

VIRGINIA DEFENSE FORCE  
DEPARTMENT OF MILITARY AFFAIRS  
Commonwealth of Virginia  
5001 Waller Road  
Richmond, VA 23230

**Initial Entry Training (IET)  
Letter of Instruction (LOI)**

Congratulations,

Your enrollment in the 2017 iteration of IET, has been received and approved. The dates of enrollment are 1 Feb 2017 to 11 July 2017. If you have not completed the ten modules by 31 August 2017 your enrollment in IET will be cancelled and you may restart the course in 2018.

If for any reason you cannot complete the IET Modules by 31 August 2017 or attend the schools MUTA, contact the PME staff by 1 Jul to cancel you out of the course. If you are not cancelled out of IET, the VDF will be charged for meals by the contracting food caterer. By not notifying the PME staff of not attending, you may be charged the price of the meals.

Included in this LOI you will find attached the first block of instruction materials. Once you have successfully completed each module the next module will automatically be sent to you with instructions for completing that module.

There are ten modules to be completed by 31 August 2017:

Upon completion of each assignment you will automatically be sent the next module with instructions. The PME Staff will send you the link to the test and access code to take the end of the module test online. Each test has a different web address and access code. If you are unable to conduct the test online, contact CSM Charles Jordan or SPC Anthony Midgett for further instructions. Once you complete the test, the test will immediately be graded and your score will be displayed. If you score less than one hundred you will be required to retest.

Complete the test until you score one hundred on the test. Once you answer the last question on the test, the test will automatically grade and give you your score. If you do not score one hundred you will need to retake the test until you score one hundred. Once you score one hundred, print the test off and maintain a copy for yourself and take a copy to your unit and give to the 1SG at the next drill.

If you have any questions you may contact the PME Staff at [vdfpme@vdf.virginia.gov](mailto:vdfpme@vdf.virginia.gov).

**Acknowledge receipt.**

Good Luck.

Charles R. Jordan  
CSM, PME Chief