



**VIRGINIA DEFENSE FORCE**  
**DEPARTMENT OF MILITARY AFFAIRS**  
**COMMONWEALTH OF VIRGINIA**  
500 Dove Street  
Richmond, Virginia, 23222  
Telephone (804)228-7018 Fax (804)228-7031  
E-Mail [vasdf@Verizon.net](mailto:vasdf@Verizon.net)



Office of the Commander  
Major General John D. Taylor

VADF-HCG

1 October 2006

**MEMORANDUM FOR:** Brigade, Battalion and Company Commanders

**SUBJECT:** VaDF Regulation 600-10

1. Attached is the VaDF Regulation 600-10 of 1 October 2006. It supercedes the VaDF Regulation of 1 October 2001. The regulation is being issued as a paper copy and on CD-ROM. The additions and deletions are based on the input of the staff at Division Headquarters and from personnel in the field. They also reflect the current interpretation of the regulation.

2. There has been little change in the various chapters other than to redefine and strengthen the wording and correct the typographical errors. However, there are two major exceptions:

- a. Chapter 7, Personnel Services has been re-written and describes the new ID Card procedure.
- b. Chapter 8, paragraph 4, Office Symbols has also been re-written to reflect the changes to the VaDF organizational structure.

3. All of the Appendices have been re-worked and there are changes to many of the VaDF Forms. These forms are found on the enclosed CD-ROM as well as the paper copy of 600-10. **YOU SHOULD NOTE THAT THESE ARE THE REGULATION FORMS OF THE VaDF AND ARE THE ONLY FORMS TO BE USED.**

JOHN D. TAYLOR  
MAJOR GENERAL VaDF  
COMMANDING

1 October 2006

VaDF REGULATION REVISED 600-10

PREFACE

This regulation supersedes previous ones and is effective upon receipt.

Examples contained in this regulation are provided for describing procedures, formats and content.

The proponent of this publications is the AcofS G-1. Suggestions for amendments are to be forwarded to VaDF HQ, attention VaDF-H1

**PERSONNEL AND ADMINISTRATION PROCEDURES**

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CHAPTER 1

**GENERAL**

- 1-1. References:
  - a. Title 44, Code of Virginia (Military Laws of Virginia)
  - b. Permanent Order 1-1, (VaDF), TAG, VA, 1 March 1988
  
- 1-2. Effective Date: This regulation is effective upon receipt and supersedes any previous instructions, which conflict herewith.
  
- 1-3. Purpose: This regulation prescribes criteria and procedures for all personnel and administrative actions.
  
- 1-4. Proponent: The AC of S, G-1 is the proponent of this regulation. Suggested changes will be forwarded to VaDF HQ, Attention G-1.
  
- 1-5. 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.
  
  - b. Qualification: An individual's eligibility for appointment or enlistment in the Virginia Defense Force will be determined on the basis of their ability to meet all requirements of this regulation.

CHAPTER 2

**APPOINTMENTS/ENLISTMENTS**

2-1 Eligibility Criteria:

- a. Citizenship: The applicant must be a citizen of the United States of America.
- b. Residence: The applicant must be a legal resident of the Commonwealth of Virginia at the time of their application and be within a 50-mile radius of the desired unit (Includes neighboring state residence). If the residence is outside the 50-mile radius the applicant must have approval of the unit commander granting an exception to this policy. The approval must be in the form of a letter stating that drill attendance will not be affected by the distance and agree to be mobilized with the unit at the call of the Governor of Virginia.
- c. Social Security Number: Applicant must have an assigned Social Security Number.
- d. Age:
  - (1) Officers/Warrant Officers: Individuals may not be commissioned in the Virginia Defense Force prior to their 21<sup>st</sup> birthday. Initial appointment of individuals with prior service after age 60 will be on a case-by-case basis.
  - (2) Enlisted: Effective 1 July 1996, the Military Laws of Virginia was changed to read –Applicants for enlistment must be at least 16 years and less than 65 years old. Applicants under the age of 18 must have written consent of at least one parent.
- e. Character: Each applicant must be of good moral character.
- f. Mental: Applicant must be free of mental or emotional disorders.
- g. Medical: Applicants must be physically able to perform the duties of position recommended.
- h. Appearance: Beards are not permitted. Mustaches may be worn if trimmed at the lip line. Medical profiles will be considered on a case by case basis.

i. Assignment/Position Vacancy: Appointment/Enlistment will be to fill existing cadre MTO vacancies only. Applicants for appointment to a commissioned position must possess qualifications as potential leaders and have the ability to deal effectively with people. Prior service commissioned officers meet this requirement. The position grade must be compatible with assigned rank.

j. Prior Service:

(1) Officers/Warrant Officers – Each applicant for appointment in the Virginia Defense Force must have served a minimum of 2 years in the Federal or State military forces to be appointed at the same rank as that held at separation, except those individuals who have successfully completed 4 years of college ROTC. Documentary evidence must accompany request for appointment. All applicants with prior military service (Federal or State) must have served honorably, and prior service must be documented by DD-214, NGB-22, etc.

(2) Enlisted – Applicants with prior military service (Federal or State) must have served honorably and DD-214, NGB-22, etc must document prior service.

2-2 Persons Ineligible for Appointment:

- a. Subversive or disloyal persons – Individuals who are known to have engaged in disloyal or subversive acts against the United States of America or the Commonwealth of Virginia.
- b. Prior Military Service other than Under Honorable Conditions – Persons with prior military service that was not separated under honorable conditions from such service.
- c. Members of Other Military Forces – Individuals who are members of the Armed Forces of the United States, their Reserve Components, or the State Military Forces of other states.
- d. Convicted Felons – Persons who have been convicted by Civil Court of a felony.

2-3 Grade to be Appointed:

a. Non-Prior Service:

(1) Officers – Applicants without prior commissioned service in a federal or state recognized unit of the armed services may be recommended for appointment to a professional, MTO position. Professional MTO positions are defined as Medical Officers, Nurses, Chaplains, Judge Advocates, Aviators, and Military Police. Education, technical and professional skill documents must support the requested grade. Appointments of personnel in this category require a favorable pre-determination by Division. Upon a favorable pre-determination by Division, Division will publish appointment orders.

(2) Applicants with a college degree, but who do not have a professional degree or specialty/technical experience defined in 2-3 a. (1), and without prior commissioned or warrant service **MUST BE ENLISTED NOT APPOINTED**. They may be enlisted up to the grade of Corporal (E4). After a minimum of one (1) year of satisfactory service (75% drill attendance) and the completion of the required VaDF courses (Appendix T) the individual may be commissioned if an open billet exists.

(3) Warrant Officers – Applicants without prior VaDF service may be appointed a Warrant Officer provided they possess the technical skills that are commensurate with the requirements of the MTO vacancy. Division must make a favorable pre-determination prior to appointment. A high school diploma or GED and good communication ability is required, see paragraph 2-1d, APPENDIX T.

(4) Enlisted – Initial enlistment will be for an indefinite period. Enlistment will be as recruit E-1, unless civilian experience/education warrants consideration for enlistment in a higher grade. The unit commander will determine the grade of enlistment up to the rank of Corporal, (E-4), based on documentation submitted at the time of enlistment.

b. Prior Service:

(1) Officer/Warrant Officer – Applicants with prior service in federal or State recognized service of the armed forces as an officer or enlisted, may be considered for initial appointment as follows provided MTO position vacancy support that rank. Documentary proof must accompany request and a pre-determination for the appointment will be made at Division. Screening Board action at Brigade level prior to submission to Division for pre-determination is left to the discretion of the Brigade Commander. Upon favorable pre-determination by Division, Division will publish appointment orders. Rank must be one in which the individual actually performed military duties.

Table 2-1

<u>Service</u>	<u>Yrs Svc</u>	<u>Grade Attained</u>	<u>VaDF Grade</u>
Commissioned	2	2LT thru BG	Same Grade
Warrants*	2	WO1 thru MW5	Same Grade

\*Warrant Officers may also be given consideration for appointment to the following grades: CW5 & CW4 to MAJ; CW3 to CPT; CW2 to 1LT; WO1 to 2LT. These are Army grades. Grades of other services must be translated to their equivalent pay grade.

Note: JROTC (High School) is not considered prior service for appointment to an officer grade.

Enlisted – Grade of enlistment will be the same grade as when discharged from prior service, provided MTO supports the rank. If prior service grade at time of separation was less than E-5 may be enlisted in grade of E-5.

2-4 Authority:

- a. Officers/Warrant Officers – Appointment authority for the appointment of Officers/Warrant Officers in the Virginia Defense Force rest with Division. Division will publish all appointment orders.
- b. Branch in which appointment in the Virginia Defense Force will be in General Staff (GS); Line (LN); Medical (MC); Chaplain (CH); Aviation (AV); Military Police (MP); Judge Advocate (JA); Adjutant General (AG); Signal Corps (SC).
- c. Enlisted:
  - (1) Authority levels, to include authority for publishing orders, are established as follows:

Table 2-4

<u>Grade</u>	<u>Authority</u>
PV1 – CPL	Cdr, Co, HC
SGT – SFC	Cdr Bde
MSG – SGM	Cdr, VaDF
CSM	Cdr, VaDF

- (2) Enlistment Procedures are as follows:
  - (a) Authority to enlist applicants to fill Cadre vacancies is the Unit Commander.
  - (b) Required documents for enlistment in the VaDF are:
    - (1) If the requesting officer has the authority (see Table 2-4 above) to enlist an **order number** is placed on the line above “Subject”, (Appendix A). If the requesting officer does not have the authority to enlist, VaDF form 3R is used for **transmittal** and an order number will be placed on VaDF Form 3R or an order will be cut at the applicable level.
    - (2) VaDF Form 2-1R Qualification Record (Appendix B).
    - (3) Prior Service Documents substantiating all periods of service in the Armed Forces such as DD-214, NGB Form 22 or an equivalent document. Authentic documentation substantiating all awards and decorations must accompany enlistment documents before awards can be worn on a VaDF uniform.

- (4) The Oath of Enlistment, (VaDF Form 337R), will be administered by the Unit Commander or his authorized representative that is a commissioned officer (Appendix C).

**NOTE: If the unit commander DOES NOT have the authority to enlist, the oath should not be administered, until an order of enlistment is received.**

- (5) Applications for ID Card VaDF Form 2-428R (Appendix F).

- (c). All documentation required above will be submitted to VaDF Headquarters attention G-1 as soon as possible after enlistment.

2-5 Recruiting:

All units must exert maximum effort to recruit qualified, responsible and respected citizens of the community to fill unit Cadre MTO vacancies.

## CHAPTER 3

**PROMOTIONS/REDUCTION**

## SECTION I

## Officer Promotions

## 3-1 Administrative Criteria:

- a. Promotion will be based upon time in grade; completion of the required training courses prescribed in Appendix T, and demonstrated command and staff ability. Promotions will be accomplished only when an appropriate Cadre vacancy exists in the unit.
- b. All officers eligible for promotion under criteria in Table 3-1 will be considered for Cadre vacancies under the promotion authority's command.
- c. Minimum Criteria: Minimum time in grade is limited to time actively assigned to a position authorized by an appropriate MTO. Service as a commissioned officer in an inactive reserve component in which the individual does not actually perform military duties at the rank shall not be considered as the basis for promotion.
  - (1) Drill Attendance: Nominees for promotion must have attended at least 75% of all scheduled drills during the twelve (12) months preceding date of nomination.

Table 3-1

<u>FROM</u>	<u>TO</u>	<u>TIME IN GRADE</u>	<u>AUTHORITY</u>
WO1	CW2	1 Year	Brigade
CW2	CW3	2 Years	Brigade
CW3	CW4	3 Years	Brigade
CW4	MW5	5 Years	Division
2LT	1LT	1 Year	Brigade
1LT	CPT	2 Years	Brigade
CPT	MAJ	2 Years	Division
MAJ	LTC	2 Years	Division
LTC	COL	2 Years	Adjutant General
COL	BG	2 Years	Adjutant General

Time in grade requirement will not be waived.

- d. Required Documents:
  - (2) Applications for promotion must be supported by properly prepared copies of the following documents:
    - VaDF Form 3R (Personnel Action Request) (Appendix A)
    - VaDF Form 2-1R (Qualification Record) (Appendix B)
    - Personnel Evaluation Report VaDF Form PE (Appendix S)
- e. Promotion Board:
  - (1) A Promotion Board will be established at Brigade and Division levels. Division's Board shall act upon all recommendations for promotions of HHC GW Div, Div MP CO, Div Training Command and Aviation Battalion.
  - (2) Each board will consist of at least 3 but not more than five members. Members will be at least one grade higher than officers being considered. A pool of officers will be appointed on orders to ensure that this requirement is met.
- f. All required administrative documentation must be complete when submitted to the promotion board.
- g. Effective date will be that specified in the promotion order. Officers are not authorized to wear the Insignia of rank of the higher grade prior to receipt of the promotion order.
- h. The designated authority upon completion of favorable board action will publish promotion orders.

3-2 Officer Reduction:

- a. Voluntary reduction may be requested by the officer to accept assignment to a Cadre position vacancy of a lesser grade.
- b. Request for voluntary reduction will be prepared in letterform and forwarded to the appropriate authority listed in Table 3-1.
- c. Reduction orders will be published by the authority designated and will state "Voluntary Reduction without Prejudice".
- d. The time in grade accrued prior to voluntary reduction will be maintained and may be applied to subsequent service if the individual is administratively returned to his or her previous rank.

SECTION II

Enlisted Promotion

3-3. Administrative Criteria:

- a. Promotions will be based upon time in grade, completion of the required training courses prescribed in Appendix T and demonstrated ability as documented in accordance with Para 3-4 (E-6 and above).
- b. Promotions will be accomplished only when an appropriate Cadre vacancy exists.
- c. Minimum criteria:

(1) Authority and Time Requirements:

Promotion Criteria

Table 3-3

<u>GRADE</u>	<u>RECOMMENDING AUTHORITY</u>	<u>TIME IN GRADE</u>	<u>PROMOTION AUTHORITY</u>
E1-E2	Company Grade	4 Months	Advancement
E2-E3	Company Grade	6 Months	Co
E3-E4	Company Grade	6 Months	Co
E4-E5	Company Grade	6 Months	Bde
E5-E6	Company Grade	1 Year	Bde
E6-E7	Field Grade	1 Year	Bde
E7-E8	Field Grade	2 Years	Div
E8-E9	0-6 & Above	2 Years	Div
E9 (CSM)	0-6 & Above	2 Years	Div

- (2) Drill Attendance: Nominees for promotion must have attended at least 75% of all scheduled drills during the twelve (12) months preceding date of nomination.

(3) Documentation/Statement from the commander stating individual leadership ability and performance for NCO position.

3-4. Procedures:

a. Request for Promotion

- (1) Request for promotion to grades E8 and E9 will be forwarded through channels to Headquarters VaDF, ATTN: Enlisted Promotion Board. Convening authority for VaDF Enlisted Promotion Board CDR VaDF or ACofS, G-1. Recommendations will be submitted on VaDF Form 3R, with nominee's Military Personnel Records Jacket (MPRJ), VaDF Form 2-1R (formats for VaDF Forms 3R and 2-1R are found at Appendix A and B respectively and Personnel Evaluation Report found at Appendix S, Promotion Screening Report (PSR), format found at Appendix X, with all documents listed under "Documents Check List" on PSR which includes completed Personnel Action Request for Appointment/Promotion VaDF Form 35R (format found at Appendix H) and all supporting documents i.e. Prior Promotion Orders, VaDF Course completion certificates, statements of Non-Drill Volunteer Hours, and percentage of drill attendance will be included with promotion request package. Required VaDF Course completion is indicated in Appendix T. Promotion request package will be forwarded to Division Command Sergeant Major for Promotion Board.
- (2) Request for promotion to grades E5, E6 and E7 will be by Brigade Promotion Board, except for request for personnel of Div HHC, MP Company, Division Training Command, and Aviation Battalion, which will be considered by the Division Enlisted Promotion Board.
- (3) Ensure that the promotion packet has been through all proper channels before forwarding to any board. The Battalions and/or Brigade Command Sergeant Major will review the package and add a written endorsement to go with the package. If there is not sufficient personnel to hold a screening board a letter or memo to that effect will be forwarded to the board with the promotion package.

b. Promotion Orders.

- (1) Promotion of enlisted personnel to grades E2 through E4 will be announced on orders published by the Company Commander using a Form 3R (including Headquarters Co), using the proper format in Appendix A. Promotions to E5, E6 and E7 will be announced on orders published by Brigade, using the proper format in Appendix A, X and H.

- (2) Promotion to grade E8 and E9 will be announced by orders published by Headquarters VaDF using the appropriate format in Appendix M.
  - (3) One copy of each promotion order issued IAW (1) above will be forwarded to Headquarters VaDF and one to each intermediate Headquarters.
- c. Effective Date of Promotion.
- (1) The effective date of a promotion will be the date indicated on the promotion order.
- d. Appointment to Position of Command Sergeant Major (CSM)
- (1) Command Sergeants Major in the VaDF will serve on the personal staff of commanders at Battalion, Brigade and Division level, and will be utilized in accordance with the spirit and intent indicated on Page 4-30, FM 101-5. Members of the CSM Selection Board as well as commanders nominating individuals for CSM appointment, are instructed to ensure that only the highest qualified individuals are selected for such appointment.
  - (2) Minimum Criteria for Selection. Nominated individuals must have:
    - (a) Served honorably in a military status for at least ten (10) years.
    - (b) Served at least two (2) years at the E8/E9 level.
    - (c) Attended at least 75%, including alternative training, of all scheduled drills during the twelve- (12) months-proceeding date of nomination.
    - (d) A statement from the nominating commander which describes the individual's demonstration of ability to serve satisfactorily in the position.  
NOTE: An individual with documented proof of having previously held the designation of CSM in an Army component (or equivalent in another service) may be appointed to a CSM vacancy in the VaDF without regard to criteria in (a) and (b) above, but only with the approval of the CSM Selection Board.
  - (3) Nomination of individuals for CSM will be submitted on VaDF Form 3R by the Battalion/Brigade commander concerned, to Headquarters VaDF ATTN: CSM Selection Board, with individual's MPRJ and other information as indicated above in paragraph 3-4 a.
  - (4) Appointment Orders. After final selection by the CSM Selection Board and approved by the convening authority (CG VaDF), the nominee will be appointed on orders published by Headquarters VaDF.
  - (5) In the event of non-selection, as approved by the convening authority, all records and forms will be returned to the submitting Headquarters without further action.
  - (6) Nominations for selection, which do not conform, to the provisions of this Regulation will be returned to submitting Headquarters without action.

- e. Required Documents. Recommendations to promotion board will be made as follows:
- (1) Recommendation for promotion must be received by the convening authority for processing prior to the training assembly.
  - (2) Memorandum from the Unit Commander recommending promotion in a grade showing paragraph and line number of position being promoted to.
  - (3) Documents indicated above in paragraph 3-4 d.
  - (4) Other document such as former military service, special schools, etc may be submitted.

3-5 Promotion Boards:

- (1) A promotion board will be established at Brigade, and Division levels to consider promotions.
- (2) Each board will consist of at least 3 members but not more than 5, E5 and above. The majority will be enlisted members of a higher rank than those being considered for promotion.

3-6 Enlisted Reduction:

- (1) Voluntary reduction may be requested by the enlisted member to accept assignment to a Cadre position vacancy of a lesser grade.
- (2) Request for voluntary reduction will be prepared in letterform and forwarded to the appropriate authority listed in Table 3-1.
- (3) Reduction orders will be published by the authority designated and will state "Voluntary Reduction without Prejudice". Time in grade accrued prior to voluntary reduction will be maintained and may be applied to subsequent service if the individual is administratively returned to his or her previous rank.

## CHAPTER 4

**REASSIGNMENTS/TRANSFERS**

## SECTION I

## 4-1 Officer Reassignments

- a. Commanders of Virginia Defense Force units may reassign officers to fill existing Cadre vacancies within their units provided the officer's rank does not exceed the grade of the position. Officers and Warrant Officers appointed to a Professional/Technical MTO Position (see 2-3a(1) and 2-3a(3), **MAY NOT** be reassigned to a position, outside of their professional/technical specialty until after one (1) year of satisfactory service (75% drill attendance) and the completion of all VaDF required courses (Appendix T). An officer may choose a voluntary reduction (Para 3-2 may apply).
- b. Request for reassignment of officers to a Battalion command position will be submitted to Division using VaDF Form 3R for approval at Division level with orders being published at Division.
- c. For officers with property book responsibility, the request will be accompanied by a request for transfer of the property account to the new property book officer using VaDF Form 20R (Appendix I).
- d. All requests for reassignment (except to Battalion command position) will be submitted to Division ATTN: G-1 using a VaDF Form 3R, with an order number, for the purpose of updating the personnel database and MTO.

## 4-2 Officer Transfers

- a. Officer transfers will be for the following:
  - (1) The Battalion Commander will approve transfer of an officer between companies of a Battalion with orders being published at the Brigade level.
  - (2) Transfer from one Battalion to another or transfer from a Battalion to the Brigade within the same command will be requested by the Battalion Commander, approved by the Brigade Commander and the order published at Brigade level.
  - (3) Transfers from Brigade to Division, Division to Brigade or Brigade to Brigade will be initiated by the losing Commander, approved by the gaining Commander with orders published at Division.
- b. Transfers may be requested by the officer being transferred, by the gaining unit, or by the losing unit; and must be to a vacant Cadre position of equal or higher rank. If the vacancy is of a lower grade than the officer being transferred a request for reduction must accompany the request for transfer.

- c. All officer transfers will be accomplished using the VaDF Form 3R; however, the Form 3R must be forwarded to Division G-1 for review and updating the personnel database and MTO. The G-1 will forward the documents to the orders publishing authority.
- d. Officers and Warrant Officers appointed to a Professional/Technical MTO position (see 2-3a(1) and 2-3a(3), **MAY NOT** be reassigned to a position, outside of their professional/technical specialty until after one (1) year of satisfactory service (75% drill attendance) and the completion of all VaDF required courses (appendix T).

## SECTION II

### 4-3 Enlisted Reassignment

- a. Reassignment of enlisted personnel within a unit to fill existing Cadre vacancies is the privilege of the unit commander. However, the grade vacancy must be equal to or higher than that requested. If the grade is less than requested, reduction orders prior to or concurrent with the reassignment is required. Demonstrated ability to fulfill requirements of grade and position is mandatory. Time in grade alone is not the only criteria for reassignment.
- b. Enlisted reassignments will be accomplished by use of the VaDF Form 3R, with an order number. The Form 3R is to be forwarded to Division ATTN: G-1 for review and updating the personnel database and MTO.

### 4-4 Enlisted Transfers

- a. Enlisted transfers will be for the following:
  - (1) The Battalion Commander will approve transfer of enlisted personnel between units of a Battalion. The Battalion will publish the orders from a request submitted on a VaDF Form 3R.
  - (2) The Brigade Commander will approve transfer of enlisted personnel from a Battalion to the Brigade and orders will be published at the Brigade level.
  - (3) Transfer of enlisted personnel between Brigades and between Division and Brigade will be approved at Division. The individual's commander requests transfer, approval is at the next higher headquarters and orders are published at Division level.
- b. All requests for transfer will be accompanied on a VaDF Form 3R. The individual's files will be sent to the receiving unit. The VaDF Form 3R must be forwarded to Division ATTN: G-1 for updating the personnel database and MTO.

## SECTION III

## VaDF Auxiliary

## 4-5 Transfer to Auxiliary

- a. Reference: Command Policy Letter CG 01-1 dated 1 October 2001. Letter of Instruction, The Adjutant General of Virginia dated 1 July 1994.
- b. Transfer of a member of the VaDF to the Auxiliary will be to retain the association of the individual with the VaDF when active service is not practical or permitted by law. Individuals must have served actively in the VaDF for no less than two (2) years of exemplary service and 75% drill attendance. Individuals serving in the Auxiliary who are less than 65 years old may be returned to active status. Transfers to the Auxiliary will not be used as a form of discharge for undesirable, disruptive or non-productive personnel.

Transfer to the VaDF Auxiliary will be for the following:

- (1) Maximum age (65) for active service
  - (2) Unit reorganization/MTO change
  - (3) Individuals request that meet the criteria prescribed in Command Policy Letter CG 01-1, Appendix W.
  - (4) Special circumstance request on a case by case basis.
- c. Transfer to the Auxiliary will be at the individual's **WRITTEN** request and at current rank, unless individual had taken a voluntary reduction in grade to fill a Cadre position, he or she will be returned to original rank held prior to voluntary reduction and documented on appropriate orders. Division will publish all transfers to the Auxiliary.
  - d. Participation by members of the Auxiliary will be limited to social functions or ceremonies in the VaDF uniform with VaDF rank or in the uniform of the service in which they served with rank held in that service. Auxiliary members are not authorized to attend training assemblies, except when personnel that possess unique qualifications as instructors may be invited to teach on a case by case basis. Request for personnel to serve, as instructors must be submitted in advance with full justification to Division for approval and publishing of orders.
  - e. All members of the Auxiliary under the age of 65 annually, NLT 30 June, will advise Division of their current address, phone number, state of health and availability for recall to duty in the event of an emergency.

## 4-6 Transfer from Auxiliary

- a. Transfer from the Auxiliary will be for the following:
  - (1) MTO position exists and rank is/will be compatible.
  - (2) Conflict or reason for transfer no longer exists.
  - (3) Individual age meets criteria for enlistment/appointment.

- b. All transfer requests will be accompanied by appropriate justification and approved by Division. Division will publish orders.
- 4-7 Discharge from Auxiliary
- a. Discharge from the VaDF Auxiliary severing all ties with the Virginia Defense Force will be for the following:
    - (1) Personal request
    - (2) Age 75
    - (3) Death
    - (4) Failure of an Auxiliary member under age 65 to maintain contact at Division with current information.
  - b. Upon receipt of documentation requesting discharge from the VaDF Auxiliary, Division will publish appropriate orders and issue an honorable discharge certificate.
  - c. The Division G-1 will take action to remove discharged individuals from the personnel database.

## CHAPTER 5

### ORDERS

5-1 Scope

- a. This regulation prescribes policies and procedures for preparing and issuing orders and permanent orders by all elements of the Virginia Defense Force.

5-2 Criteria

- a. The Virginia Defense Force will publish orders for the following actions:

	<u>Officer</u>	<u>Enlisted</u>
(1) Initial Appointment/Enlistment	Chapter 2	Chapter 2
(2) Transfers	Chapter 4	Chapter 4
(3) Reassignment	Chapter 4	Chapter 4
(4) Promotion/Enlistment	Chapter 3	Chapter 3
(5) Discharge/Separation	Chapter 6	Chapter 6

5-3 Format

- a. This regulation requires using this order format for action pertaining to VaDF personnel.
- b. Numbering of orders will be consecutive for a calendar year. As each day's orders are published, the next number will be assigned for that day with page numbers. Example, On 2 January the unit is publishing orders for the first day this year. The number will be Order 1-1. If there is more than one group of orders published on that day then they would be numbered 1-2, 1-3, etc. Orders published the next day will bear the numbers 2-1, etc.
- c. When only one paragraph is used in an order, that paragraph will not be numbered. When more than one paragraph is used, all paragraphs will be numbered. Use two sides of a sheet before adding additional sheets.
- d. Use consolidation of orders whenever possible.
- e. The standard name line will consist of the Last Name, First Name, Middle Initial, SSN, Rank, Branch, Unit Assigned, MTO, HOR.

## CHAPTER 6

**SEPARATIONS**

## 6-1 Classes of Discharge

- a. Honorable Discharge: A form of discharge given a member of the VaDF whose character of discharge is “Honorable” by honest and faithful service. VaDF Form 55 will be issued Appendix P.
- b. General Discharge (under Honorable Conditions): A form of discharge given under honorable conditions with bar to re-enlistment in the Virginia Defense Force. VaDF Form 56 will be issued Appendix P.
- c. General Discharge: A formal discharge given a member of the VaDF whose character of service is under conditions of “other than honorable, see paragraph 6-2d, g. This type of discharge constitutes a bar to re-enlistment in the Virginia Defense Force. VaDF Form 56 will be issued Appendix P.

## 6-2 Reason for Discharge

- a. Resignation: The VaDF is a voluntary organization, and any officer or enlisted member may request discharge, **IN WRITING**, at any time. Should the officer or enlisted member have property responsibility, that member must be relieved of that responsibility prior to receiving discharge. An **HONORABLE DISCHARGE** may be issued.
- b. Change of Residence: An individual may request a discharge when he or she changes their residence to a location too distant from their unit to attend scheduled assembly or participate in unit activities and no other VaDF unit is available to transfer to. NOTE: A move to another state does not require discharge if initial service met appointment/enlistment criteria. However, if the residence is over a 50 mile radius from the unit of assignment, the commander must approve continued service with a letter stating that the member agrees to be mobilized at the call of the Governor of Virginia. An **HONORABLE DISCHARGE** may be issued.
- c. Physical Disability: If an individual is found to be physically unqualified to perform the duties of the position to which assigned, he or she may be discharged. An **HONORABLE DISCHARGE** may be issued.
- d. Enlisted VaDF personnel who are to be appointed as Warrant Officers or Officers must first resign, **IN WRITING**, from their enlisted position. VaDF Warrant Officers who are to be appointed as officers also must resign, **IN WRITING**, from their Warrant Appointment. An **HONORABLE DISCHARGE** will be issued.

- e. Attainment of maximum age:
  - (1) Members of the VaDF will be discharged upon attainment of age 65. An **HONORABLE DISCHARGE** may be issued.
  - (2) In the event there is no suitable replacement for the Cadre MTO position of the incumbent member and he or she remains physically fit and duty performance has been outstanding, The Adjutant General on a case by case basis, may authorize retention beyond age 65, but not to exceed age 75. Requests for retention of these members will be initiated, **IN WRITING**, by member through the chain of command at least 90 days prior to members 65<sup>th</sup> birthday and must be fully justified.
- f. Age seventy-five (75): When a member of the VaDF reaches his or her 75<sup>th</sup> birthday they will be retired and discharged. A **RETIREMENT CERTIFICATE** and an **HONORABLE DISCHARGE** may be issued.
- g. Death: An **HONORABLE DISCHARGE** will be issued with the effective date being that of the date of death.
- h. Continually failing to attend military assemblies: Members of the VaDF failing to attend 75% of military assemblies, within a twelve (12) month period, may be discharged. A **GENERAL DISCHARGE UNDER HONORABLE CONDITIONS** will be issued.
- i. Unfitness: An individual may be discharged for unfitness due to incidences of discreditable nature with civil or military authorities, sexual perversion, drug addiction, alcohol abuse, or violation of Federal, State and local laws, an established pattern for showing dishonorable failure to pay debts, or an established pattern showing dishonorable failure to contribute adequate support to dependents. A **GENERAL DISCHARGE** will be issued.
- j. Fraudulent entry: An individual will be discharged for fraudulent entry into the Virginia Defense Force. Fraudulent entry includes deliberate lying on appointment/enlistment documents and unauthorized changes to legal documents such as DD-214, etc. A **GENERAL DISCHARGE** will be issued.

### 6-3 Individuals with Property Responsibility

Officers assigned as Property Book Officers and who have State property issued to them will not be separated until a property settlement has been effected by an authorized representative of the VaDF, (see paragraph 4-1 c).

### 6-4 Authority to Discharge

#### a. Enlisted Members:

Commanders having authority to enlist (see table 2-4) and promote (see table 3-3) also has authority to publish orders discharging enlisted personnel? Copies of orders discharging enlisted members under the authority of this regulation will be forwarded to Division, and an appropriate discharge certificate will be issued to the individual. **ORDER FORMAT WILL BE IN ACCORDANCE WITH APPENDIX M, FORM 3R, (APPENDIX A), CAN NOT BE USED AS AN ORDER FOR DISCHARGE.**

#### b. Officers:

The authority to separate Warrant Officers and Officers rest with the Commanding General of the Virginia Defense Force. Commanders, on VaDF Form 3R, will submit recommendations for separations of Warrant Officers and Officers with individuals 201 File, through, channels, to Division. If approved, Division will publish separation orders and an appropriate discharge certificate will be issued.

## CHAPTER 7

## PERSONNEL SERVICES

## SECTION 1

## Identification Cards

- 7-1 Purpose: The purpose of this section is to establish the procedures, responsibility and authority to the issuance of Identification Cards (ID) within the VaDF. The provision of this section will apply to officers, warrant officers, and enlisted personnel.
- 7-2 Authority: The primary authority for issuing of Identification Cards is assigned to the Assistant Chief of Staff, G-1. The G-1 will maintain records reflecting the issuance and recovery of all Division ID cards.
- 7-3 Card Issuing Procedure:
- a. ID cards will be sent, in blocks, by Division to Brigade and Aviation Battalion Commanders for issuing to individual in their units. Division Headquarters will issue ID cards for Division HHC, MP Company and Division Training Command. Commanders have the sole responsibility and accountability for issuing and recovering Identification Cards within their units.

Supply of ID Cards-Based on anticipated need an initial block, of forty-eight (48) ID cards, for each brigade and twenty (20) ID cards for the Aviation Battalion will be forwarded to the commanders. Brigade commanders are responsible for the issuing of blocks of cards from their supply of forty-eight (48), to the commanders of their subordinate battalions. The block of cards issued to subordinate battalions should be issued under a Hand Receipt (VaDF Form 2062). When the supply of cards is down to ten (10), commanders may request additional cards from Division Headquarters: which will be forwarded in blocks of forty-eight (48). Both the initial block and any subsequent supply, will be accompanied by a Hand Receipt. The Hand Receipt will be signed and returned to Division Headquarters, ATTN: G-1. **Blank ID cards are accountable, sensitive property and must be kept in a secure (locked) location.**

- b. The G-1 is responsible for keeping records and control of all blank ID cards in card serial number sequence and will ensure that adequate stocks are on hand at all times. The G-1 will maintain a permanent log, which shows the distribution of each ID card. The log will indicate the following information:

- 1) Block Issue-List, in ID card serial number sequence, the block of ID cards sent to each Brigade and Aviation Battalion Commander.
  - 2) Issued-When an ID card is issued, the individuals name, unit and date of issue will be entered next to the corresponding ID card serial number.
  - 3) Recovery/Mutilated/Lost-When an ID card has been recovered from individual leaving the VaDF; or has been mutilated, the card will be returned to Division Headquarters, ATTN: G-1 and that information will be entered next to the corresponding ID card number. Lost or stolen ID cards will be reported to appropriate Commander and subsequently to Division Headquarters, ATTN: G-1, as soon as possible.
- c. Justification for Issue:
- 1) A TEMPORARY ID card that will expire six(6) months from date of appointment/enlistment will be issued upon appointment/enlistment to insure all soldiers can be identified, while serving during the first six(6) months of duty, at home station or in the field performing assigned missions.
  - 2) Upon expiration of the temporary ID card a PERMANENT ID card will be issued for three (3) years.
  - 3) Change of grade due to promotion or reduction.
  - 4) Official change of name and/or Social Security number.
  - 5) Replacement of lost, mutilated and worn out cards or cards with the incorrect date.
- d. ID Card Issuing Process:
- 1) Two (2) copies of VaDF Form 2-428R (Appendix F) will be filled out and signed by the individual and by either the Commander, Executive Officer or S-1. **The serial number of the card must be written in the Card Serial Number block.** One (1) completed copy will be retained (in the individuals MPRJ file) by the headquarters issuing the ID card and one (1) copy will be sent to Division Headquarters, ATTN: G-1.
  - 2) Using a **TYPEWRITER**, complete all sections on the ID card with the exception of the signatures.

- 3) Take a photograph of the individual. The photograph must be a head and shoulders image and have a **name block**. One (1) copy of the photograph is attached to the designated area on the center front of the ID card. A second copy of the photograph should be attached to the copy of VaDF Form 2-428R that is sent to Division Headquarters.
- 4) The individual, to whom the card is issued, should sign on the front of the card in the "Signature" block. Either the Commander, Executive Officer or S-1 should sign on the back of the card in the "Signature of Issuing Officer" block.
- 5) The ID card receipt stub (attached to left of card) should be completely filled out with the name, date and signature of the individual to whom the card is issued. The completed stub should be attached to the copy of VaDF Form 2-428R, that is in the individuals MPRJ file maintained by Headquarters issuing the card.
- 6) The completely filled out ID card should be laminated.
- 7) Subsequent to the issuance of identification cards to members of the VaDF, personnel will be required to have an ID card in their possession at all official UTA's, MUTA's and alert drills.
- 8) **ID CARDS ARE STATE PROPERTY.** Commanders are responsible for retrieving ID cards from all personnel who, resign, are discharged or otherwise separated from the VaDF. These cards will be forwarded to Division Headquarters, ATTN: G-1, for record keeping purposes.
- 9) Authorizing signatures on VaDF Form 2-428R and ID cards and delegated responsibility for ID cards will be limited to the following:
  - a) Brigade and Battalion Commanders, Executive Officers and S-1s.
  - b) Chief of Staff, Assistant Chief of Staff, G-1, Deputy G-1.
  - c) Commander, VaDF

**CHAPTER 8****ADMINISTRATIVE PROCEDURES**

## 8-1 Correspondence

- a. Definition: The term “correspondence” includes all forms of written communications between units or individuals of the VaDF. However, for the purpose of this regulation, only the two principal forms of correspondence utilized in the VaDF will be discussed. These will be Memorandums and Letters.
- b. General Rules:
  - (1) Preparation: Military correspondence will be prepared on 8-1/2” x 11” paper or pre-printed forms and may be word processed, typewritten, printed, or written. If typewritten, a black ribbon will be used; and black will be used for printed or written correspondence.
  - (2) Number of Copies: Correspondence to which no reply is expected should reach the addressee in one copy. Correspondence to which a reply is expected should reach the addressee in two copies, original and one copy. If routed through channels, sufficient copies should be prepared to allow each intermediate headquarters to retain a copy.
  - (3) Using one side of Paper: Except when using prescribed forms or when reproducing material by reproduction machines, only one side of a sheet of paper will be used for a communication or enclosure.
  - (4) Quality of Writing: Military writing should be clear and concise. Short words, short sentences, and short paragraphs should be used to the fullest.
  - (5) Address correspondence as directly as possible to the action office concerned. Include the action officer’s name and office symbol when addressing correspondence.
  - (6) Route correspondence through commands or offices expected to exercise control or take action.
  - (7) Do not route correspondence through a headquarters that has no interest or concern in the matter or action; however, a copy of the correspondence will be sent to the office that was bypassed.
- c. Memorandums:
  - (1) Whenever possible and appropriate, official business will be conducted by personal contact, telephone, fax, or electronic mail (e-mail). A Memorandum for Record (MFR) should be used to document any decisions or agreements reached during these communications.
  - (2) Do not use the memorandum format for correspondence with the families of VaDF personnel or private businesses.
  - (3) Address correspondence to the office that is expected to complete the action. If the memorandum is sent to someone’s attention, place the person’s name in parentheses after the office symbol.

- a. Multiple Address Memorandums:
  - (a) Begin listing the addressees on the line below: MEMORANDUM FOR” and indent under the third character.
  - (b) Type addresses in either all uppercase or upper and lowercase type; be consistent.
  - (c) Prepare one original and make copies for additional addressees after signature. Place a check mark to the immediate left of each addressee to designate the addressee’s copy.
- b. There are two types of memorandums, formal and informal.
  - (1) Formal Memorandums - The formal memorandum will be used for correspondence that will be sent outside the headquarters, or command.
  - (2) Informal Memorandums – The informal memorandum will be used for correspondence that will be internal to the headquarters or command. Informal memorandums may be preprinted and used as form letters.
  - (3) Endorsements: Endorsement is eliminated as an authorized form of correspondence. The memorandum will be used in all instances where an endorsement was previously used.
- c. Letters – Letters are used when corresponding with civilians and military members addressed by name. Use the letter also when corresponding with a civilian agency, or other government agency officials. Letters may be used for official personnel correspondence, letters of welcome, letters of appreciation or commendation.
- d. Enclosures – Enclosures are documents accompanying correspondence and they may be an integral part of the correspondence required to complete the communication or to keep the body of the communication as short and clear as possible. They may also be used to furnish additional information, to present details, to explain data, or to add generally for better understanding of the subject. See Appendix L for an example of placement of the enclosure listing on a military letter.
- e. Letters of Transmittal – Letters of transmittal for documents, reports, and correspondence, which are self-explanatory in nature, are not required and are unnecessary. For instance, letters of transmittal are not necessary for Certificates of Completion of Sub-courses, enlistment records, clothing request, etc.; as these documents contain the name of individuals to which they apply.

8-2 Unit Files: VaDF units are required to maintain file copies of documents, records, and publications pertinent to the operations of the unit. Unit files will normally be maintained in manila folders or three-ring binders. They will be available for inspection by representatives from higher headquarters or the Inspector General’s Section of the Adjutant Generals Department. The items listed below are considered to be the minimum files maintained by each unit or headquarters as indicated.

<u>DESCRIPTION</u>	<u>MAINTAINED</u>			
	<u>CO</u>	<u>BN HQ</u>	<u>BDE</u>	<u>VaDF HQ</u>
Month Morning Report	X	X	X	X
Permanent Orders	X	X	X	X
Orders (Published by HQ, VaDF)		X	X	X
Orders (Published by Unit)	X	X	X	X
VaDF Regulations & Pamphlets	X	X	X	X
Correspondence File	X	X	X	X
Annual Training Program	X	X	X	X
Quarterly Training Schedule	X	X	X	X
After Action Report	X	X	X	X
Area Studies	X	X	X	X
Area Maps	X	X	X	X
Alert Plan	X	X	X	X
Standard Operating Procedures (SOPs)	X	X	X	X
Operations Plans	X	X	X	X
State-Owned Property Records	X	X	X	X
Locally Acquired Property Records	X	X	X	X
Unit Fund Records	X	X	X	X

8-3 Military Personnel Records Jacket (201 File):

- a. General: Division Headquarters will maintain MPRJ files on all VaDF personnel. Individual MPRJ Files will be established and maintained for every person enlisted or appointed in the VaDF.
- b. Responsibility: The Company Commander is responsible for opening and maintaining the MPRJ files for himself and all persons assigned to MTO positions in his unit. MPRJ files for Staff Officers/Warrant Officers and Enlisted assigned or attached to HHC's are the responsibility of the HHC Commander.
- c. Division Headquarters will maintain MPRJ files on all VaDF personnel.
- d. Storage:
  - (1) MPRJ Files are confidential data to be stored in file drawer(s) or cabinet(s) capable of being locked. They will be locked except when in the use authorized by the responsible commander.
  - (2) Access to MPRJ files is restricted to:
 

Line Co – Co Cdr	HHC – Bn/Bde/Div Cdr
1SG – Co Clerk	S-1 or G-1 and authorized assistants HHC Cdr, 1SG – Co Clerk

(3) MPRJ Files will be stored alphabetically by Brigade at Division and alphabetically by Units at Brigade and Battalion level.

e. Contents: MPRJ Files shall contain the following as a minimum.

(1) Officer/WO's:

- 1). Orders - all except temporary (TDY) orders
- 2). VaDF Form 3R
- 3). VaDF Form 2-1R
- 4). VaDF Form 2-428R
- 5). VaDF Form 35R
- 6). Prior military service documents (DD214, NGB 22, etc)
- 7). VaDF Form 337R
- 8). Awards
- 9). Certificate of completion of military education
- 10). All letters, memorandums and other correspondence pertaining to the individual

(2) Enlisted:

- 1). Orders
- 2). VaDF Form 3R
- 3). VaDF Form 2-1
- 4). VaDF Form 2-428R
- 5). VaDF Form 337R
- 6). Prior military service documents (DD214, NGB 22, etc)
- 7). Awards
- 8). Certificate of completion of military education
- 9). All letters, memorandums, and other correspondence pertaining to the individual

f. Withdrawal: MPRJ files may be withdrawn to accompany request for personnel action to Headquarters authorized to take such actions. Orders resulting from personnel action request will be inserted in the MPRJ files before return to the unit of assignment. When Withdrawn, MPRJ files will be replaced by locator cards indicating:

- (1) Members name and social security number
- (2) Reason for withdrawal
- (3) Headquarters to which file(s) are sent

g. MPRJ (201) files will be returned to unit as soon as possible following personnel action. If transfer is involved, file will be sent to new unit for its files.

- h. Files for Discharged or Separated persons will be forwarded to Division for record storage.
- i. Disposition Upon Transfer or Attachment: Upon transfer or attachment of an individual from one unit to another, the losing unit personnel custodian will be responsible to post all personnel records to date and forward the Military Personnel Records Jacket (201) file to the gaining unit without delay.
- j. MPRJ file of individual transferring to Auxiliary will be forwarded to Division Headquarters, Attn: G-1, for record storage.
- k. Disposition Upon Discharge or Death: When a member of the Virginia Defense Force dies or is discharged, the unit personnel records custodian will post all personnel records to date and forward the Military Personnel Records Jacket (201) file to Division without delay.
- l. Placement of documents within MPRJ file will be as Follows:

Left Side  
(by date, current on top)

- 1. Orders
- 2. Permanent Orders
- 3. Promotion Papers with orders
- 4. Awards

Right Side

- 1. Change of Address Form (Appendix Z)
- 2. 2-1R
- 3. Oath
- 4. ID Card Form 2-428R
- 5. Personnel Evaluation (Appendix S)
- 6. Course Completions
- 7. Letters of Commendation Certificates
- 8. Professional Certificates
- 9. Prior Service (DD214, NG20, etc)
- 10. Civilian Education
- 11. Military Education

## 8-4 Offices Symbols (Supersedes VaDF Regulation 600-10, 1 October 2001)

**COMMAND**

Commander	VaDF-HCG
Deputy Commander	VaDF-HADCA
Deputy Commander	VaDF-HADCB
Command Sergeant Major	VaDF-HCSM

**GENERAL STAFF**

Chief of Staff	VaDF-HCS
Secretary of the General Staff	VaDF-HSGS
Liaison Officer (JOC)	VaDF-HLOJ
Liaison Officer (EOC)	VaDF-HLOE
Protocol Officer	VaDF-HPRO
Budget Officer	VaDF-HBUD

**ASSISTANT CHIEFS OF STAFF**

G-1	VaDF-H1
Deputy G-1	VaDF-H1D
Personnel Services Officer	VaDF-H1PO
Administrative Services Officer	VaDF-H1AO
Chief Personnel Services Sergeant	VaDF-H1SM
G-2	VaDF-H2
Deputy G-2	VaDF-H2D
Chief Intelligence Sergeant	VaDF-H2SM
G-3	VaDF-H3
Deputy G-3	VaDF-H3D
Operations Officer	VaDF-H3O1
Air Operations Officer	VaDF-H3O2
Civil/ Military Operations Officer	VaDF-H3O3
Plans & Training Officer	VaDF-H3O4
Safety Officer	VaDF-H3SO
Chief Operations Sergeant	VaDF-H3SM
G-4	VaDF-H4
Deputy G-4	VaDF-H4D
Maintenance Officer	VaDF-H4M
Chief Logistics Sergeant	VaDF-H4SM
Chief Food Operations Management Sergeant	VaDF-H4FS
Senior Mechanical Maintenance Operations Sergeant	VaDF-H4MS
G-6	VaDF-H6
Deputy G-6	VaDF-H6D
Chief Communications Operations Sergeant	VaDF-H6SM

**SPECIAL STAFF**

Chemical Officer	VaDF-HCM
Deputy Chemical Officer	VaDF-HCMD
Chief CBRNE Sergeant	VaDF-HCMS
Provost Marshal	VaDF-HPM
Deputy Provost Marshal	VaDF-HPMD
Chief Provost Marshal Operations Sergeant	VaDF-HPMS
Inspector General	VaDF-HIG
Public Affairs Officer	VaDF-HPAO
Recruiting Officer	VaDF-HRO
Senior Public Affairs Sergeant	VaDF-HPAS
Division Surgeon	VaDF-HSU
Medical Officer	VaDF-HMO
Chaplain	VaDF-HCH
Staff Judge Advocate	VaDF-HJA
Deputy Staff Judge Advocate	VaDF-HJAD
Legal Assistance Officer	VaDF-HJAL
Senior Paralegal Sergeant	VaDF-HJAS

**DIVISION HEADQUARTERS COMPANY**

Company Commander/HQ Commandant	VaDF-HC
First Sergeant	VaDF-HCSG
Communications Platoon Leader	VaDF-HCP

**DIVISION MP COMPANY**

Company Commander	VaDF-HMPC
First Sergeant	VaDF-HMPS

**DIVISION TRAINING COMMAND**

Headquarters	VaDF-1HO
Commander	VaDF-1HCO
Executive Officer	VaDF-1H5
Director of Instructions	VaDF-1HDI
Adjutant/Registrar	VaDF-1H1
Operations Officer	VaDF-1H3
Logistics Officer	VaDF-1H4
Director Course Development	VaDF-1HCD
Director NCO Academy	VaDF-1HNA
Director Leadership Academy	VaDF-1HLA
Detachment Headquarters Commander	VaDF-1HC
Detachment Headquarters First Sergeant	VaDF-1HCS

**FIELD FORCES**

	<b>Lafayette Brigade</b>	<b>Black Horse Brigade</b>	<b>Highland Brigade</b>					
Headquarters	VaDF-2HO	VaDF-3HO	VaDF-4HO					
Commander	VaDF-2HCO	VaDF-3HCO	VaDF-4HCO					
Executive Officer	VaDF-2H5	VaDF-3H5	VaDF-4H5					
S-1	VaDF-2H1	VaDF-3H1	VaDF-4H1					
S-2	VaDF-2H2	VaDF-3H2	VaDF-4H2					
S-3	VaDF-2H3	VaDF-3H3	VaDF-4H3					
S-4	VaDF-2H4	VaDF-3H4	VaDF-4H4					
S-6	VaDF-2H6	VaDF-3H6	VaDF-4H6					
HHC	VaDF-2HC	VaDF-3HC	VaDF-4HC					
	<b>21 Bn</b>	<b>22 Bn</b>	<b>23 Bn</b>	<b>33 Bn</b>	<b>24 Bn</b>	<b>31 Bn</b>	<b>34 Bn</b>	<b>AVN Bn</b>
Headquarters	VaDF-21O	22O	23O	33O	24O	31O	34O	AHO
Commander	VaDF-21CO	22CO	23CO	33CO	24CO	31CO	34CO	AHCO
S-1	VaDF-211	221	231	331	241	311	341	AH1
S-2	VaDF-212	222	232	332	242	312	342	AH2
S-3	VaDF-213	223	233	333	243	313	343	AH3
S-4	VaDF-214	224	234	334	244	314	344	AH4
S-6	VaDF-216	226	236	336	246	316	346	AH6
HHC	VaDF-21T	22T	23T	33T	24T	31T	34T	AHT
Company A	VaDF-21A	22A	23A	33A	24A	31A	34A	AAT
Company B	VaDF-21B	22B	23B	33B	24B	31 B	34B	ABT
Company C	VaDF-21C	22C	23C	33C	24C	31C	34C	ACT
Company D	VaDF-21D	22D	23D	33D	24D	31D	34D	ADT

## 8-5 Distribution

- a. Purpose: This paragraph describes the procedures and formulas for distribution of publications originating at Division.
- b. Responsibilities:
  - (1) The originator of the publication is responsible for determining the distribution required, using the following guidelines:
    - (a) Due consideration will be given at all times to the fact that VaDF funds are limited, and distribution of publications must be kept to a minimum in order to save on cost of paper, reproduction envelopes and postage.
    - (b) Distribution formula in Paragraph 8-6d below will be used for economy of effort as well as for accuracy, consistent with conveying essential information to VaDF commanders and staff officers. A standard distribution formula will be selected from Paragraph 8-6d, and expressed as Distribution "A", Distribution "B", etc.
    - (c) Where distribution to Division, Brigade and Battalion Headquarters is reflected in a formula, the number is based on one copy each for the Commander and each G staff officer. The assumption is that each G- and S-staff head will pass information to subordinate special staff officers under their supervision when appropriate.
    - (d) When the list of desired addressees is drastically different than any formula in Paragraph 8-6d, use Distribution "I" followed by the titles of all addressees.
    - (e) Division Chief of Staff will be responsible for selective distribution to Deputy Division Commanders, ADC's and CSM.
- c. Distribution Policy:
  - (1) General: Routine correspondence relating to individual actions and units will be prepared and distributed in accordance with AR 25-50, found in the VaARNG unit libraries. Items requiring wider distribution will utilize codes shown below translated into numbers of copies shown in Paragraph 8-6d distribution list. Items, which require distribution outside VaDF will indicate individual or agency, concerned and number of copies to be forwarded. Outside agencies or individuals will be listed under "copies furnished" (CF) in accordance with AR 25-50. Staff members will receive orders under Code E.
  - (2) Distribution Codes: The codes used in VaDF distribution formulas are as follows:

## CODE USED FOR

- A To be used exclusively for matters relating to Cadre, Plans/Instructions/Actions. Distribution to all VaDF commanders heading Cadre teams, plus Division CofS and Division G-Staff.

- B Distribution for all VaDF commanders down to company. Division distribution includes 1 copy each for Division Commander, Chief of Staff, and Headquarters Commander. Distribution at Brigade includes 1 copy each for Brigade Commander and Headquarters Company Commander. Distribution at Battalion includes 1 copy each for Battalion Commander, Headquarters Company Commander and each letter company commander. May be used to distribute items for unit libraries.
- C Distribution for Division/Brigade/Battalion commanders plus Division Chief of Staff and G-Staff. This distribution applies to material of more limited application than "A"; may address matters requiring further action by these commanders prior to involving company commanders.
- D Distribution for Division/Brigade commanders only, plus Division Chief of Staff.
- E Distribution for Division General and Special Staff Officers only. Includes Chief of Staff, SGS, G-1 through G-6, LnO, IG, SJA, Chaplain, Surgeon, Aviation Officer, Division PAO, Finance Officer, and Provost Marshall.
- F Distribution for G-1 matters, to be routed at each Headquarters concerned to Division Chief of Staff and G-1; LI/Bde S-1; Bn S-1; and all Co/Cdrs (including HQ Co).
- G. Distribution for G-3 matters, to be routed at each Headquarters concerned to Division Chief of Staff and G-3; LI; Bn S-3; and all company commanders, (including HQ Co).
- H Distribution for G-4 matters, to be routed at each Headquarters concerned to Division and G-4; LI/Avn/Bn S-4; and all company commanders, (including HQ Co).
- I Distribution intended for designated single or multiple VaDF commanders and staff officers and not for VaDF wide use.

Re-supply. Additional copies or replacement copies must be arranged through the originator, except for Distribution "B" items for unit libraries may be requested from Division G-1.

## a. Distribution List.

ADDRESSEES

<u>NUMBER OF COPIES</u>									
A	B	C	D	E	F	G	H	I	

VaARNG STAFF

VACS	1	1	1			1	1	1	
VAPA	1	1	1			1			
VAOT	1	1	1				1		
VAFM	1	1	1					1	
VARS	1	1	1						
VAMA	1	1	1						

VaDF HQ

CofS	7	7	7	2	21	3	3	3	
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MAJOR COMMANDS

DIV TRN COM:	5	5	1	1		5	5	5	
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## LAFAYETTE BDE:

HHC	5	5	1	1		5	5	5	
21 Bn	5	5	1			5	5	5	
22 Bn	5	5	1			5	5	5	

## BLACK HORSE BDE:

HHC	5	5	1	1		5	5	5	
23 Bn	5	5	1			5	5	5	
33 Bn	5	5	1			5	5	5	

## HIGHLAND BDE:

HHC	5	5	1	1		5	5	5	
24 Bn	5	5	1			5	5	5	
31 Bn	5	5	1			5	5	5	
34 Bn	5	5	1			5	5	5	



## CHAPTER 9

**STRENGTH ACCOUNTABILITY**

**9-1 Morning Reports. A monthly morning report will be prepared by each company ON THE DAY OF THE UNIT TRAINING ASSEMBLY, to summarize all personnel gains and losses; assignments and reassignments within the unit; training subjects covered at the UTA; impacts of personnel actions, and events appropriate for entry in the morning report.**

- a. **ADMINISTRATIVE INSTRUCTIONS.** The morning report will be prepared **ONLY** on VaDF Form 1R (Appendix D) with sufficient copies for the following distribution; 1 copy for unit file; 1 copy to Bn HQ (if applicable); 1 copy to Bde HQ if applicable); and original copy sent **DIRECTLY TO DIVISION HQ, ATTN G-1.**

The following suspenses apply:

- (1) **THE ORIGINAL COPY OF THE MORNING REPORT THAT IS TO BE SENT DIRECTLY TO DIVISION HQ, ATTN G-1, WILL BE SUBMITTED SO AS TO ARRIVE AT DIVISION HQ NLT FIVE (5) DAYS AFTER EACH UNIT TRAINING ASSEMBLE.**

- b. Preparation of VaDF Form 1R:

- (1) Block 1, Date. Enter date on which form is completed. e.g. 11 Mar 02
- (2) Block 2, Unit Designation. Enter the reporting unit's designation, to include Identity of the parent Bn and Bde, e.g., Co A, 1Bn, Blackhorse Bde.
- (3) Block 3, Unit Mailing Address. Self-explanatory.
- (4) Block 4, Strength Section. In column 4B, enter the strength data reported in Column 4E of the last report. In column 4D, enter all losses in assigned Strength since the last report. Column 4E must reflect on each line the Mathematical sum of column 4B plus Column 4C minus Column 4D. Columns 4F-G reflects unit progress in terms of attaining/maintaining Cadre. Column 4J will reflect the number of personnel attached (not assigned) to the Reporting unit on the date the morning report is submitted.
- (5) Block 5, Changes Section, This block is used to report all changes that have Occurred since the last morning report. Entries will include explanation of all Gains and losses reflected in Block 4; all promotions and reductions since the Last morning report; all reassignments within the unit; and corrections of data In the last report.
- (6) Block 6. Records of Events Section. This block is used to record all unit Events scheduled and held since the date of the last assembly (i.e., classes Exercises. Inspections); unscheduled activities ( i.e., emergency missions [cite Authority]; visits and inspections by higher headquarters; and injuries Sustained by members during unit assemblies. Note line G.



- (7) Block 7, Validation Section. This block is used to verify accuracy of entries, which are independent. When the answer to a listed question is “no”, the difference must be resolved before the morning report can be submitted to higher HQ.
  - (8) Block 8, Authentication Section. This block will identify the Co Commander, or a representative with delegated authority, and reflect his/her Signature.
- 9-2. Consolidation Morning Reports. Consolidation morning reports may, at the discretion of the Commander, be completed at Brigade and Battalion level utilizing VaDF Form 2R, however they are not required at Division Headquarters.
- 9-3. Personnel Rosters. Compilation/Updates. A computerized personnel roster, Prepared in order that assigned personnel can be identified in relation to MTO Assignment, will be forwarded to each brigade and battalion by VaDF HQ to be Updated quarterly. The Resultant database will be used to compile required Personnel reports.
- 9-4. An attendance **SIGN-IN/SIGN-OUT** sheet must accompany each Morning Report. This sign-in/sign-out sheet must have the individual’s **PRINTED NAME** and handwritten signature that verifies his/her presence at the assembly. VaDF Form 27 PR (Appendix R).
- 9-5. Report of Alternative Training. To support make-up training of individuals unable to attend regularly scheduled drill due to job conflict, illness or planned or emergency leaves. Bde/Bn Staff meetings do not qualify as Alternative Training. VaDF Form ATEV (Appendix U).
- 9-6. Report of Extra Volunteer Hours. Not to be confused with Alternative Training. This form records extraduty other than drill, i.e. Parades, Community Events, Recruiting, ect. VaDF Form ATEV (Appendix U).
- 9-7. Military Leave Request. Under Title 44 of the Military Laws of Virginia, Article 10, Section 44.93, VaDF personnel who are employees of the Commonwealth or any Political subdivision of the Commonwealth are entitled maximum of fifteen (15) Days of military leave each year from their respective jobs. This leave is to be Granted without loss of seniority, accrued leave, or efficiency rating and their shall Be no loss of pay during such leave of absence. Forms to be used where employers Required verification of such duty is shown in Appendix J and K.



CHAPTER 10

**LINE OF DUTY ACCIDENTS**

10-1. Insurance Coverage

- a. All VaDF Personnel are covered by Commonwealth of Virginia Workman's Compensation Insurance while traveling from HOR to Armory or Semi-Annual Field Exercise site for duty, while on duty, and from Armory or Semi-Annual Field Exercise to HOR after duty. Personnel making a stop over for personal Reasons returning to HOR from Armory or duty station and who are injured are Not covered. All personnel must be on official duty travel orders when assigned To other than regular drill status. Regular drills or semi-annual AT, Training Schedule submitted to the Division G-3 will suffice.
- b. Any accident or injury will be reported on Morning Report VaDF Form 1R (Appendix D) Block 6 Record of Events Section.
- c. Employer's First Report of Accident Form must be sent to Division HQ, ATTN: G-1 within 5 days for filing with the State. Then the following data can follow When compiled.
  - (1) Record of Proof of Attendance at Unit training assembly.
  - (2) Training Schedule for assembly at which injury occurred.
  - (3) Copy of TDY orders assigning individual to other than regularly scheduled drill duties.
- d. Claim Forms are obtained from the Department of Workman's Compensation, Industrial Commission of Virginia. Offices are located in majority of cities and Towns in Virginia.
- e. Brigade must have an IG investigate and corroborate Company Commander's Report.
- f. All Reports and pertinent forms are to be submitted to Division Headquarters for forwarding to Insurance Agent, within 10 days of accident occurrence.

## CHAPTER 11

**PERSONNEL EVALUTION**

11-1 General Personnel evaluation is a critical professional development tool for Commissioned officers, warrant officers, and NCOs. Honest and fair evaluation of VaDF members sets goals for individual growth and development, provides feedback on duty performance, and ensures individuals with superior potential are selected for promotion and assignment to more challenging positions. Their Personnel Evaluation Provides VaDF members a clear rating of where they stand and how to be better at their jobs.

11-2 Applies to. All field and company grade commissioned officers, all warrant officers, and all NCOs in the rank of SSG and above will receive an evaluation. NCOs and soldiers in the rank of SGT and below may be evaluated at their commander's option.

- a. Evaluations. A completed Personnel Evaluation form will accompany all Recommendations for promotion. Division, Brigades, Battalion and Company Commanders may require a personnel evaluation on any/all individual(s) in their Command at any time.

11-4 Evaluation Report. VaDF Form 830 (Appendix S) will be used for personnel Evaluations.

11-5 Raters and endorsers.

- a. Immediate rater. Brigade Commanders will provide guidance for their Brigades on who will be designated as raters. The Chief of Staff will provide guidance on who will be designated as raters on the Headquarters Staff and in Division troop units.
- b. General principle. Raters, as far as possible, should be individual's Supervisors in the chain of command. In general, commanders or their executive Officers should not rate all members of a command. Rating is a supervisory Function-its centralization deprives supervisors of an important tool for Caching and personal development as well as a significant experience as Managers and leaders.
- c. Endorsers. Endorsers on reports are not mandatory. However, endorsements Allow the chain of command to comment on individual's records for awards Promotion, and selection for duty.



11-6 Quality Control: Personnel evaluations are critical documents with great potential effect on a career in the VaDF. Forms should be prepared neatly, and typed if at all possible. Reports should be reviewed carefully for accuracy against other records. All comments should be reviewed for appropriateness by the rater's chain of command. Reports with errors of fact, in which there are grammar and spelling errors or those with words not easily understood, will be returned to the rater to be corrected.

- a. Officer and Warrant Officer Reports: Battalion and Brigade executive officers or S-1's may be designated the responsibility for quality control on officer evaluations.
- b. NCOs: The NCO support channel should be used to the greatest degree practicable to qualify NCO evaluations. Raters and endorsers should confer with the senior NCO at their level, First Sergeant and Command Sergeant Major, in the determination of performance and standards assessment.

11-7 Completion of the Form:

- a. HEADER: Enter the rated individual's name, rank, social security number, unit of assignment, and duty in the unit. If the individual served in more than one unit or duty in the Training Year, the unit and duty are those at the time of evaluation.
- b. PART 1 – PERFORMANCE OBJECTIVES:

(1) Set at least three and not more than five significant objectives for the individual during the year. Objectives should be mutually set by rater and rate, and should be individualized based on unit needs and individual ability. These objectives should be measured and performance based, focusing on activities that will improve the unit. Examples of possible objectives are:

Establish and maintain a unit VaDF Publications library.  
Qualify as a VaDF Radio Operator.  
Plan and develop a scenario for a Battalion FTX.  
Complete IIB skill training and Damage Assessment.

(2) Rate will initial and date the objectives to indicate they concur with the objectives, believes they can be met, and agree to work toward them.

- (1) At the end of the rating period, if designated, rater checks each blocks as MET or NOT MET. Failure to meet a difficult objective does not necessarily reflect badly on the rate. On the other hand, meeting five easy objectives does not make the rate a top performer.
- a. PART II – MEASUREMENT AGAINST STANDARDS: At the end of the rating period, if designated, evaluate honestly how the rate performs in the six listed areas. The rating EXCEEDS should be reserved for truly outstanding performance, the best individual in the unit. In units that are recognized as being outstanding by formal ratings, no more than half the unit should receive EXCEEDS.
- (1) RELIABILITY: Individual does what they say they will do when they say they will do it. Individual participates in unit activities, including drills; MUTA’s work sessions, community support, and state active duty. One hundred percent is required, but the individual should always let supervisors know the reason for any absence ahead of time.
  - (2) INTEGRITY: Individual does not lie, cheat, steal, quibble, prevaricate, or otherwise shade the truth.
  - (3) APPERANCE: Individual wears the uniform properly, clean and pressed, in good repair, with boots and shoes polished, and are well groomed.
  - (4) ATTITUDE: Individual is positive about the VaDF and what he is doing. Person acts as a team player. Person shows appropriate respect to superiors and subordinates as well as to members of other services and civilian leadership. Person supports equal opportunity for all, and avoids racism, sexual harassment, and discrimination in word and deed. Individual inspires others to work with him towards the common goal.
  - (5) INSTRUCTOR: Individual is a capable instructor in the classroom and in field skills training. Person can conduct scheduled and hip pocket training. All students know the material when training is completed.

PERSONAL SKILLS: Individual has a high degree of personal competence in METAL tasks as shown by completion of level IIA requirements.

- a. **PART III – PERSONAL DEVELOPMENT:** If the individual attended training applicable to VaDF mission outside regularly scheduled VaDF drills, note courses completed. This includes both VaDF and other agency training and may be classroom or extension training. If an individual is working toward a degree or professional certification, note this here.
- b. **PART IV – RATER’S EVALUATION:** The rater signs and dates this section after completion.
  - (1) **OVERALL PREFORMANCE:** Check in front of the application block. Individuals who should be considered for elimination are checked UNSAT. The average good member in a unit should be checked SOLID PREFORMER. EXCELLENT should be reserved for the top one or two officers or NCOs in a unit. In units recognized as outstanding in formal inspections, no more than half of the assigned personnel should be rated EXCELLENT. If the individual is eligible for promotion, and if the rater recommends promotion, check the block PROMOTE NOW.
  - (2) **ATTENDANCE:** Indicate the number of UTAs, MUTAs, and other events individual attended during the rating period.
- c. **PART V – ENDORSEMENTS:** Up to three (3) endorsements may be completed. In general, NCOs in the grade of MSG and above, CW3 and CW4, and Major should be endorsed at the Brigade or equivalent level. The endorser indicates his unit of assignment and signs and dates the block.
  - (1) **PERFORMANCE RATING:** Mark the appropriate block with an X to indicate how the rate ranks among individuals with similar rank in the unit (the rating pool). Group NCOs, SSG and SFC together, MSG and above together, Warrant Officers, Company Grade Officers, and Field Grade Officers as an individual pool.

**NOT OBSERVED – OBSERVED:** Check observed if you personally know and have watched this individual’s performance at drill on a regular basis. Check not observed if you do not have personal knowledge of the individual’s performance

- (1) POOL: Indicate how many persons were in the pool on which you based your performance rating.

FOR THE COMMANDER:

BOBBIE R. ELLER  
COLONEL GS VaDF  
Chief of Staff

OFFICIAL:

HYMAN S. SCHWARTZBERG  
MAJ GS VaDF  
AC of S G-1