

VDFR 600-10 Appendix N

Reductions (Voluntary)

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1. Purpose and Administrative.

a. Purpose. This **VDF Regulation (VDFR) 600-10, Appendix (APDX) N** addresses the Voluntary Grade Reductions policy and practices.

b. Replacement. This regulation cancels and replaces VDFR 600-8-38, “VDF Officer and Enlisted Reductions (Voluntary)” dated 08 DECEMBER 2020.

c. Proponent. The proponent for regulation is the VDF Assistant Chief of Staff for Personnel and Administration (G1). The proponent may 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.

a. Active Detachment. The VDF Active Detachment (ACTDET) issues orders relevant to this regulation upon CG’s authority and G1 request and reflects resulting changes in the Manning Table of Organization (MTO).

b. Assistant Chief of Staff for Personnel and Administration. The G1 will ensure through the VDF Action Request (VAR) system, Form 3R (see **VDFR 600-10 APDX D, “Administration and Correspondence Standard Operating Procedures”**) and oversight that the voluntary administrative grade reductions and restoration processes are properly and timely administered.

3. Policy.

a. VDF members may request voluntary reduction for the good of the service and/or to facilitate their career goals to fill a verified vacant billet -- with an authorized grade at least two grades below the requesting member’s present grade. The Commanding General may authorize the reduction in grade and placement in the requested vacant position, which position the member must occupy at least 12 months before requesting and being granted restoration to the member’s former grade.

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b. The member upon restoration will be placed in a vacant position commensurate with the member's restored grade. The time in grade (TIG) accrued prior to voluntary reduction will be maintained and will be credited back to the member upon the member's restoration to his or her previous grade.

4. Reduction Process.

a. Officers in a Captain/O-3 or higher position, Warrant Officers in a Chief Warrant Officer -3 (CW-3) or higher position, or Staff Non-Commissioned Officers in a Sergeant First Class or higher position, may request voluntary administrative reduction to fill a position vacancy at least two grades below the requester's present grade.

b. The member will draft a voluntary reduction request from the member, via the member's Force Headquarters Staff Leader or Major Subordinate Commander (MSC), to the G1.

(1) The request must state "I voluntarily request administrative reduction from my present grade of [fill in] to the grade of [fill in at least two grades below present grade] in order to be placed in Manning Table of Organization (MTO) number [fill in]; Paragraph [fill in]; line number [fill in]; position description [fill in]; authorized grade [fill in]. I understand that I must remain in the described position at least 12 months and will not accrue Time in Grade (TIG) for my former grade while in that new position. I further understand that after 12 or more months I may request restoration to my former grade, and TIG in that grade. I further understand that upon restoration to my former grade, I will be placed in a vacant MTO position commensurate with my restored grade, and that while I may express my preference, placement will depend on available vacancies and the needs of the service."

(2) The request will be accompanied by a VAR per **VDFR 600-10, APDX D**, and a Form 3R requesting orders, with the "From" position being the member's current assigned position, and the "To" position being the vacant position to which the member requests assignment.

(3) The G1 will ensure the request and 3R conform with this regulation, confirm the member's MSC Cdr has signed the 3R, and the "To" position is vacant, and then forward the request to the CG for decision.

c. Upon the CG approving the reduction and placement requests, the G1 will request that the ACTDET prepare reduction orders, stating "Voluntary Reduction without Prejudice."

5. Restoration Process.

a.. The member must occupy the new position at least 12 months before requesting restoration to the CG -- using the same process as for requesting reduction. The member may request placement in any vacant position in the format shown above, but placement will be in accordance with the service's needs.

b. The G1 will review the request as described above, and forward to the CG for decision.

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c. Upon the CG approving the restoration and placement requests (or directing a different placement commensurate with the restored grade), the G1 will request that the ACTDET prepare restoration orders, stating “Voluntary Restoration. The time in grade accrued prior to voluntary reduction will be credited back to the member.”

J. P. CARLITTI, Sr.
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