identified by each individual branch and include, but are not limited to:

- a. Chaplain Interns serving within the VDF Chaplain Corps.
- b. Emergency Medical Technicians, Nurses, etc. serving within the VDF Medical Corps.
- c. Paralegals serving within the VDF JAG Corps.
- d. Information Technology specialists serving within the VDF Cyber Detachment.
- e. Public information specialists assigned directly to the VDF Public Information Detachment.

1-5. Basic Qualifications of Professional Officers and Enlisted Personnel

a. Each Professional Corps within the VDF has standards, educational, licensing, and experience requirements that are unique to each particular Corps. These standards and requirements are not addressed in this regulation, but can be found in the VDF regulations that apply to each particular Corps. This regulation sets forth requirements for Professional Officers, for non-prior service Professional Officers and for Enlisted Personnel assigned to the Professional Corps to receive their basic military training that is standard, consistent, and across the board for all Professional Officers and Enlisted Personnel.

Chapter 2. ACCESSION QUALIFICATIONS AND REQUIREMENTS FOR PRIOR SERVICE PROFESSIONAL OFFICERS AND ENLISTED PERSONNEL

2-1. Qualifications.

a. Professional Officer Candidates who have prior military experience and who meet all the criteria set established by their particular Corps will receive a direct commission based on criteria set forth by each particular Professional Corps.

2-2. Qualifications for Enlisted Personnel.

a. Enlisted Personnel who have prior military experience and who meet all the criteria set established by their particular Corps will be enlisted at a rank commensurate with their former active military rank.

2-3. VDF Training requirements.

a. Upon appointment, all VDF Professional Officers and Enlisted Personnel are required to complete all of their particular Corps training requirements. All Professional Officers and Enlisted Personnel are also required to complete the following training within 1 year of appointment. Failure to complete this training will result in separation from the VDF:

1. All State Active Duty (SAD) Qualification Courses
 - a. VDF Orientation
 - b. VDF Level II
 - c. FEMA IS-100, IS-200, IS-700, IS-800
 - d. The VDF Preventing Sexual Harassment Course.
2. The Virginia Defense Force Professional Office Development Course

2-4. VDF Cyber Command/Corps and Public Information Command/Corps Entering VDF Service as IRR.

a. VDF Cyber and Public Information personnel may enter VDF directly as reserve personnel within the Individual Ready Reserve. They are required to meet current VDF reserve status regulations (see VDFR 140-1.)

Chapter 3. ACCESSION QUALIFICATIONS AND REQUIREMENTS FOR NON-PRIOR SERVICE PROFESSIONAL OFFICERS

3-1. VDF Training requirements.

a. Upon appointment, all non-prior service Professional Officers and Enlisted Personnel are required to complete all of their particular Corps training requirements. All Professional Officers and Enlisted Personnel are also required to complete the following training within 1 year of appointment. Failure to complete this training will result in separation from the VDF:

1. All State Active Duty (SAD) Qualification Courses (VDF Orientation, VDF Level II, FEMA IS-100, 200, 700, 800)
2. The VDF Preventing Sexual Harassment Course.

3-2. Professional Officer Development Course.

a. The VDF requires that all Officers with no prior military service complete the VDF Officer Candidate School (OCS). This requirement has been waived for Professional Officers. Professional Officers, who are non-prior military service, shall complete the VDF Professional Officer's Development Course (PODC), which is modeled after the OCS Program. Failure to complete this training within 1 year of appointment will result in separation from the VDF.

1. Administration of the PODC is the responsibility of the Commander/OIC of each Corps. The Commander/OIC will ensure that each non-prior service Professional Officer receives the appropriate training and testing and is provided with the proper resources in order for the Professional Officer to complete the requirements within the stated time allowed.
2. Upon request of the Commander/OIC, the FORHQ Command Sergeant Major will appoint a qualified NCO to train, mentor and test, within the limits of the PODC, each participant until such time that the participant successfully completes the PODC.
3. All Professional Officers, regardless of whether or not they have prior military service, are direct commission officers. Any non-prior service Professional Officer who desires to complete the VDF OCS Program in order to gain that level of training in lieu of the PODC may do so. However, once entering the OCS Program, the Professional Officer will complete the training under the rules and guidelines of the OCS Program, with the understanding that the Professional Officer has already been commissioned and is participating as a Commissioned Officer for the purpose of gaining the practical experience and to better set the Professional Officer's sense of military bearing.

Chapter 4. RANK, UNIFORM AND INSIGNIA.

4-1. General

a. As stated in Para 3.2.c. above, non-prior service Professional Officers are direct commission Officers who are commissioned at their professional rank, based on the criteria of each Professional Corps. As such, they will display their rank on their uniform immediately upon commissioning and will wear it throughout the time that they are participating in the PODC. They will be addressed at that rank and will not be required to reduce their rank for training.

4-2. Authorization of VDF Civilian Uniform and Relaxed Grooming Standards for Professional Officers

a. As of the publication of this regulation, only Public Affairs and Cyber personnel are authorized by the Adjutant General to wear the “civilian” uniform.

b. VDF Professional Officer Corps commanders/OICs may authorize their personnel to wear a civilian uniform of khaki trousers and Virginia Department of Military Affairs (DMA) polo shirt. Civilian footwear is authorized and must be business casual or athletic footwear. Personnel must provide their own trousers and footwear, and the VDF will provide one Virginia DMA polo shirt.

c. The VDF civilian uniform is authorized both during training and state active duty response operations.

d. VDF Professional Officer Corps commanders/OICs may authorize relaxed grooming standards for personnel wearing the VDF civilian uniform, but personnel must always present a professional appearance.