

PERSONNEL AND ADMINISTRATION PROCEDURES

		<u>PARAGRAPH</u>	<u>PAGE</u>		
CHAPTER 1	GENERAL				
	References	1-1	1		
	Effective Date	1-2	1		
	Purpose	1-3	1		
	Proponent	1-4	1		
	Policy	1-5	1		
CHAPTER 2	APPOINTMENTS/ENLISTMENTS				
	Eligibility Criteria	2-1	2-3		
	Persons Ineligible for Appointment	2-2	3		
	Grade to be Appointed	2-3	3-4		
	Authority	2-4	4-5		
	Recruiting	2-5	5		
CHAPTER 3	PROMOTIONS/REDUCTIONS				
	Section I	Officers Promotion			
		Administrative Criteria	3-1	6-7	
		Officer Reduction	3-2	7	
	Section II	Enlisted Promotions			
		Administrative Criteria	3-3	8-9	
		Procedures	3-4	9-11	
		Promotion Boards	3-5	11	
		Enlisted Reduction	3-6	11	
	CHAPTER 4	REASSIGNMENTS/TRANSFERS			
		Section I	Officers		
			Officer Reassignments	4-1	12
Officer Transfers			4-2	12	
Section II		Enlisted			
		Enlisted Reassignments	4-3	13	
		Enlisted Transfers	4-4	13	
Section III		Auxiliary			
		Transfer to Auxiliary	4-5	14	
		Transfer from Auxiliary	4-6	14-15	
	Discharge from Auxiliary	4-7	15		
CHAPTER 5	ORDERS				
	Scope	5-1	15		
	Criteria	5-2	15-16		
	Format	5-3	16		
CHAPTER 6	SEPARATIONS				
	Classes of Discharge	6-1	17		
	Reasons for Discharge	6-2	17-18		
	Individuals with Property				
	Responsibility	6-3	18		
Authority to Discharge	6-4	18			

PERSONNEL AND ADMINISTRATION PROCEDURES

		<u>PARAGRAPH</u>	<u>PAGE</u>
CHAPTER 1	GENERAL		
	References	1-1	1
	Effective Date	1-2	1
	Purpose	1-3	1
	Proponent	1-4	1
	Policy	1-5	1
CHAPTER 2	APPOINTMENTS/ENLISTMENTS		
	Eligibility Criteria	2-1	2-3
	Persons Ineligible for Appointment	2-2	3
	Grade to be Appointed	2-3	3-4
	Authority	2-4	4-5
	Recruiting	2-5	5
CHAPTER 3	PROMOTIONS/REDUCTIONS		
Section I	Officers Promotion		
	Administrative Criteria	3-1	6-7
	Officer Reduction	3-2	7
Section II	Enlisted Promotions		
	Administrative Criteria	3-3	8-9
	Procedures	3-4	9-11
	Promotion Boards	3-5	11
	Enlisted Reduction	3-6	11
CHAPTER 4	REASSIGNMENTS/TRANSFERS		
Section I	Officers		
	Officer Reassignments	4-1	12
	Officer Transfers	4-2	12
Section II	Enlisted		
	Enlisted Reassignments	4-3	13
	Enlisted Transfers	4-4	13
Section III	Auxiliary		
	Transfer to Auxiliary	4-5	14
	Transfer from Auxiliary	4-6	14-15
	Discharge from Auxiliary	4-7	15
CHAPTER 5	ORDERS		
	Scope	5-1	15
	Criteria	5-2	15-16
	Format	5-3	16
CHAPTER 6	SEPARATIONS		
	Classes of Discharge	6-1	17
	Reasons for Discharge	6-2	17-18
	Individuals with Property		
	Responsibility	6-3	18
	Authority to Discharge	6-4	18

	<u>PARAGRAPH</u>	<u>PAGE</u>
Chapter 7	PERSONNEL SERVICE	
	Identification Cards	
	Purpose	7-1 19
	Authority	7-2 19
	Card Issuing Procedure	7-3 19-21
CHAPTER 8	ADMINISTRATIVE PROCEDURE	
	Correspondence	8-1 22-23
	Unit Files	8-2 23-24
	201 Files (MPRJ)	8-3 24-26
	Office Symbols	8-4 27-28
	Distribution	8-5 29-32
	Authorized Abbreviations	8-6 32
CHAPTER 9	STRENGHT ACCOUNTABILITY	
	Morning Reports	9-1 33-34
	Consolidated Morning Reports	9-2 34
	Personnel Rosters	9-3 34
	Sign-in Sheet	9-4 34
	Report of Alternate Training	9-5 35
	Report of Extra Volunteer Hours	9-6 34
	Military Leave Request	9-7 34
CHAPTER 10	LINE OF DUTY ACCIDENTS	
	Insurance Coverage	10-1 35
CHAPTER 11	PERSONNEL EVALUATIONS	
	General	11-1 36
	Applies to	11-2 36
	Evaluation Report	11-3 36
	Raters and Endorsers	11-4 36
	Quality Control	11-5 37
	Completion of Form	11-6 37-40

APPENDICES:

A - VaDF Form 3R	- Request for Personnel Action
B - VaDF Form 2-1R	- Personnel Qualification Record
C - VaDF Form 337R	- Oath of Office/Enlistment
D - VaDF Form 1R	- Monthly Morning Report
E - VaDF Form 2R	- Consolidation of Morning Reports
F - VaDF Form 2-428R	- Identification Card Form
G - VaDF Form 14R	- Consent of Parent or Guardian
H - VaDF Form 35R	- Promotion Screening Board Report
I - VaDF Form 20R	- Transfer of Property Book
J - VaDF Form	- Military Leave Request
K - VaDF Form	- Military Leave Taken
L - VaDF Form	- Memorandum Format Example
M - VaDF Form	- Order Formats
N - VaDF Form	- Enlistment Certificate
O -	- Enlistment Promotion Certificate
P - VaDF Form 55 & 56	- Honorable and General Discharge Certificates
Q -	- Authorized Abbreviations
R - VaDF Form 27PR	- Personnel Register
S - VaDF	- Personnel Evaluation Form
T -	- Training Requirements for promotion
U -	- Report of Alternate Training
V -	- Report of Extra Volunteer Hours
W -	- Command Policy Letter CG 01-1
X -	- Enlisted Promotion Screening Check List
Y -	- Personnel Actions at a Glance

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 VaDF-H1.

1-5. Policy:

- a. **Nondiscrimination.** Personnel actions prescribed in this regulation will be accomplished without regard to race, color, religion, sex, or national origin, and unless clearly applicable to only one sex, 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 21st 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 federally 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, Military Police and Educators. 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) 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 2d, APPENDIX T.

(3) 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, (CPL), based on documentation submitted at the time of appointment.

b. Prior Service:

- (1) Officer/Warrant Officer – Applicants with prior service in federally 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 CW5	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.

- (2) 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.



The Virginia Defense Force

RICHMOND, VIRGINIA

VaDF ORDER No. _____, 20____

SUBJECT: Request for Personnel Action

Thru: Channels

To: Cdr., VaDF, Attn. G1

Request that _____, SSAN _____

Mailing Address (HOR) _____

Initial/Current Assignment Title _____ Unit _____ be

Billet # _____ MTO # _____

a. () Appointed/Enlisted in grade of _____ Date _____

b. () Reassigned to: Title _____ Unit _____

Billet # _____ MTO # _____

c. () Transferred to: Title _____ Unit _____

Billet # _____ MTO # _____

d. () Separated/Discharged for reason of _____ Type _____

e. () Promoted from _____ to _____ 12 Month Drill attendance % _____

Date of App/Enl _____ Grade of Appt/Enl _____ Non-drill hours _____

Signature _____
(Commander or authorized Representative)

1st End: _____ Bn, _____ Bde _____ 20 _____

Recommend: () Approval () Disapproval

Signature _____
(Commander or authorized Representative)

2nd End: _____ Bn, _____ Bde _____ 20 _____

Recommend: () Approval () Disapproval

Signature _____
(Commander or authorized Representative)

3rd End: HQS VaDF _____ 20 _____

To: Cdr., _____

() Approved: Orders to follow

() Disapproved due to _____

Encl. (Check all applicable)

() DD214

() MPRJ

() VaDF Form 2-1R

() VaDF Form 337R

() VaDF Form 35R-Screening Board Recommendation

VaDF Form 3R 1 AUG 2000

Signature _____
(Commander or Authorized Representative)

The Virginia Defense Force

APPLICATION FOR IDENTIFICATION CARD TO BE FILLED IN BY ISSUING AUTHORITY

DATE OF ISSUE

EXPIRATION DATE

CARD SERIAL NUMBER

1. LAST NAME, FIRST, MIDDLE

2. ADDRESS

3. HOME PHONE

4. OFFICE PHONE

5. DATE OF APPLICATION

6. CHECK REASON FOR REQUESTING CARD

INITIAL ISSUE

CHANGE OF IDENTIFICATION OR GRADE

REPLACE LOST CARD

TRANSFER TO RESERVE COMPONENTS

REPLACE MUTILATED CARD

RETIREMENT (*Specify type*)

EXPIRATION

REENLISTMENT

OTHER (*Specify*)

CORRECT AN ERROR

IF REPLACING LOST CARD, STATE CIRCUMSTANCES UNDER WHICH CARD
WAS LOST (*Continue in "Remarks"*)ENTRY ON ACTIVE DUTY
FOR MORE THAN 30 DAYS7. GRADE (*See reverse*)

8. SOCIAL SECURITY NO.

SIGNATURE OF APPROVING AUTHORITY

9. DATE OF BIRTH

10. WEIGHT

SIGNATURE OF APPLICANT

11. HEIGHT

12. COLOR OF HAIR

DATE ACKNOWLEDGED

13. COLOR OF EYES

14. BLOOD TYPE

VADF Form 2-428R 1 Mar. '88

The Virginia Defense Force

APPLICATION FOR IDENTIFICATION CARD TO BE FILLED IN BY ISSUING AUTHORITY

DATE OF ISSUE

EXPIRATION DATE

CARD SERIAL NUMBER

1. LAST NAME, FIRST, MIDDLE

2. ADDRESS

3. HOME PHONE

4. OFFICE PHONE

5. DATE OF APPLICATION

6. CHECK REASON FOR REQUESTING CARD

INITIAL ISSUE

CHANGE OF IDENTIFICATION OR GRADE

REPLACE LOST CARD

TRANSFER TO RESERVE COMPONENTS

REPLACE MUTILATED CARD

RETIREMENT (*Specify type*)

EXPIRATION

REENLISTMENT

OTHER (*Specify*)

CORRECT AN ERROR

IF REPLACING LOST CARD, STATE CIRCUMSTANCES UNDER WHICH CARD
WAS LOST (*Continue in "Remarks"*)ENTRY ON ACTIVE DUTY
FOR MORE THAN 30 DAYSGRADE (*See reverse*)

8. SOCIAL SECURITY NO.

SIGNATURE OF APPROVING AUTHORITY

9. DATE OF BIRTH

10. WEIGHT

SIGNATURE OF APPLICANT

11. HEIGHT

12. COLOR OF HAIR

DATE ACKNOWLEDGED

The Virginia Defense Force

Virginians Taking Care Of Themselves

Oath For Officer or Enlisted Personnel

I, _____
(First Name) (Middle Name) (Last Name) (SSN)

do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the Commonwealth of Virginia against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I will obey orders of the President of the United States and of the Governor of the Commonwealth of Virginia; I will obey the orders of the officers appointed over me; that I make this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties of

(Grade/Rank)

in the Virginia Defense Force upon which I am about to enter, So help me God.

(Signature in Full)

Sworn to and subscribed before me at _____
this _____ day of _____, 19____

(Signature)

(Name, Grade)

(Unit)



The Virginia Defense Force
COMMONWEALTH OF VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS
CONSENT OF PARENT OR GUARDIAN

Name of Applicant _____
Last Name, First, Middle

Service (Social Security) Number _____ Date of Birth _____

As Parent (s) or Guardian (s), I (we) am (are) responsible for the above named individual and consent to his (her) enlistment in the Virginia Defense Force.

(Father's Signature)

(Mother's Signature)

Signed before me this _____ day of _____ 19____ :

(VADF Officer or Notary Public)

INSTRUCTIONS: *To be prepared and signed in two (2) copies for each applicant who has attained his/her sixteenth birthday and has not attained his/her eighteenth birthday. One (1) copy will be attached to each copy of VADF Form 2-1*

VADF Form 14-R

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. 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 accomplished on a VaDF Form 3R and the individual records will accompany the request. The VaDF Form 3R must be forwarded to Division ATTN: G-1 for updating the personnel database and MTO.

- b. All officer resignations will be announced on orders. Enlisted reassignment requirements are covered in Para 4-3 b.

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.
- f. Appendix M establishes required format for all orders other than orders authorized for use of Form 3R, Appendix A.
- g. Composition of the paragraph format will be arranged with the lead lines in vertical order. Paragraph may be modified into horizontal/vertical combinations to facilitate placing the names of several individuals in the same paragraph. This is accomplished by repeating the necessary lead lines in the *Standard Name Line* following the last element of data.

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 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 will 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 an other VaDF unit is not 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 will 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 will be issued.
- d. **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. An individual may be given a General Discharge

Under Honorable Conditions for continually failing to attend military assemblies.

- e. Attainment of maximum age: Members of the VaDF will be discharged upon attainment of age 65. In the event that there is no suitable replacement for the Cadre MTO position of incumbent member, he/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. Request for retention of these members will be initiated by member through the chain of command at least 90 days prior to members 65th birthday and must be fully justified. An honorable discharge will be issued.
- f. Death: An honorable discharge will be issued with effective date being that of date of death.
- g. Fraudulent entry: An individual will be discharged for fraudulent entry into the Virginia Defense Force. Fraudulent entry includes deliberate lying on appointment/enlistment documents. 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 and promote 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 officers of the Virginia Defense Force rest with the Commanding General of the Virginia Defense Force. The commander, on VaDF Form 3R, will submit recommendations for separation of officers with individuals 201 File, through channels, to Division. If approved, Division will publish separation orders and an appropriate separation certificate will be issued to the officer. Order format will be in accordance with Appendix M.