

VDFR 600-10 Appendix L

Personnel Promotions

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1. Purpose and Administrative.

a. Purpose. This **VDF Regulation (VDFR) 600-10, Appendix (APDX) L** establishes policy, criteria and administrative instructions for personnel promotions. Commanders at all levels will ensure the integrity of the promotions program and that promotions are made in accordance with the standards of this regulation.

b. Replacement. This regulation cancels and replaces VDFR 624-1, “Virginia Defense Force Promotions,” dated August 2022.

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

2. Policy. The CG’s policy is that all leaders assess their personnel continually to recognize those personnel whose time in grade, grade appropriate education, service, and performance, merit promotion in accordance with (IAW) this regulation’s standards. Upon verification Cdrs must then take needed actions to assist the member’s application for promotion, and promotion based on the criteria within this regulation.

a. Promotions at all levels in the VDF are based on two over-arching standards: (1) superior duty performance of assigned duties; and (2) demonstrated potential for service at the next higher grade/rank.

b. The fact that a VDF member may be "fully qualified" administratively, *e.g.*, sufficient Time-in-Service (TIS)/ Time-in-Grade (TIG), or required training, does not mean that the member will be promoted to the next higher grade. For Unrestricted Line personnel as defined in **VDFR 600-10, APDX B**, "**Accession of Unrestricted Line VDF Personnel**," promotion boards will give appropriate weight to documented quality of performance in leadership positions, over a range of appropriate-level leadership and staff assignments.

c. For Professional Branch promotions, as defined in **VDFR 600-10, APDX C**, "**Accession of Professional Branch VDF Personnel**," promotion boards will give appropriate weight the candidate's time devotion to supporting VDF and Department of Military Affairs (DMA) components, maintenance of credentials, and performance in all assigned duties.

3. Definitions. Unless otherwise defined herein, the following terms are used in this regulation:

ALC- Advanced Leadership Course

BLC- Basic Leadership Course

CCC(1SG)- Company Commander/First Sergeant's Course

DSCA – Defense Support to Civil Authorities (via Department of Defense Joint Knowledge Online (JKO))

FEMA/ICS – Federal Emergency Management Agency/Incident Command Series IDC-Instructor Development Course

MTO- Manning Table of Organization

NCOLD- NCO Leadership Development Course

OCS- Officer Candidate School

PME- Professional Military Education

SLC- Senior Leadership Course

TIG- Time in grade

TIS- Time in service

4. Responsibilities.

a. G1.

(1) The G1 will enforce applicable personnel policies relating to personnel promotions as more specifically explained in this regulation, and other **VDFR 600-10 APDXs**, and will conduct and supervise all prescribed personnel administrative functions.

(2) Process requests to VDF Force Headquarters (FORHQ) for promotion action from Major Subordinate Commands (MSC), and Headquarters and Headquarters Company (HHC). G1, will return incomplete or improperly prepared requests for promotion action to the submitting command without action. All enlisted promotion packets will follow the documents list at the end of this regulation and be sent from the ISGs or CSM to the Force CSM's designee for review. The designee may request corrections and/or additional documents. When the promotion packets are deemed complete, they will be forwarded to the Regimental / SOG CSMs and the Force CSM, ready for the next scheduled NCO Promotion Board. The designee will consult/work with the G1 to ensure promotion packets meet standards.

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b. Command Chief Warrant Officer (CCWO). The CCWO will be the CG's lead advisor on WO promotion regulation and will sit on any promotion board promoting WO.

c. MSC and HHC. MSC and HHC will process all promotion actions IAW this regulation. Requests for orders to effectuate a promotion selection must be supported by properly prepared, formatted and completed documents as further described below. Incomplete or incorrect promotion packages returned by G1, and no corresponding changes to personnel records will be made until the G1 approves the corrected and completed request for such promotion.

d. Promotion Boards. Promotion Boards will be conducted IAW **VDFR 600-10, APDX J, "Personnel Boards."**

e. Staff Judge Advocate (SJA). The FORHQ SJA, upon request, will review technical questions about promotion regulations, and questions of regulatory correctness of promotion selection decisions.

5. Documentation. MSC and HHC reports to FORHQ of promotions made under their promotion authority shall be made by forwarding a copy of the promotion order and of the properly completed *Commander's Certification of Promotion Eligibility* (VDF FORM 624-1- 1) to the G1. Copies of such shall be retained and stored for the promoted individual, per **VDFR 600-10, APDX M, "Personnel Records Management."**

6. Attendance Required for Promotion. Promotion to any rank is a privilege reserved for VDF members committed to service. Regular Unit Training Assembly (UTA) and Multiple UTA (MUTA) attendance – and demonstrated availability for State Active Duty (SAD) -- are prerequisites for promotion.

b. Minimum Attendance Standard. In addition to meeting the promotion criteria in the below tables, applicants for promotion will show they have attended in-person at least 10 of the last 12 scheduled UTAs/MUTAs, one of which must be a MUTA (if scheduled). Not more than two UTAs/MUTAs shall be in the form of alternative volunteer hours in lieu of UTA attendance. Company and higher Cdrs, and Staff Leaders, must approve hours in lieu of UTA attendance for personnel under their authority.

c. Prior Service Member Promotions within First Year.

(1) Newly enlisted prior-service personnel -- assigned to a Manning Table of Organization (MTO) line number designated for at least one rank higher than their current rank -- meeting all requirements for promotion to include PME, TIS, and TIG, may be considered for promotion with a minimum of six months of successful VDF service, while attending at least five UTAs/MUTA during that period.

(2) Newly appointed prior-service officers -- assigned to a MTO line number designated for at least one rank higher than their current rank -- meeting all requirements for promotion to include PME, TIS, TIG, may be considered for promotion with a minimum of 12 months of successful VDF service, while attending at least 10 UTAs/MUTA during that period.

7. Recognition of service of VDF Individual Ready Reserve (IRR). IAW **VDFR 600-10, APDX O, "Reserves,"** IRR members shall receive TIS and TIG credit for UTAs/MUTAs served during their IRR tenure, if performing productive duties commensurate with their rank and meeting the above attendance requirements via actual attendance or substantiated constructive credit for project work (working remotely) by a MSC CDR or staff leader.

8. Initial Rank Upon Accession. **VDFR 600-10, APDX B, "Accession of Unrestricted Line VDF Personnel,"** and **APDX C, "Accession of Professional Branch VDF Personnel"** describe criteria for initial enlistment/appointment/commissioning rank, including for prior federal service, prior state guard service, and credit for an individual's civilian career providing significant experience - functional and/or leadership, to the extent of warranting an advancement in rank above regular initial entry regulations.

9. Professional Military Education.

a. Initial PME Requirements for all Ranks. **VDFR 600-10, APDX B,** contains PME requirements to advance out of the Recruit Sustainment Program, including Orientation Training and Federal Emergency Management Agency (FEMA) courses.

b. PME Requirements Substitutes. See **VDFR 350-1, "VDF Training Management Program,"** for guidance on acceptable PME substitutes for PME requirements in the below Tables. The Assistant Chief of Staff for Plans, Operations, and Training (G3), will adjudicate requests for substitute credit for PME not found in VDFR 350-1. To demonstrate openness and consistency, the G3 will make the determination in writing (which decision will be placed with promotion board documents), and will notify the CG of such requests and determinations.

10. Commissioned Officer Promotions. All officers are eligible for promotion IAW the criteria of Table 1. To be considered for promotion, an officer must be in a "promotable billet," meaning s/he is serving in a MTO line number position rated at least one rank above the occupant's current rank, meet minimum TIS and TIG requirements; complete applicable PME; demonstrate sustained leadership in the performance of duties as evidenced per **VDFR 600-10, APDX H, "Performance Evaluation Report and Counselling,"** and maintain a professional appearance, including being within the height-to-weight ratio described in **VDFR 600-10, APDX B, Enclosure (4) Tables** -- unless the member has a medical exemption, approved by the VDF Force Surgeon or designee. Meeting minimum requirements does not guarantee a promotion, but rather serves as a benchmark for consideration.

a. Education Level. The minimum education level required for officers is a baccalaureate degree. However, officers may be commissioned in the VDF as an O-

1/Second Lieutenant, and promoted to O-2 First Lieutenant, with the minimum 90 semester hours of college credit, but must earn a baccalaureate degree before being eligible for promotion to O-3/Captain.

b. **Professional Branch Officers.** Officers commissioned in the Chaplain, Judge Advocate, and Medical Professional Branches, will be evaluated by TIS/TIG and training requirements established in **VDFR 600-10, APDX K, “Personnel Management of Professional Branches.”** Promotion eligibility will be further per the below modifications to Table 1.

(1) TIS includes a combination of U.S. military and VDF service in the profession, plus constructive credit for professional civilian service. Constructive credit may be awarded on the basis of one-year TIS for three years professional experience, up to a maximum of ten years. Constructive Credit may be awarded for relevant graduate degrees earned beyond the minimum professional requirements for being commissioned in the relevant Professional Branch.

(2) Professional Branch professional and continuing education in the field may be substituted for the PME requirements found in Table 1. Appropriate professional, continuing and military education requirements will be established by **VDFR 600-10, APDX K.**

Table 1

VDF PROMOTION TIMELINE and PME REQUIREMENTS				
To the Grade of	Minimum TIS (Years)	Minimum TIG (Years)	Professional Military Educational Requirements	Promotion Authority
COL (0-6)	18 Y	04 Y	ICS-400	FOR/TAG
LTC (0-5)	14 Y	04 Y	DSCA Phase II; ICS-300	FOR
MAJ (0-4)	09 Y	04 Y	VDF Staff Planning Course	FOR
CPT (0-3)	05 Y	03 Y	CCC; JKO DSCA Phase I	MSC (O-6 CMD) / FOR
1LT (0-2)	02 Y	02 Y	FEMA Professional Development Series	MSC (O-6 CMD) FOR Orders
2LT (0-1)	N/A	N/A	OCS VDF Orientation I, Orientation II, IET, IS 100, 200, 700, 800	FOR
Note: Commissioned service in the U.S. military and the VDF can be combined to reach minimum TIS and TIG requirements.				

10. Warrant Officer Promotions. All Warrant Officers are eligible for promotion IAW the criteria of Table 2. To be considered for promotion, a WO/Chief Warrant Officer (CW) must be in a “promotable billet,” meaning s/he is serving in a MTO line number position rated at least one rank above the occupant’s current rank, meet minimum TIS and TIG requirements; complete applicable PME; demonstrate sustained superior performance of duties as evidenced per **VDFR 600-10, APDX H**, and maintain a professional appearance, including being within the height-to-weight ratio described in **VDFR 600-10, APDX**

B, Enclosure (4) Tables -- unless the member has a medical exemption, approved by the VDF Force Surgeon or designee. Meeting minimum requirements does not guarantee a promotion, but rather serves as a benchmark for consideration.

a. CW-2s and above may be considered by the Company Grade Promotion Board for promotion to the rank of Captain/O-3. Such candidates must have at least eight years of TIS, three years TIG as a CW-2, and complete the degree educational and PME requirements for promotion to O-3. If educational requirements are commensurate as described above for commissioning an O-1, applicants may be promoted to 1LT/O-2.

b. Education Level. The minimum education level required for ranks above CW-2 is an associate's degree.

c. Professional Branch Officers. WO/CW appointed in the Judge Advocate and Medical Professional Branches, will be evaluated by TIS/TIG and training requirements established in **VDFR 600-10, APDX K**.” Promotion eligibility will be further per the below modifications to Table 1.

(1) TIS includes a combination of U.S. military and VDF service in the profession plus constructive credit for professional civilian service. Constructive credit may be awarded on the basis of one-year TIS for three years professional experience up to a maximum of ten years. Constructive Credit may be awarded for relevant graduate degrees earned beyond the minimum professional requirements for being commissioned in the relevant Professional Branch.

(2) Professional Branch professional and continuing education in the field may be substituted for the PME requirements found in Table 1. Appropriate professional, continuing and military education requirements will be established by **VDFR 600-10, APDX K**.

Table 2

VDF PROMOTION TIMELINE				
To the Grade of	Minimum TIS (Years)	Minimum TIG (Years)	Professional Military Educational Requirements	Promotion Authority
CW-5	18 Y	06 Y		FOR/TAG
CW-4	12 Y	05 Y	ICS-400; DSCA Phase II	FOR
CW-3	07Y	04 Y	VDF Staff Planning Course; ICS-300; CCC	FOR
CW-2	03 Y	03 Y	DSCA Phase I; FEMA Professional Development Series	FOR
W0-1	N/A	N/A	OCS VDF Orientation I, Orientation II, IET, IS 100, 200, 700, 800	FOR
Note: Commissioned service in the U.S. military and the VDF can be combined to reach minimum TIS and TIG requirements.				

11. **Enlisted Promotions.** All enlisted personnel are eligible for promotion IAW the criteria of Table 3. To be considered for promotion, an enlisted member must be in a “promotable billet,” meaning s/he is serving in a MTO line number position rated at least one rank the occupant’s current rank, meet minimum TIS and TIG requirements; complete applicable PME per Table 3 (IAW **VDFR 350-1**) ; be recommended, and for promotion above Sergeant (E- 5), demonstrate sustained superior performance of duties as evidenced per **VDFR 600-10, APDX H**, and maintain a professional appearance, including being within the height-to- weight ratio described in **VDFR 600-10, APDX B**, Enclosure (4) Tables, unless the member has a medical exemption -- approved by the VDF Force Surgeon or designee. Meeting minimum requirements does not guarantee a promotion, but rather serves as a benchmark for consideration.

c. **Lateral Appointment to Corporal (CPL-E-4) from Specialist (SPC-E-4).** Those enlisted meeting all PME requirements for CPL, having attained the rank of SPC and billeted in and successfully filling a troop leadership position with an authorized rank of SGT or higher: may be appointed to the rank of CPL.

Table 3

VDF PROMOTION CRITERIA				
To the Grade of	Minimum TIS (Years)	Minimum TIG (Years)	Professional Military Educational Requirements	Promotion Authority
SGM/CSM (E-9)	15 Y	04 Y	ICS-400	FOR
MSG/1SG (E-8)	12 Y	03 Y	ICS-300	FOR
SFC (E-7)	6.5 Y	03 Y	SLC; VDF Staff Planning Course	FOR
SSG (E-6)	5 Y	1.5 Y	ALC; FEMA Professional Development Series; PME Trainer Assignment	FOR
SGT (E-5)	3 Y	1 Y	BLC ; IDC	FOR, MSC (O-6 CMD)
CPL/SPC (E-4)	1.5 Y	06 M	NCOLD	FOR, MSC (O-6 CMD)
PFC (E-3)	01 Y	06 M		FOR, MSC (O-6 CMD), DOWN TO COMPANY
PV2 (E-2)	06 M	06 M		FOR, MSC (O-6 CMD), DOWN TO COMPANY
PV1 (E-1)	N/A	N/A	VDF Orientation I, Orientation II, IET, IS 100, 200, 700, 800	FOR
Note: Service in the U.S. military and the VDF can be combined to reach minimum TIS and TIG requirements.				

12. Again, Commanders at all levels will ensure the integrity of the promotions program and that promotions are made in accordance with the standards of this regulation.

JUSTIN P. CARLITTI
BG (VA)
Commanding General

**Enclosure (1) COMMANDER'S CERTIFICATE OF PROMOTION
ELIGIBILITY/PROMOTION
SCREENING REPORT (VDF FORM 624-1-1 ver 5.22)**

Name: _____ Unit: _____ Rank to be promoted:

PROMOTION CRITERIA

Time in Grade (TIG) Required Months: _____ Actual Months: _____

Time in Service (TIS) Required Months: _____ Actual Months: _____

Is a waiver required? Yes No

Is candidate in a promotable billet? Yes No

Number of UTAs attended last 12 months: _____ Number of MUTAs attended last 12 months: _____

Number of alternative training UTAs last 12 months: _____

TRAINING EDUCATION REQUIREMENTS

Date

Completed*

(DDMMYYYY)

-
- VDF Orientation I (PV1-COL) _____
- VDF Orientation II (PV1-COL) _____
- Initial Entry Training (IET) [non-prior service only] (PV1-SPC) _____
- NCO Leadership Development (NCOLD) (PFC-SPC) _____
- Basic Leadership Course (BLC) (SGT) _____
- Advanced Leadership Course (ALC) (SSG) _____
- Senior Leadership Course (SLC) (SFC) _____
- Instructor Development Course (IDC) (SGT) _____
- PME Trainer Assignment (SSG) _____
- Officer Candidate School (OCS) (WO1-2LT) _____
- Company Commander/1SG's Course (1SG-CW3-CPT) _____
- Staff Operations & Planning Course (SOPC) (SFC-CW3-MAJ) _____
- Joint Knowledge DSCA Phase I (CW2-CPT) _____
- Joint Knowledge DSCA Phase II (CW4-LTC) _____
- FEMA IS 100 (PV1-COL) _____
- FEMA IS 200 (PV1-COL) _____
- FEMA IS 700 (PV1-COL) _____
- FEMA IS 800 (PV1-COL) _____
- FEMA Professional Development Series (SSG-CW2-1LT) _____
- FEMA ICS 300 (MSG-CW3-LTC) _____
- FEMA ICS 400 (SGM-CW4-COL) _____

Commander's Signature

Date

*Or credited IAW VDFR 350-1

DOCUMENT CHECKLIST

624-1-1

VDF Form 3-R

VDF Form 35R

Letter of Recommendation from the CSM or 1SG

Letter of Recommendation from the Commander

Photos: Full-length current pictures, by cell phone acceptable, of the candidate in Class C uniform, one facing at attention, one profile at attention.

GO/NO-GOs, specific to each rank

□

A handwritten signature in black ink, appearing to read 'Richard L. Diddams', with a large, stylized flourish at the end.

RICHARD L. DIDDAMS
COL (VA)
Interim Commander

E1 -> E2 (GO/NO-GO)

TIG – 6 MO

TIS – 6 MO

PME REQUIREMENTS

- 1) VDF ORIENTATION
 - 2) VDF ORIENTATION LEVEL II
 - 3) IET
 - 4) IS-100 (FEMA)
 - 5) IS-700 (FEMA)
-

DRILL & CEREMONIES (G/NG)

FALL IN, FALL OUT
ATTENTION
PARADE REST
LEFT FACE, RIGHT FACE
ABOUT FACE
PRESENT ARMS, ORDER ARMS

CUSTOMS & COURTESIES (G/NG)

WHO TO SALUTE AND WHO NOT TO SALUTE

GENERAL & SPECIAL ORDERS (G/NG)

EXPLAIN GENERAL AND SPECIAL ORDERS AND PRACTICAL APPLICATION

WEAR & APPEARANCE OF THE UNIFORM (G/NG)

SIGN-IN PROCEDURES (G/NG)

E2 -> E3

TIG - 6 MO

TIS - 1 YR

NO PME REQUIRED AT PRESENT

BASIC MILITARY COMMUNICATIONS

PRO-WORDS

PHONETIC ALPHABET/NUMBERS

HANDHELD RADIO OPERATIONS

DIRECT NET/FREE NET

STANDARD MESSAGE FORMAT

CHAIN OF COMMAND (G/NG)

NCO SUPPORT CHANNEL (G/NG)

RANK INSIGNIA (G/NG)

OFFICERS AND ENLISTED

EDRE

HOW YOU RESPOND

FORMATION MOVEMENT (INCLUDING REPORTING)

RECITE GENERAL ORDERS (BY MEMORY)

E3 -> E4

TIG - 6 MO

TIS - 1.5 YR

PME REQUIREMENTS

NCOLD

SOLDIER HAS SELECTED AND SUCCESSFULLY COMPLETED MOS QUALIFICATION

COURSE

IS-200 (FEMA)

IS-800 (FEMA)

LATERAL "PROMO" TO CPL

OCCUPY NCO BILLET ON MTO

OP ORDS/OP PLANS (BASIC INTRO) (G/NGO)

ASSISTANT INSTRUCTOR (AI) AT UTA OR MUTA

SAD PROCESS

HOW YOU RESPOND

E4 -> E5

TIG - 1 YR

TIS - 3 YRS

PME REQUIREMENTS

BASIC LEADERS COURSE (BLC)

INSTRUCTOR DEVELOPMENT CRS (IDC)

INSTRUCT A TRAINING BLOCK AT UTA

STAFF FUNCTIONS S1, S3, S4, S6 (G,J) (G/NG)

VDF STRUCTURE/MISSION (G/NG)

VDF HISTORY

HAND RECEIPTS

DUTIES & RESPONSIBILITIES OF THE NCO/ OFFICERS

SOLDIER'S FIRST AID

BASIC LAND NAVIGATION (G/NG)

E5 -> E6

TIG – 1.5 YRS

TIS - 5 YRS

PME REQUIREMENTS

ADVANCED LEADERSHIP CRS (ALC)

PROFESSIONAL DEVELOPMENT CRS (PDC)

RADIO LOG/STAFF JOURNAL

MONTHLY MORNING REPORT (MMR)

PROMOTION PACKETS

DUTY ROSTER

COMMAND PROMPTS

ENCOURAGE SELECTION AND QUALIFICATION IN AT LEAST ONE OF THE FOLLOWING

ERMS

ESF-16

JOC AUGMENTATION

E6 -> E7

TIG – 3 YRS

TIS - 6.5 YRS

PME REQUIREMENTS

SENIOR LEADERSHIP CRS (SLC)

FTX LEADERSHIP AT UNIT LEVEL

COMPANY ADMIN FUNCTIONS

DAILY FORMATIONS

FORMATION MOVEMENT (G/NG)

UTA PLAN

REMOB

E7-E8

TIG – 3 YRS

TIS - 12 YRS

PME REQUIREMENTS

ICS-300 (EMERGENCY MANAGEMENT)

SOPC

EDRE

SET-UP & OPERATE AN EDRE FOR YOUR UNIT

CONDUCT A BRIEFING

PREPARE YOUR UNIT'S YEARLY TRAINING SCHEDULE (IN ACCORDANCE WITH CDR'S INTENT)

E8 -> E9

TIG – 4 YRS

TIS - 15 YRS

PME REQUIREMENTS

1CS-400 (EMERGENCY MANAGEMENT II)

ASSIGNED SPECIAL PROJECT –

YOU WILL BE ASSIGNED A PROJECT (SUCH AS IMPROVING PROMOTION GUIDELINES)

YOU COME UP WITH A SOLUTION TO THE PROBLEM

YOU COORDINATE A TEAM

DEVELOP A PROPOSAL

BRIEF TO COMMAND

ASSIST IN EXECUTION AS NEEDED