

# **Virginia Defense Force Retirement**

**Virginia Defense Force Headquarters  
5001 Waller Road  
Richmond, Virginia 23230-2915**

**1 October 2016**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

VDFR 635-1

Virginia Defense Force Retirement

01 October 2016

o This regulation revises VDF Regulation 635-1 July 2013 to reflect changes in the criteria to request retirement from the Virginia Defense Force. It also replaces VDFR 600-10 section 6-2(f).

o Retirement from the VDF prior to reaching maximum statutory age is established.

o Criteria and process for requesting placement on the List of the Unorganized Militia, Retired is explained.

o A new VDF form, 635-1-1, Memo request to be placed on the List of the Unorganized Militia, Retired, is published. Appendix A of this regulation is sample completed memo. Appendix B of this regulation is a sample blank form.

**Headquarters  
Virginia Defense Force  
Richmond, VA 23230  
1 October 2016**

**Personnel/Administration  
Virginia Defense Force Retirement**

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**Summary.** This regulation describes the criteria and prescribes the procedure for requesting retirement from the Virginia Defense Force and for members of the VDF to request placement on the Retired List of the Virginia Militia, Unorganized.

**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, George Washington Division, G-1, 5001 Waller Road, Richmond, Virginia 23230-2915.

**Distribution.** Distribution is intended for all VDF units down to, and including, Company-level.

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**VDF Regulation 635-1 1 October 2016  
PERSONNEL PROMOTIONS**

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## **Chapter 1 Introduction**

### **General**

#### **1-1. Purpose**

This regulation prescribes policy, eligibility requirements, and administrative procedures for the retirement of personnel from the Virginia Defense Force (VDF).

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

- a. Code of Virginia Title 44: Military Laws of Virginia (specifically § 44-1 and § 44-119.)
- b. Permanent Order 1-1 (VDF) TAG, VA 1 March 1988.
- c. AG Form 1-1 #031396, Dated: 22 March 2013

#### **1-3. Supplementation**

Supplementation of this regulation by other than Headquarters, Virginia Defense Force, is prohibited.

#### **1-4. Definitions**

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

“TAG”: The Adjutant General of Virginia.

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

“TIS”: Time in service.

“Retired list”: The retired list of the Virginia Militia, Unorganized.

“Exemplary service”: Service to the Commonwealth at a consistently high level of performance, integrity, and character.

#### **1-5. Responsibilities**

- a. The Assistant Chief of Staff, G-1 will establish personnel policies relating to personnel retirements and will conduct and supervise all prescribed personnel administrative functions. All such polices shall be in writing, shall specifically refer to this regulation, and shall be attached to and become a part of this regulation at the time such policies are published.
- b. Requests to Force Headquarters for retirement action by it shall be sent to the Assistant Chief of Staff, G-1. The format for such requests is at Annex A to this regulation.
- c. Unit Commanders or their designated representatives will verify and certify the applicant’s TIS as described in the eligibility portion of this regulations.
- d. VDF Unit Adminiistrator will prepare AG VA form 1-1 as required
- e. VDF G-1 will publish retirement orders IAW reference “c”

## **Chapter 2**

### **Types of Retirement, Eligibility, Grade Determination, and Procedures**

#### **2-1. Types of Retirement in the Virginia Defense Force**

- a. There are two types of retirement that an individual may request upon completion of their service in the VDF:
  - 1) Retirement from the VDF
  - 2) Placement on the Retired List of the Virginia Militia, Unorganized
- b. These are two separate actions and require two separate requests.
- c. Eligibility for these retirement actions and procedures for requesting them are in the sections that follow.

#### **2-2. Explanation of Differences Between Types of Retirement in the Virginia Defense Force**

- a. The Virginia Defense Force, by statute, is a distinct class of the Militia of the Commonwealth. It is separate from the National Guard, which includes the Army National Guard and the Air National Guard, and the unorganized militia.
- b. An individual can only be a member of one class of the Militia of the Commonwealth at any one time. Because of this, a member of the VDF must be separated/retired from the VDF before being placed on the Retired List of the Virginia Militia, Unorganized. This placement on the Retired List of the Virginia Militia, Unorganized is intended as a means to honor service to the Commonwealth. There is no award, certificate, nor letter sent to those placed on this list. There is no authorized uniform for the Virginia Militia, Unorganized except for those officers listed in the statutes of Virginia § 44-117.
- c. Being retired from the VDF and being placed on the Retired List of the Virginia Militia, Unorganized are merely being in retired status in two separate classes of the Virginia Militia. One is not senior to the other.

#### **2-3. Eligibility**

- a. All VDF officers, warrant officers, and enlisted personnel who have completed at least ten years satisfactory service are eligible to request retirement from the Virginia Defense Force. TIS for inclusion on the retired list may include periods of active service in the Virginia Defense Force, the Virginia National Guard, and/or the Armed Forces of the United States.
- b. All VDF officers, warrant officers, and enlisted personnel who have completed at least ten years satisfactory service in the VDF are eligible to request placement on the Retired List of the Virginia Militia, Unorganized. TIS for inclusion on the retired list may include periods of active service in the Virginia Defense Force, the Virginia National Guard, and/or the Armed Forces of the United States.
- c. Time spent in the VDF IRR or SR does not qualify for the TIS requirement for retirement from the VDF nor placement on the retired list. However, time served in the Active Reserve (AR) qualifies.

#### **2-4. Grade Determination for Retired List of the Virginia Militia, Unorganized**

- a. By statute, “[w]arrant officers and enlisted personnel shall be placed on the retired list with the highest rank held by them” in the VDF.
- b. By statute, “[o]fficers who have served honorably and efficiently in the Virginia National Guard or the Virginia militia shall be commissioned on the retired list of the Virginia militia, unorganized, in their respective grade, or the highest grade held by them in the military service of the Commonwealth, except that officers who have to their credit fifteen years or more of exemplary service may, at the discretion of the Adjutant General, be retired with commission of the next higher grade to the highest grade held by them in the military service of the Commonwealth of Virginia.”

## **2-5. Procedures**

### **Section I**

#### **Retirement from the VDF**

- a. A request for retirement from the VDF shall be in writing and submitted no less than sixty (60) days prior to the effective date of retirement unless exigent circumstances are involved.
- b. Requests for placement on the Retired List of the Virginia Militia, Unorganized shall also accompany the retirement request and be a separate document (see Section II below.) Regiment or equivalent level commanders are required to include an endorsement to any exigent circumstance.
- c. The individual's unit shall cut a 3-R with "Retirement" as the reason for separation/discharge and forward to REGT S-1. The individual's written request for retirement shall accompany the 3-R.
- d. REGT CDR shall endorse and forward to G-1/ACTDET no later than forty-five (45) days prior to the effective date of retirement. This 3-R shall also be accompanied by any request for a retirement award for the individual and the individual's written request for retirement.
- e. Requests will be submitted by the ACTDET to the Commanding General no later than 30 days prior to the effective date of retirement.
- f. ACDET shall publish retirement order and print retirement certificate, which shall be sent via USPS and e-mail to the individual.
- g. No retirement from the VDF at a grade/rank higher than the highest grade/rank held by the individual in the VDF is allowed.
- h. Should a commissioned officer separated from the VDF meet the statutory requirement of fifteen years' Commonwealth service noted in 2-3(b), he/she may make a request for placement on the Retired List of the Virginia Militia, Unorganized at the next grade higher than that individual's highest grade in VDF using a memorandum per the example in Annex A of this regulation. See Section II of this part of Chapter 2.

### **Section II**

#### **Placement on the Retired List of the Virginia Militia, Unorganized**

- a. To be placed on the Retired List of the Virginia Militia, Unorganized requires being separated from the VDF, which is a class of the Militia of the Commonwealth.
- b. When requesting separation/discharge from the VDF, either through resignation or retirement from the VDF, if an individual wishes to be placed on the Retired List, a written request shall accompany the request for separation/discharge.
- c. A request for placement on the Retired List shall be in memorandum format signed by the requesting individual and sent through command channels for submission to the Adjutant General for his consideration. The format for such requests is at Annex A to this regulation.
- d. Requests for placement on the Retired List due to resignation from the VDF shall accompany the resignation and be submitted no later than forty-five (45) days prior to the effective date of resignation.
- e. By law, only a commissioned officer may request placement on the retired list in a grade one grade higher than that which he/she has held in the VDF.
- f. A request for placement at the next higher grade shall use the memorandum format in Annex A and noting in paragraph 2 of the memorandum the rank the individual wishes to have when placed on the list.
- g. While a commissioned officer may request placement on the retired list in a grade one grade higher than that which he/she has held in the VDF, the standard for such placement is "exemplary service". All commanders reviewing such a request are required to present their recommendation regarding such service to the Commanding General. The Commanding General will make a final recommendation to the Adjutant General as part of the retirement request.

**ANNEX A**  
**Sample Request for Placement on the Retired List of the Virginia Militia,**  
**Unorganized (using VDF Form 635-1-1)**

123 Main St  
Anytown, VA 12345  
1 June 2017

MEMORANDUM THRU: Commander, 15<sup>th</sup> REGT, 163 Constitution Lane  
Lynchburg, VA 24502.

MEMORANDUM THRU: Commanding General, Virginia Defense Force, 5001  
Waller Road, Richmond, VA 23230-2915.

MEMORANDUM FOR: The Adjutant General of the Commonwealth of Virginia.

SUBJECT: Request for Placement on the Retired List of the Virginia Militia,  
Unorganized, Major (VA) John Q. Public, Virginia Defense Force.

1. Reference: Commonwealth of Virginia Code §44-119, Retired list of officers warrant officers and enlisted persons.
2. I request placement on the Retired List of the Virginia Militia, Unorganized in the grade of Major, effective 21 September 2017.
3. I certify that I have 15 years and 6 months of qualifying service.

JOHN Q. PUBLIC  
MAJ (VA)  
Virginia Defense Force

**ANNEX B**  
**VDF Form 635-1-1**

Street Address  
City, VA Zip  
DD Month YYYY

MEMORANDUM THRU: Commander, \_\_\_\_ REGT, [street address.]

MEMORANDUM THRU: Commanding General, Virginia Defense Force, 5001  
Waller Road, Richmond, VA 23230-2915.

MEMORANDUM FOR: The Adjutant General of the Commonwealth of Virginia.

SUBJECT: Request for Placement on the Retired List of the Virginia Militia,  
Unorganized, [Rank and Name go here,] Virginia Defense Force.

4. Reference: Commonwealth of Virginia Code §44-119, Retired list of officers warrant officers and enlisted persons.
5. I request placement on the Retired List of the Virginia Militia, Unorganized in the grade of \_\_\_\_\_, effective [DD MONTH YYYY.]
6. I certify that I have \_\_\_\_ years and \_\_\_\_ months of qualifying service.

NAME MI NAME  
RANK (VA)  
Virginia Defense Force