

VDFR 600-10 Appendix J

Personnel Boards

Version August 2022

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1. Purpose and Administrative.

a. Purpose. This **VDF Regulation (VDFR) 600-10, Appendix J**, prescribes policy and processes for conducting personnel boards within the Virginia Defense Force (VDF). This regulation pertains to all promotion and selection boards conducted in the VDF (e.g., note promotions up to E-4 for enlisted and O-2 for officers occur without a board).

b. Replacement. This is a new regulation subject within the VDF, but replaces board procedures described in VDFR 624-1, “Virginia Defense Force Promotions,” dated 31 March 2022.

c. Proponents. The proponent for this regulation is the Assistant Chief of Staff for Personnel and Administration (G1). The proponent has the authority to recommend to the Commanding General (CG) exceptions to this regulation, so long as the exceptions are consistent with controlling law and good order.

2. Responsibilities. The G-1 or Deputy Commanding Officer will announce Force level personnel boards and conform such boards IAW this regulation. Major Subordinated Command (MSC) Commanders (Cdr) (O-6 commands) and Headquarters and Headquarters Company Commandant (HHC CMDT) will conduct boards they convene IAW this regulation.

3. Policy.

a. Nondiscrimination. Personnel actions prescribed in this regulation will be accomplished without regard to race, color, religion, sex, or national origin. The terms “persons, applicants, individuals, members, and personnel” apply to both men and women.

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b. Conformance. To maintain confidence in the neutrality and uniformity of VDF personnel procedures, the G1, personnel board Presidents and Members, and VDF personnel generally will strictly comply with the guidance herein and not deviate from the templates contained in the enclosures.

4. General Procedures.

a. Convening Authority. Boards will be convened by the CG via the G1 or DCO for Force-level promotions or selections. MSC Cdrs (O-6 commands) and HHC CMDT will convene boards for promotions or selections within their authority. The Convening Authority, as part of a Convening Order, will detail any precepts that the board should consider in selection.

b. Convening Orders Convening Orders will strictly follow the Enclosure (1) format, including the instructions to board members.

c. Board Announcements. Enclosures (2) to (4) will be strictly followed for the relevant boards. The Board President must ensure the receiving agent title and email address is present, and the announcement emphasizes incomplete packages will not be considered (though minor deviations will be worked with submitter). For uniformity, announcements should include the Enclosure (5) applicant cover letter template.

d. In –Person Boards v. Virtual Boards. Boards will normally be in-person meetings, with candidates appearing in person before the board. Virtual boards will only occur with the Convening Authority’s permission, in consultation with the pertinent CSM for enlisted boards.

e. Board Composition. Each board will consist of at least three but not more than five members. For Force level boards, each MSC will provide one board representative. A President will preside over each board, and a Recorder will administer the board at the President’s direction. See detailed composition instructions below.

f. Board Report. Board Presidents must provide the Convening Authority a signed board report, strictly in the Enclosure (6) format.

g. Promotion Board Criteria. All promotion criteria must be met by the date the board’s convenes. Time-in-Service (TIS) and Time-in-Grade (TIG) will be calculated based upon the date the board convenes.

h. Results Announcement and Execution. All board results are confidential until the Convening Authority approves the results (as needed including legal review and The Adjutant General approval)). Upon the Convening Authority’s approval of a board report, the Convening Authority’s administrative section will publish promotion orders, or orders effectuating other selection board results. The effective date of approved promotions is that which is specified in the promotion order, but not more than one month from the Convening Authority’s approving the board report. Selected individuals may not wear the selected-to grade/rank insignia, nor change rank title until formally promoted during a ceremony on or after the effective date. A copy of each order will be placed in the promotee’s or selectee’s FORHQ Personnel Record.

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5. Promotion and Selection Boards.

a. Officer Promotion Boards. Officer promotion boards will be convened by FORHQ Convening Order on the schedules described below for specific ranks.

(1) Personnel meeting the **VDFR 600-10, APDX L, “Personnel Promotions.” Table 1 (for Officers)** for promotion to the next rank O-3 and above will be screened by a promotion board convened by the G-1 on the CG’s behalf, who will publish the board dates and promotion package due date. The promotion board Convening Order will follow the Enclosure (1) format, and the board announcement to subordinate elements will follow the Enclosure (2) format.

(2) The President of each Officer Promotion Board will be two ranks higher than the board target rank, and members at least one rank higher. A Recorder for the proceedings will be appointed as a non-voting member.

b. Warrant Officer Promotion Boards. Warrant Officer promotion boards will be convened by FORHQ Convening Order on the schedules described below for specific ranks.

(1) Personnel meeting the **VDFR 600-10, APDX L, Table 2 (for Warrant Officers)** for promotion to the next rank WO-2 and above will be screened by a promotion board convened by the G-1 on the CG’s behalf, who will publish the board dates and promotion package due date. The Promotion Board Convening Order will follow the Enclosure (1) format, and the board announcement to subordinate elements will follow the Enclosure (2) format.

(2) The President of each Officer Promotion Board will be two ranks higher than the board target rank, and members at least one rank higher. A Recorder for the proceedings will be appointed as a non-voting member.

c. Enlisted Promotion Boards. Force-level enlisted promotion boards will be convened by FORHQ Convening Order, and MSC enlisted promotion boards will be convened by the MSC Convening Order on the schedules described below for specific ranks

(1) Force-level Enlisted Promotion Boards will be comprised of five non-commissioned officers, two grades higher to the grade of those members being considered for promotion -- apart from the E-9 board. A non-commissioned officer will be appointed to serve as the Recorder and shall be a non-voting member.

(2) MSC-level boards will be comprised of at least three non-commissioned officers. The President of each Promotion Board will be two ranks higher than the board target rank, and members at least one rank higher.

(3) All packets for enlisted boards shall be reviewed by the enlisted service members’ company First Sergeant or equivalent, who shall forward the reviewed package to the MSC CSM for review if for a Force-level board. The packages will be submitted per the board announcement to the Convening Authority’s administrative designee for logging and forwarding to the board President.

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(4) E-5. Personnel meeting the **VDFR 600-10, APDX L, Table 3 (for Enlisted)** requirements for E-5 will be screened by a promotion board convened by the HHC CMDT, or the member's MSC Cdr. The promotion board convening order is issued at the responsible Cdr's timing and discretion up to semi-annually, but will follow the Enclosure (1) format, and the board announcement to subordinate elements will follow the Enclosure (2) format. While at the MSC level an announcement may seem unneeded, an announcement provides a key service by announcing the date a promotion package is due, the promotion package content requirements, and board procedures.

(5) E-6 to E-9. Personnel meeting the **VDFR 600-10, APDX L, Table 3 (for Enlisted)** for promotion to the next rank, E-6 and above, will be screened by a promotion board convened by the G-1, who will publish the board dates and promotion package due date. The promotion board convening order will follow the Enclosure (1) format, and the board announcement to subordinate elements will follow the Enclosure (2) format.

d. Timing. E-6/7, O-3, and CWO-2/3/4 boards will meet about March each year, usually at the spring Multiple Unit Training Assembly (MUTA). E-8/9, and O-4/5 Boards will meet about November each year, usually at the fall MUTA. O-6 selection boards will be conducted at the CG's periodic direction. (Note: The Command Chief Warrant Officer is the only VDF WO5 position and will be screened for the CG and The Adjutant General by a Position Vacancy Board.)

e. Other Selection Boards. Irregular promotion selection boards, such as meritorious promotion boards will follow the same procedures as the above promotion boards and the enclosures. The selection board convening order will follow the Enclosure (1) format, and the board announcement to subordinate elements will follow the Enclosure (2) format.

f. Position Vacancy Boards. Per CG guidance, positions at the Colonel/O-6 level and FORHQ General, and selected Special and Personal Staff positions, will be filled via selection board screening and recommendation to the CG. The Position Vacancy Board convening order is issued at the CG's direction and will follow the Enclosure (1) format, and the board announcement to subordinate elements will follow the Enclosure (3) format. MSC Cdrs may conduct Position Vacancy Boards for positions under their command at their discretion, but must use the Enclosures (1) and (3) formats.

g. Retention Board for VDF Members 65 Years of Age or Older. Code of Virginia Title 44 only states "The Adjutant General may, on a case-by-case basis, authorize volunteer members of the Virginia Defense Force to be retained beyond age 65 to age 75." The inferred meaning of "case-by-case basis" is service beyond 65 should be merit based and other than routine. The Retention Board for VDF Members 65 Years of Age or Older Board convening order is issued at

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the CG's direction and will follow the Enclosure (1) format. Announcement to subordinate elements will follow the Enclosure (4) format.

JUSTIN P. CARLITTI
BG (VA)
Commanding General



Enclosure (1) Promotion Board Appointing Order Template

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS
VIRGINIA DEFENSE FORCE

DD Month 20YY

HQVDF

MEMORANDUM FOR: [Title of Board]

SUBJECT: [Title of Board] Convening Order

1. PURPOSE: This appoints a Board within the Virginia Defense Force (VDF [or unit title] for [Promotion (add rank included)/Position/Retention/other (state)] for [rank/position tile/Retention over 65/other], to be convened during [month]. The following persons are appointed [minimum of three for any board, plus a Recorder for Force level boards]:

<u>Name</u>	<u>Rank</u>	<u>Board Position</u>
		President
		Member
		Member
		Recorder

2. DISCUSSION:

a. The following rules pertain to announcing the Board, processing applications, convening the Board, and reporting Board results:

(1) The [G1 or S1 depending on level] will announce the Board to all unit personnel, using the Board announcement template in “VDFR 600-10, Appendix E, Personnel Boards,” at least thirty days before the Board meets.

(2) The announcement will clearly describe the application criteria, set a due date, state late and incomplete applications will not be accepted, and task the Major Subordinate Command (MSC) commander to screen the application as part of her/his recommendation.

(3) The Board President will: (a) advise the Board Members and the Recorder at least 30 days prior to the Board meeting, meeting date, time, location or method; (b) consult with [G1 or S1 depending on level] after the application due date has passed on which applications meet the announcement criteria, and provide the Members the names of applicants to be considered prior to the Board; (c) convene the Board on the designated date and direct the Recorder to keep notes for the Board Report in accordance with (IAW) the below Board Rules; and, (d) advise Board personnel of the below Board Rules for considering applicants.

(4) Following the Board, the President and Recorder will produce a report to the Convening Authority stating: (a) that all application packages considered were submitted on time and were

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complete; (b) the names of personnel considered; (c) results of votes for each applicant; (d) a brief recitation of discussion for each candidate; (e) if any documents from outside the applications were considered, attach the pertinent part of the document (for instance, if an applicant was found at fault in an investigation, the investigation portion considered must be attached); and (f) attach any written dissenting report from a voting member.

b. Board Members will review the following Board Rules upon receiving this notice, and the Board President will brief them again to Members when the Board begins the Board meeting:

(1) Members will be informed of applicant names prior to the meeting and if a Member wishes the Board to consider documents other than application on any applicant during the Board meeting, will inform the President of the recommended documents and the President will ensure with the Member/or Recorder that the documents are present for the Board meeting. If the President personally or after consulting with legal counsel believes the requested documents are irrelevant or unreasonably prejudicial, the President will inform the requesting member and direct that the documents will not be mentioned or considered during the Board meeting.

(2) Members will be sworn to only discuss Board proceedings among themselves and with the Convening Authority, and if applicable his/her designee.

(3) Members may not discuss documents outside the applications if those are not present at the Board meeting.

(4) Members may discuss their personal knowledge of an applicant but should advise of the basis for their knowledge. Comments relating to an applicant's fitness must be substantiated with documentary evidence, such as counselling statements the President agrees will be provided to the Board.

(5) If a Member believes s/he cannot render an unbiased decision on an applicant, the Member will advise the President before the Board meeting and the President will ask the Convening Authority for a replacement Member. The replacement Member must be fully briefed per above guidance.

(6) Boards should consider applicants only for the reason the board is convened. For instance, selection, position, and retention boards will not be used for position re-assignment.

(0) Encls:

CONVENING AUTHORITY NAME
Rank (VA)
Unit Title Commander



Enclosure (2) Selection Board Announcement Template

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS
VIRGINIA DEFENSE FORCE

DD Month 20YY

HQVDF

MEMORANDUM FOR: Distribution List

SUBJECT: [Title of promotion or selection (such as Non-commissioned Officer of the Year Board)] Announcement

1. PURPOSE: This announces a Board within the Virginia Defense Force (VDF [or unit title]) for [Promotion (add rank included)/other selection] for [rank/selection category], to be convened during [month].

2. DISCUSSION:

a. "VDF Regulation 624-1, Promotions," Table * provides the eligibility criteria requirements for promotion. Commanders will ensure applicants are eligible. The following mandatory documents will constitute a complete and acceptable package: [Clearly state requirements, with the following being an example from VDF Regulation 624-1 for a promotion board]:

"VDF Form 624-1-1, Commander's Certificate of Promotion Eligibility/Promotion Screening Report; (2) VDFR 35R Promotion Screen Board Results; (3) Letter of Recommendation (LOR) by the member's Cdr and/or Command Sergeant Major (CSM)(enlisted applicants) ; (4) VDF Form 3R -- signed by the Cdr requesting promotion; (5) other documents the applicant wishes the Board to consider; (6) the most recent performance evaluation on the applicant: and (7) cover letter in the enclosed format.]"

b. The application due date is [DD Month 20YY]. The Commander will certify the application is complete.

c. Applications will be emailed with attachments to the following email address [email address] or may be mailed to the following address [address] Late and incomplete applications will not be accepted. The [G1 or S1] upon reviewing the application may advise the applicant to correct minor administrative oversights such as a missing signature. Point of contact is: [POC]

(1) Encls: Cvr ltr format G1 OR S1 NAME DEPENDING ON BOARD LEVEL
Rank (VA)
Title

CF: [J1 for VDF-level boards and subordinate leaders]



Enclosure (3) Position Board Announcement Template

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS
VIRGINIA DEFENSE FORCE

DD Month 20YY

HQVDF

MEMORANDUM FOR: Distribution List

SUBJECT: Position Vacancy for [title of position] Announcement

1. PURPOSE: This announces a board within the Virginia Defense Force (VDF [or unit title] for [position]), to be convened during [month].

2. DISCUSSION:

a. Position Description. [Example: The G3 is the principal staff officer responsible for developing, integrating and synchronizing operations, plans and training for the command to include force development and modernization. The G3 is the principal advisor to the commander for VDF domestic operations (DOMOPs) support to the Virginia National Guard.]

b. Position responsibilities.

(1) [Ensures integration and synchronization across the planning horizons of current operations, future operations, plans and training domains IAW the commander's intent and planning guidance.]

(2) Etc.

c. Mandatory Knowledge, Skills, and Abilities Criteria:

(1) [Example: Candidate will possess training in DOMOPs to include FEMA IC courses, completion of Emergency Management Institute (EMI) courses, and demonstrate sufficient knowledge of VDF collaborative environment, missions, LOEs and operations.]

(2) [Candidate will have knowledge of the following regulations: etc.]

d. Desirable Criteria:

(1) [Example: A graduate of a Service senior level command and staff college, possess a joint service designator or experience. Etc.]

(2) [A graduate of the Defense Support to Civilian Authority (DSCA Phases 1 and 2).]

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a. The following mandatory documents will constitute a complete and acceptable package:

[Clearly state requirements, with the following being an example only]

(1) Cover letter in the enclosed format;

(2) Military resume;

(3) Other documents the applicant wishes the Board to consider, including recommendations if desired.

e. The application due date is [DD Month 20YY].

f. Applications will be emailed with attachments to the following email address [email address] or may be mailed to the following address [address] Late and incomplete applications will not be accepted. The [G1 or S1] upon reviewing the application may advise the applicant to correct minor administrative oversights such as a missing signature. Point of contact is: [POC]

(1) Encls: Cvr ltr format

G1 OR S1 NAME DEPENDING ON BOARD LEVEL

Rank (VA)

Title

CF:

[J1 for VDF-level boards and subordinate leaders]



Enclosure (4) Retention Board Announcement Template

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS
VIRGINIA DEFENSE FORCE

DD Month 20YY

HQVDF

MEMORANDUM FOR: Distribution List

SUBJECT: CY 20YY Retention Board for VDF Members 65 Years of Age or Older as of DD MON 20YY Announcement

1. PURPOSE: This announces CY 20YY Retention Board for VDF Members 65 Years of Age or Older as of DD MON 20YY within the Virginia Defense Force (VDF), to be convened during [month].

2. DISCUSSION:

a. Code of Virginia Title 44 only states “The Adjutant General may, on a case-by-case basis, authorize volunteer members of the Virginia Defense Force to be retained beyond age 65 to age 75.” The inferred meaning of “case-by-case basis” is service beyond 65 should be merit based and other than routine. Therefore, the Retention Board will qualitatively consider all applicant’s contributions and value for further service. The Board will consider the (1) applicant’s request rationale about how s/he has benefited the VDF in the previous year, and how s/he will predictably do so in the coming year ; (2) the first O-5/ or higher in chain of command recommendation; (3) evidence of satisfactory attendance the past year; (4) VDF need for the member’s service and the members’ proven and potential service; and (5) evidence of the member’s physical fitness to perform rigorous duty while on State Active Duty. The Board may further consider the member’s entire written performance record, and other written records, such as any investigations within the last two years containing information about the member’s performance or behavior.

b. VDF member named in Enclosure (1) will be 65 Years of Age or Older as of DD MON 20YY and must apply for retention. Retention applications will contain.

(1) Cover letter in the Enclosure (2) format; (2) Commander’s (Cdr) letter of recommendation as described below; and (3) other documents the applicant wishes the Board to consider.

(2) The application cover letter include the endorsement of: (a) For 1st REGT personnel – Cdr, 1st REGT ; (b) For SOG – Cdr, SOG; (c) For FORHQ and HQSCO – COS; (d) For Special Staff – CG; (e) For IRR – Cdr, SOG; and (f) For all others – the first O-5 or above in that individual’s chain of command.

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(3) The application cover letter must detail the reasons for his/her request for extension, to include what this individual saw as his/her contribution to the mission of the VDF over the past year and what he/she sees as that individual's contribution in the year going forward (CY20YY)

c. The application due date is [DD Month 20YY]. Those individuals not forwarding such a request will not be reviewed by the Board and will be processed for separation effective 31 DEC 20YY.

d Applications will be emailed with attachments to the following email address [email address] or may be mailed to the following address [address] Late and incomplete applications will not be accepted. The [G1] upon reviewing the application may advise the applicant to correct minor administrative oversights such as a missing signature. Point of contact is: [POC]

(2) Encls: List of over 65 members G1 OR S1 NAME DEPENDING ON BOARD LEVEL
Cvr ltr format Rank (VA)
Title

CF:

J1

VDF CG

VDF DCO

Etc.

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**Enclosure (5) Applicant Cover Letter Template
COMMONWEALTH OF VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS
VIRGINIA DEFENSE FORCE**

DD Month 20YY

HQVDF

MEMORANDUM THRU: President, [VDF or unit and title of board] Board

FOR: [Convening Authority, such as “The Commanding General, Virginia Defense Force”]

SUBJECT: Application for [VDF or unit and title of board]

1. PURPOSE: This provides my application for [VDF or unit and title of board] in the Virginia Defense Force (VDF).
2. DISCUSSION:
 - a. Enclosures (1) to (*) provide the required documentation per the Board announcement for my application to [rank/position/retention past age 65].
 - b. [Enclosure (1) contains letters of recommendation, and documents demonstrating that . . .]
 - c. [I was first assigned as . . ., etc.]
3. [I have demonstrated -- from my See enclosures (1 &2).]

6 Encls: 1. Ltr of Rec/Suppl Rec Mat. NAME
2. VDF 623-3-1s Rank (VA)
3. VDF Form 3R Title
4. VDF Form 624-1-1
5. VDF Form 35-R
6. Education Certifications



Enclosure (6) Board Report Template

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS
VIRGINIA DEFENSE FORCE

DD Month 20YY

HQVDF

MEMORANDUM FOR: [Convening Authority, such as “The Commanding General, Virginia Defense Force”]

SUBJECT: [Title of Board] Report

1. PURPOSE: This provides a report of proceedings for [or unit title] for [title] Board.

2. DISCUSSION:

a. The Board was convened on [DD Month 20YY] per your convening order of [DD Month 20YY].

b. All application packages considered were submitted on time and were complete, including meeting all eligibility criteria.

c. I and the Board Member read the criteria in your Convening Order, and I briefed them again at the beginning of the Board meeting.

d. Candidates considered, votes for each candidate, and a brief description of discussion are:

Name, Rank, Unit Votes [3-0 For]

Board Discussion: [The Board had only positive comments about Rank Name, focusing on her availability, attention to duty, and bearing.]

Name, Rank, Unit Votes [2-1 against etc.]

Board Discussion: [Rank Name and Rank Name voted against the applicant due to two negative counselling statements contained in enclosure (1). Rank Name concurred the applicant is not a strong candidate, but believes the applicant has participated consistently and his commander recommended him.]

Etc.

d. Documents from outside the applications were considered and are in Enclosure (1). No Board Member filed a dissenting report.

BOARD PRESIDENT NAME
Rank (VA)
Title