



SELF STUDY
ORIENTATION COURSE

8 February 2008

LAFAYETTE BRIGADE

VIRGINIA DEFENSE FORCE

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CONTENTS

1	Contents
2	Introduction
2	Part I Organization and Mission
2	1-1 VDF Mission
3	1-2 VDF Basic Organization
4	Virginia Defense Force Locations in the Commonwealth
5	1-3 VDF Chain of Command
7	1-4 Components of the Militia
8	Part II Insignia and Courtesies
8	2-1 Insignia of Rank
10	2-2 Military Courtesies
12	Part III The Uniform
13	3-2 VDF Class 'C' Uniform
14	3-3 VDF Awards and Decorations
16	Part IV Drill
16	4-1 Basic Military Drill
18	Part V Promotion and Standards
18	5-1 Promotion Criteria
19	5-2 VDF Standards
20	5-3 General Orders

INTRODUCTION

Welcome to the Virginia Defense Force (VDF). You are joining a proud military organization with a distinguished record of service to the Commonwealth. As organized militia we embody the traditions of organized citizen service dating to the first English colonists. In World War I the Virginia Volunteers served from 1917 to 1921 as a military force to ensure public order and security. In World War II the Virginia Protective Force from 1940 to 1944 and the Virginia State Guard from 1944 through 1947 protected the Commonwealth until National Guard reorganization. In 1984 the Virginia State Guard was reformed to provide a military force should the National Guard be mobilized and sent overseas in an emergency. In 1986 the Virginia State Guard was reorganized the Virginia Defense Force, and in 1989 the VDF was reorganized as a cadre Light Infantry Division. During the Persian Gulf War, Virginia Defense Force units assumed control of the Armories of Virginia Army National Guard units deployed overseas. In 1993, the Virginia Defense Force began an in depth study of future roles and missions. This has resulted in a shift of mission focus from security to disaster relief, giving the Defense Force a vital mission that continues our history of service to that state and nation.

This course has been designed as a home study program to give you basic knowledge you need to start your volunteer career in the Virginia Defense Force. **Every new member of the Defense Force must complete Orientation Training within his or her first six months of membership.** Your unit may teach individual lessons or may use this course to meet the requirement. If you are doing the course home study, read the text and then complete the written test available from your unit trainer. Your unit may allow you to do the test open book for a score of 95% or use it as a closed book test with a passing score of 75%. The training officer will review your test and correct it to 100 percent. The completed test is forwarded to Division Headquarters for inclusion in your training records.

Part I. Organization and Mission

1-1 VDF MISSION

A mission is the primary function or duty an organization is created to perform. Mission statements tell military organizations what they are supposed to be able to do. The mission of the Virginia Defense Force is established by [Title 44](#) of the Code of Virginia (the Military Laws of Virginia). The Adjutant General of Virginia has further defined the mission in a Letter of Instruction (LOI) assigning us key duties in support of the National Guard.

The mission of the Virginia Defense Force is to:

1. Assume control of National Guard facilities when the National Guard is mobilized for federal service.
2. Assist the National Guard in mobilization.
3. Support the National Guard with family assistance when the Guard is mobilized.
4. Perform tasks currently performed by the National Guard to protect life and property.
5. Perform tasks unique to the period after mobilization of the National Guard and which cannot be foreseen.

These missions fall into two basic categories, to support National Guard mobilization (numbers 1 through 3 and 5) and to do the same types of missions that the National Guard does for public safety (mission 4). The Defense Force's focus on disaster response comes from the mission to protect life and property.

1-2 VDF BASIC ORGANIZATION

The Virginia Defense Force is organized as a cadre light infantry division with target strength of 1200 personnel. This division is designated the George Washington Division.

It is a cadre organization (*defined as; a nucleus or core group especially of trained personnel able to assume control and to train others*) because it provides the minimum manning to maintain an organizational structure, which can be augmented by more personnel in an emergency. Virginia law provides that the unorganized militia, when it is called to duty, is incorporated into the Virginia Defense Force. This will bring the VDF to a full strength of 7800 in an emergency.

VDF is light infantry because it is a mobile force, with no heavy equipment, that can be easily activated to do hands-on tasks in an emergency. Most VaDF members are assigned Light infantry as their service branch (branch determines assignments and training and is the basic type of duties you will perform).

VDF is organized as a Division to provide a headquarters for administration and to manage forces during actual emergency operations. The Division Headquarters is in Richmond Virginia.

The basic community unit of the Defense Force is the Company, based at a local National Guard armory. A Company has 15 members, organized into three mission teams; called Platoons. Each Platoon has four members, and is a basic team that can be assigned to do tasks in an emergency. Companies provide the manpower to do actual emergency fieldwork.

Intermediate size units are Battalions (Bn) and Brigades (Bde). Three line companies and a headquarters company (HHC) make up a Battalion of 83 soldiers. Battalions cover a four to six county area and coordinate company operations and training. Three battalions and a headquarters form a Brigade of 276 soldiers.

VDF has specialized Military Police (MP), and Signal Assets.



The Military Police Company provides specialized unarmed security and traffic control capabilities.



The Signal Platoon manages the Division Communications System

VDF has a specialized Aviation Battalion of four companies, each with light aircraft. VDF pilots and observers provide aerial damage assessment, communications, and search & rescue.



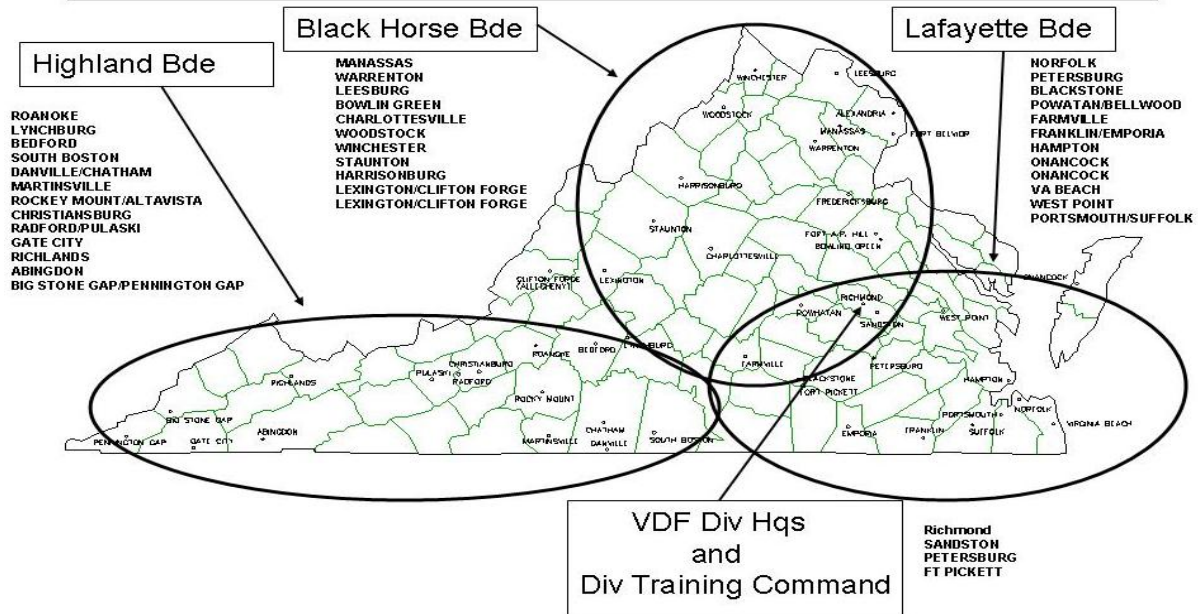
The Division Troop Command is located with the HQ in Richmond



The Riverine Detachment provides services on state waterways



Virginia Defense Force Locations in the Commonwealth



Division Headquarters is located in Richmond



The Lafayette Brigade based in Norfolk handles Tidewater.



Blackhorse Brigade area of concern is Northern Virginia.



Highland Brigade has 3 Battalions in Southwest Virginia.





VDF has three Brigades which are the major operational units capable of independent operations in their area of operations.

1-3 VDF CHAIN OF COMMAND

The chain of command is the superior-to-subordinate relationship that directs operations and administration in a military organization. Each individual VDF soldier works for a leader. Each Commander is responsible to the commander above him or her in the organizational structure. Information and reports flow up the chain of command, and information and direction flow down the chain of command.


The chain of command is always used to resolve problems. In general, problems should be solved at the lowest level. Always give your commander a chance to solve a problem before requesting permission to pass the problem on to the next level. Jumping the chain of command to talk to a senior commander without your boss knowing about it is a violation of discipline and basic loyalty to your commander.

The chain of command is from the top (have your trainer give you the names of the individuals and the designations of the units in your chain of command): *This example follows the VaDF chain of command of the George Washington Division, applicable to all.*


Governor of Virginia	Commander In Chief	Honorable Bob McDonnell	
Secretary of Public Safety		Honorable John W. Marshall	
Adjutant General of Virginia	Commander of the Militia	MG Robert B. Newman	
Division Commander	George Washington Division	MG John Dean Taylor	

The chain of command is never destroyed. If a commander is unable to respond, is missing, or otherwise out of action, the next senior officer, warrant officer, or noncommissioned officer assumes command of the unit.

Your training NCO can help you fill in this chart for your unit.

Brigade Commander	<i>Lafayette Brigade</i>	<i>COL Gerald Vintinner</i>	
Battalion Commander			
Company Commander			
Platoon Leader			

The **NCO support channel** is subordinate to and supportive of the chain of command. The NCO support channel is not an independent channel. It is incumbent on the users of this channel to ensure that the chain of command is kept informed of actions implemented through the NCO support channel and to eliminate the possibility of the NCO support channel operating outside of command policy and directives.

Division Command Sergeant Major	<i>George Washington Division</i>	<i>CSM Andy J. Stevens</i>	
Brigade Command Sergeant Major	<i>Lafayette Brigade</i>		
Battalion Command Sergeant Major			
Company First Sergeant			

1-4 COMPONENTS OF THE MILITIA

The militia is the citizens of the Commonwealth deemed available for military service to the state. By the Military laws of Virginia every able-bodied citizen from 16 to 55 can be called by the governor for military service.

The militia tradition goes back to the earliest days of Colonial America, men such as Captain John Smith were professional soldiers employed to train the colonists to defend themselves. The Revolutionary War, War of 1812, Mexican War, and Civil War were largely fought by state raised militia units. In the early 1900s the organized state militias were formed into today's National Guard. During World Wars I and II, when the National Guard was called to federal service, our predecessor militia organizations, the Virginia Volunteers, the Virginia Protective Force, and the Virginia State Guard served to guard the Commonwealth. Many VaDF units carry lineages from these units.

Today there are four classes of Virginia Militia; the National Guard, the Naval Militia, the Defense Force and the Unorganized Militia. The Governor is the Commander-In-Chief of the militia, and the militia serves under the command of the Adjutant General.



The
Virginia National Guard
includes the
Army National Guard
and the
Air National Guard.



The National Guard and Naval Militia can be federalized by the President and called up to augment the Army, Air Force and Navy. In its State role the Guard supports the Governor by providing trained units and equipment to protect life and property, to preserve peace, order; and public safety.



The Virginia Defense Force is an organized militia that is called only for state service.

The Naval Militia is composed of the members of the US Navy Reserve in Virginia.


























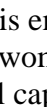
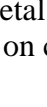
The Unorganized Militia may be called in whole or in part by the Governor asking for volunteers or by drafting. When called, the Unorganized Militia is incorporated into the Virginia Defense Force to help maintain public order, repel invasion, or assist in disaster response.

Part II. Insignia and Courtesies

2-1 INSIGNIA OF RANK

Military insignia of rank identifies relative level of authority and responsibility.

Enlisted ranks					
RANK	ABBR	GRADE	INSIGNIA		ADDRESSED
Private	PVT	E-1	None		"Private"
Private	PV2	E-2	1 Chevron		
Private First Class	PFC	E-3	1 Chevron & 1 Rocker		
Specialist* <i>not a VDF rank</i>	SPC	E-4	Eagle on an inverted chevron and rocker shape		"Specialist"
Noncommissioned Officers (NCOs)					
Corporal	CPL	E-4	2 Chevrons		"Corporal"
Sergeant	SGT	E-5	3 Chevrons		"Sergeant"
Staff Sergeant	SSG	E-6	3 Chevrons & 1 Rocker		
Sergeant First Class	SFC	E-7	3 Chevrons & 2 Rockers		
Master Sergeant	MSG	E-8	3 Chevrons & 3 Rockers		
First Sergeant	1SG	E-8	3 Chevrons & 3 Rockers, w/ a Diamond		"First Sergeant"
Sergeant Major	SGM	E-9	3 Chevrons & 3 Rockers, w/ a Star		"Sergeant Major"
Command Sergeant Major	CSM	E-9	3 Chevrons & 3 Rockers, w/ Wreathed Star		

Warrant Officers					
Warrant Officer	WO1	W-1	1 Black Square on a Silver Bar		<i>“Mister” or “Miss”</i>
Chief Warrant Officer	CW2	W-2	2 Black Squares on a Silver Bar		
Chief Warrant Officer	CW3	W-3	3 Black Squares on a Silver Bar		
Chief Warrant Officer	CW4	W-4	4 Black Squares on a Silver Bar		
Chief Warrant Officer	CW5	W-5	1 Black Rectangle on a Silver Bar		
Commissioned Officers					
Third Lieutenant (Officer Candidate)	3LT	O-0	Red Bar		<i>“Lieutenant”</i>
Second Lieutenant	2LT	O-1	Gold Bar		
First Lieutenant	1LT	O-2	Silver Bar		
Captain	CPT	O-3	2 Silver Bars		<i>“Captain”</i>
Major	MAJ	O-4	Gold Oak Leaf		<i>“Major”</i>
Lieutenant Colonel	LTC	O-5	Silver Oak Leaf		<i>“Colonel”</i>
Colonel	COL	O-6	Silver Eagle		
Brigadier General	BG	O-7	1 Silver Star		<i>“General”</i>
Major General	MG	O-8	2 Silver Stars		

All VDF rank insignias are worn as bright metal or sew on insignia, full size for officers and warrant officers and miniature chevrons for NCOs and enlisted. The exception is embroidered enlisted and NCO rank insignia on the Class A dress uniform. On this uniform women wear smaller pattern chevrons than do men. VDF personnel wear metal insignia on the patrol cap. The main difference, from Army wear rules, is that the Army wears subdued metal or cloth collar rank insignia on Battle Dress Utility uniforms - officers wear bright metal rank on caps in garrison.

2-2 MILITARY COURTESIES

Basic military courtesies have developed over many years to recognize senior personnel and express appropriate respect for their position, authority and responsibility, and service. As volunteers, observing these courtesies is important because we are a military force. They are a sign of personal pride and professionalism, especially in contacts with other uniformed forces. Only the military forces have these traditional professional courtesies that mark us as different from civilians.

Military personnel are addressed by titles based on their rank.

Commissioned officers: First and Second Lieutenants are addressed as “LIEUTENANT,” Captains as “CAPTAIN,” Majors as “MAJOR,” Lieutenant Colonels and Colonels as “COLONEL,” and all general officers as “GENERAL.” Male officers may be addressed as SIR, female officers as MA'AM.

Warrant Officers: Warrant Officers are addressed as “MISTER” or “MISS.”

Officer Candidates: are identified by a red bar insignia of rank, referred to as Third Lieutenant and addressed as “MISTER”, “MISS”, or “Lieutenant.”

Noncommissioned Officers: CSMs and SGMs are addressed as “SERGEANT MAJOR;” 1SG is “FIRST SERGEANT.” All other Sergeant grades are “SERGEANT.” Corporals are addressed as “CORPORAL.”

Enlisted: Specialists, are addressed as “SPECIALIST” and Privates of all grades are addressed as “PRIVATE.”

Although much neglected, it is appropriate to call civilians MA'AM and SIR, especially if they are older than you are. It is always both appropriate and good common sense to address elected or appointed governmental officials as SIR or MA'AM.

The salute is the unique mark of respect used between members of the uniformed services. As uniformed military personnel we will exchange salutes with officers and warrant officers of the Army, Navy, Marine Corps, Air Force, Coast Guard, US Public Health Service, and National Oceanic and Atmospheric Administration uniformed corps. Officers of civilian auxiliary components of the Air Force (Civil Air Patrol) and the Coast Guard (US Coast Guard Auxiliary) are customarily not saluted, although their salutes should be returned.

The salute is rendered by bringing the right hand smoothly up with the hand extended flat to touch the brim of the hat or the face at the level of the right eyebrow. The upper arm is parallel to the ground and extended to the right. The forearm and the hand form a straight line. The salute is held until it is returned.



Officers (Commissioned and Warrant) exchange salutes - the junior officer initiates the salute. NCOs and enlisted soldiers salute officers - officers return the salute.

Salutes are exchanged-outdoors when passing or greeting. At the conclusion of a conversation or when receiving orders, the junior ends the meeting by saluting. Indoors the junior salutes when formally reporting to a senior officer.

At awards ceremonies, the person reporting to receive the award salutes the awarding officer when reporting and after the award is made.

When the "National Anthem" or the bugle calls "retreat" or "to the colors" are played - come to attention, face the music (or the flagpole if it is visible) and salute until the music ends.

When the national, state, or military unit colors pass, come to attention and salute until the colors are past. Colors are the United States flag, the Virginia flag, or the large rectangular flag of a military unit. Guidons, the small swallow tailed flag carried by Companies, are not saluted.

United States Flag



Virginia State flag



Military Unit Guidons



Colored metal plates on the front bumper identify vehicles of senior military officers. These are typically either red or blue in color and have insignia of rank (usually stars, although some Air Force Colonels have eagle plates). Vehicles with plates should be saluted.



Senior Staff Vehicle Plates



Saluting is generally not done in hazardous situations or on flight lines.

Other standard courtesies to seniors include:

When a senior officer enters a room; the first person observing the senior calls ATTENTION. Everyone will remain at attention until the senior directs you to stand at ease. If you are alone in an office stand and come to attention. When you enter a senior's office, remain standing until you are asked to sit.

When walking with other VDF members, the senior person walks on the right. In vehicles the senior person sits at the right, the senior enters the vehicle last and exits first.

If a senior approaches when you are in the field or when doing operational jobs, generally continue with the task and do not come to attention.

Part III. The Uniform

3-1 INSIGNIA PLACEMENT ON THE UNIFORM

Insignia placed on uniforms includes organizational, rank, and qualification insignia. Directional references are to the wearer's left and right.

Two embroidered nametapes are worn on the Class C (utility) uniform.

An olive drab nametape with the soldier's last name embroidered on it in black is worn centered above and touching the top of the right pocket. On slant cut pockets the tape is also worn on a slant.

A tape embroidered **VA. DEF. FORCE** in black on olive drab is centered above and touching the left pocket. On slant cut pockets the tape is also worn on a slant. The ends of the tapes should be folded under so as to be even with the edges of the pocket presenting a neat and tidy appearance.

Shoulder patches, known as shoulder sleeve insignia (SSI) are worn centered on the sleeve, 1/2 inch from the shoulder seam.



A full color or subdued George Washington Division shoulder patch is worn on the left shoulder.

A full color Virginia State Flag shoulder patch is worn on the right shoulder.



Last active wartime unit insignia may be worn on the right shoulder above the Virginia flag, with 1/2 inch space both above and below it.

Pin on bright metal or embroidered rank insignia is worn on the shirt collar.

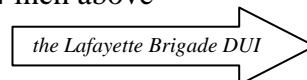
Full size officer insignia in bright metal or embroidered on the right collar. Insignia is worn 1 inch from the front edge, with the center line parallel to the front edge (for example, the long side of a Lieutenant or Warrant Officer bar is parallel to the front edge of the collar) commissioned officers wear the militia branch insignia (crossed rifle and saber) on the left collar. The branch insignia is worn perpendicular to the front edge of the collar.

Miniature gold NCO and enlisted chevrons are worn on both collars. The enlisted rank insignia is positioned centered on an imaginary line that splits the angle between the front and side edges of the collar. The point of the chevron is toward the neck.

Officers and enlisted wear bright metal rank insignia centered on the front of the patrol cap.

Members wear an enameled pin-on Distinctive Unit Insignia (DUI) for the Division, Brigade or Aviation Battalion. This is pinned on centered 1/4 inch above the nametape above the right pocket. On slant pockets the insignia is positioned so it is vertical, rather than-slanted.

The DUI may be rendered as an embroidered patch and worn on the Class C uniform.



Individuals qualified to wear military skill qualification badges wear them in bright metal above the left pocket. Civilian qualification, wings, or patches are not authorized for wear. Multiple badges are worn centered, one above the other above the pocket and on the pocket flap, depending on the class of badge. VDF aviation wings are worn above the pocket. The VDF communications badge is worn on the pocket flap. The MP badge is worn on the left pocket

3-2 VaDF CLASS “C” UNIFORM

Virginia Defense Force members are authorized to wear three basic uniforms:

Class A	The classic Army Green Uniform with coat, tie, black beret and dress shoes.
Class B	The Class A, without the coat; either short or long sleeve shirt
Class C	The woodland green BDU, with patrol cap and boots

The Class C uniform is known as a utility uniform. It is authorized for wear by all VaDF members at monthly drills and field training activities; and is the basic uniform that will be worn in any emergency situation. It is made from camouflaged cloth, technically known as the Woodland Green BDU (Battle Dress Uniform) and is the only one most VDF soldiers are likely to need.

The utility uniform consists of:

A shirt/jacket (sometimes called a blouse) with patch pockets. The BDU uniform shirt/jacket is designed to be worn outside the trousers and has four cargo pockets. The sleeves are worn either folded up or buttoned down, depending on the orders of the day.

Trousers. The BDU uniform trousers have cargo pockets. Trousers are normally bloused with an elastic blousing band so the top of the trouser is rolled back up inside the pant leg slightly below the top of the boots. This provides protection against crawling insects in the field.

The Patrol Cap (sometimes called a cover). This is a cloth cap, available with or without earflaps. The Patrol Cap provides protection against the sun (unlike mesh baseball caps), and the earflaps provide warmth for winter work. The 8-pointed Navy or Marine utility caps are NOT authorized.

Army Brown "T"-shirt.

Black military web belt with a black subdued belt buckle or web belt with Velcro fastener & no tip.

Military pattern boots. These are black leather or a combination of black leather and green or black nylon. Boots are mid-calf height (8”- 10”) and worn with black or olive green boot socks.

Field jacket: The BDU field jacket is worn for cold weather.



Good appearance in uniform depends on taking good care of the uniform.

Shirt and trousers should be washed and pressed or dry cleaned. In the field, dirt or dust should be brushed off. Clean uniforms protect you better and preserve the insulating capability of the cloth, especially on the field jacket. A clean sharp uniform projects a professional image in your dealings with other military agencies and with the public.

Boots should be regularly polished. This protects the leather from water and from the abrasive effects of dust and sand. In the field, brush off dust and mud and polish your boots when you can.

Patrol Cap should be regularly washed.

In the field and in hot weather uniform wear may be modified.

In hot weather commanders may allow trousers to be worn unbloused with the shirt sleeves rolled up. Personnel should not wear the uniform modified this way during any field activity, as it provides no protection against ticks. Member should be aware this modified uniform also projects a sloppy image.

In the field members must blouse trousers for protection against insects. In high grass or brush sleeves should be rolled down. When doing work involving handling debris, lumber, wire, or other possibly dangerous materials, wear of leather work gloves is a must. In areas where there is the possibility of falling debris, a hard hat should be worn. Helmet liners are not authorized for safety wear as they offer uncertain protection from impact or electrical current.

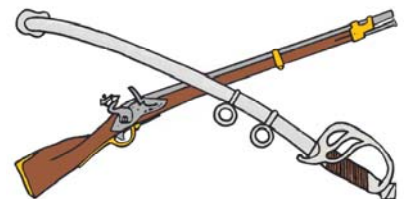
3-3 VaDF AWARDS AND DECORATIONS

From time to time various awards and decorations are presented in recognitions of individual and unit achievement. Ribbons, medals and badges would be worn on the Class A and B uniform. Badges, frequently available in embroidered versions, may be worn on the Class C utility uniform. Most awards and badges earned on active duty in the Armed Forces are authorized for wear in the VaDF.



The Military Emergency Management Specialist (MEMS) Badge is earned through a qualification program sponsored by the State Guard Association of the U.S. (SGAUS). It is also available with a star or wreathed star above the eagle, denoting a senior or master level achievement. Refer to www.sgaus.org for more information.

The distinctive crossed Musket and Saber insignia worn by “Militia” officers denoting their branch of service is a combination of the crossed Infantry muskets and crossed sabers of the Cavalry.





The Communications Badge or “Commo” denotes qualification in radio communications, a major part of our contribution to disaster control and emergency management.

Virginia Defense Force Medals and Ribbons

Worn above left pocket

VA ARMY NATIONAL GUARD EMERGENCY SERVICE RIBBON (VAESR)	LIFE SAVING MEDAL (LSM) (V-5059)	DISTINGUISHED SERVICE RIBBON (DSM) (V-4215)	MERITORIOUS SERVICE MEDAL (MSM) (V-5304)
COMMENDATION MEDAL (CM)	MILITARY COMMENDATION CERTIFICATE RIBBON (MCCR) (V-3702)	ACTIVE SERVICE MEDAL (ASM) (V-5213)	VADF SERVICE MEDAL (VADSR)
COMMUNITY SERVICE RIBBON (V-5311)	SERVICE MEDAL (SM)	RESPONSE MANAGEMENT STAFF COLLEGE COMPLETION RIBBON (RMSC) (V-3300)	BASIC OFFICER QUALIFICATION COURSE COMPLETION RIBBON (Replaced by ALC Ribbon)
OPERATIONAL STAFF - COMMAND, CONTROL, & COMMUNICATIONS COURSE (V-3100)	ADVANCE LEADERS COURSE COMPLETION RIBBON (ALC) (V-4001)	COMPANY LEADERS COURSE COMPLETION RIBBON (CLC) (V-4022)	RECRUITING RIBBON (RR) (V-5159)
STATE GUARD ASSOCIATION of the UNITED STATES LONGEVITY RIBBON	STATE GUARD ASSOCIATION of the UNITED STATES MEMBERSHIP RIBBON		

Worn above right pocket

UNIT READINESS CITATION (V-5310)

Part IV. Drill

4-1 BASIC MILITARY DRILL

Basic military drill movements have evolved over centuries to maneuver troops in battle and to move a large number of soldiers efficiently as a group from one place to another. In the VaDF most drill fills only a ceremonial role. However, proficiency in basic movements is important to unit and personal pride and professionalism, especially in contacts with other uniformed services. Drill helps build unit ability to work together as a team and sharpens the ability of personnel to respond quickly and smoothly to commands in emergencies.

Some general rules apply to performing all drill movements:

Make your movements smooth and crisp and without any body sway.

Leaders will give commands for each drill movement in two parts, a preparatory command and an execution command. These may be two separate words as in "parade REST" or by phrasing one word, for example "at-ten SHUN." The preparatory command gives you time to get ready for the execution command.

Do not anticipate commands. Move only when the execution command is given.

Look straight ahead at your eye level at all times.

Relax - tenseness will wear you out and makes it harder to do the movements.

In general there is no talking in formation.

Attention (company ATTENTION): From any position when you are standing still, stand upright, head up and facing forward, with your shoulders level and chest out; Your arms hang straight by the side, hands cupped, thumbs forward. Your legs are straight, heels together at a 45-degree angle.

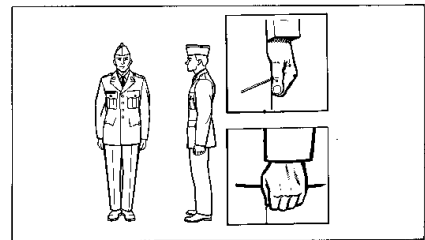


Figure 3-1. Position of Attention

Parade Rest (parade REST): This is the basic rest position from attention. Move your left foot to the left approximately 10 inches. Clasp your hands lightly in the small of the back with your palms and fingers flat, right palm out.

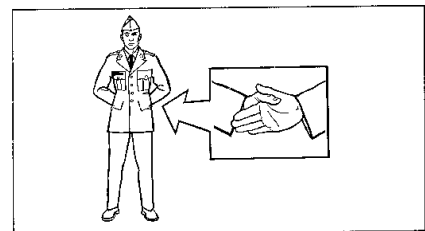
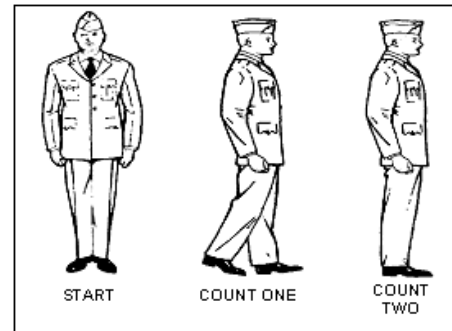


Figure 3-2. Parade Rest

Fall IN (FALL IN): This is the basic command to form the unit up in a formation. At the command the soldier finds his or her position in the formation and comes to attention. The platoon leader is the person to the far right of the line. At the command FALL IN he assumes the correct position and extends his left arm straight out. The next soldier positions himself in line beside the platoon leader by turning his head to the right and moving so the extended arm touches his shoulder. At the same time the soldier extends his left arm for the next person to fall in line with. As soon as position is established drop the arm and face front.

Left and Right Face (left FACE and right FACE): Given from the position of attention.), this command turns the individual to either the left or the right. To face left, at the command, raise the toe and pivot 90 degrees on the heel of the left foot, and raise the heel and pivot on the toe of the right foot. The second movement is to bring the right foot back up in line with the heels touching in the position of attention. To face right, at the command, raise the toe and pivot 90 degrees on the heel of the right foot, and raise the heel and pivot on the toe of the left foot the second movement is to bring the left foot back up in line with the heels touching in the position of attention.



Forward March (forward MARCH): Given from the position of attention, this command moves the unit forward. Step off with your left foot with a 30-inch pace. Keep a smooth, natural arm swing with hands closed.

Halt (company HALT): Given while marching, this command brings the unit to a stop. When the command halt is given take the added step needed to complete the movement and then bring the trailing foot up to the lead foot and assume the position of attention.

Present Arms (present ARMS): Given from the position of attention, this orders the unit to execute the hand salute. At the command bring the right hand up smartly straight up to the salute and hold it. At the command **Order Arms (order ARMS)**, drop the hand from the salute smartly straight down to your side.

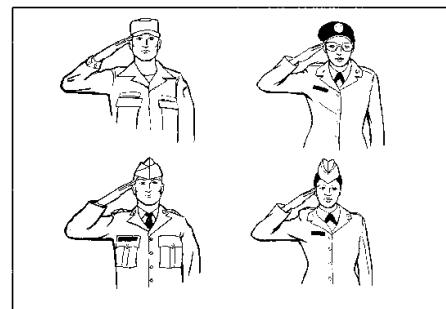


Figure 3-5. Hand Salute

Part V. Promotion and Standards

5-1 PROMOTION CRITERIA

Promotion recognizes individuals who have the ability to undertake duties with increased responsibility for the success of their units. This means being in charge of more people and more resources. Promotion is not an automatic reward for length of membership or simply attending drill.

The most basic requirement for promotion is superior duty performance. This means doing assigned duties quickly and efficiently and helping to make your unit a success.

All personnel must meet Time in Grade (TIG) requirements; additionally, NCOs and enlisted personnel must meet Time in Service (TIS) requirements. Total service requirements may be waived for superior performers and those in field leadership positions. Promotion authority is the level at which the decision for promotion is made.

Members must meet an attendance requirement of 83 percent of the drills in the last year. This means you must actually attend the drills or make-up training; excused absences do not count if the training time is not made up.

Individuals must be serving in a position that allows promotion. The authorized grade of the position must be equal to or higher than the grade the individual is being promoted to. Company Commanders make promotions up through Corporal. Promotion determinations made at higher levels are by a promotion board, which reviews the recommendation for promotion and the individual's record.

Although membership in the State Guard Association of the United States (SGAUS) is not required, at certain levels completion of the course requirements for the Military Emergency Management Specialist Badge is required for promotion. Further information on advancement requirements may be found in VDF Reg 624-1, the Advancement Regulation which superceded parts of the VDF Regulation 600-10

The following matrix summarizes the advancement requirements:

ADVANCEMENT; COURSES AND PERFORMANCE FACTORS SUMMARY CHART
(reflecting VDFR 624-1 eff 01SEP09 & VDFR 601-100 of 05OCT09)

From > To	Time in Grade (months)	Time in Service (months)	Orientation	Level II A	NGO LDC	CLC	OSC3C	ALC	IS 100	IS 200	IS 300	IS 317	IS 400	IS 700	IS 800	Ind. Drill	General Orders	Customs/Courtesies	Chain o Cmd / Insignia	Radio Operations	Platoon Instruction	Squad Drill	Platoon Drill	Company Administration	Military Bearing	Company Training	Company Drill	MEMS courses	83% Drill Attendance	Sustained Superior Performance	Promotion Authority
E-1 > PV2	4	4	X	X												X	X	X	X									X	X	Co	
E2 > PFC	6	10	X	X												X	X	X	X	X								X	X	Co	
E3 > CPL	6	18	X	X	X											X	X	X	X	X	X							X	X	Co	
E4 > SGT	12	30	X	X	X				X	X		X		X	X	X	X	X	X	X	X	X		X	X			X	X	Bn	
E5 > SSG	18	48	X	X	X				X	X		X		X	X	X	X	X	X	X	X	X	X	X	X			X	X	Bde	
E6 > SFC	18	72	X	X	X	X	X		X	X		X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Bde	
E7 > MSG	24	96	X	X	X	X	X	X	X	X		X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Div	
E8 > SGM	24	120	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Div	
WO1 > WO2	24	~	X	X		X	X		X	X		X		X	X	X	X	X	X	X							X	X	X	Bde	
WO2 > WO3	36	~	X	X		X	X		X	X		X		X	X	X	X	X	X	X							X	X	X	Div	
WO3 > WO4	60	~	X	X		X	X	X	X	X		X		X	X	X	X	X	X	X							X	X	X	Div	
WO4 > WO5	60	~	X	X		X	X	X	X	X		X		X	X	X	X	X	X	X							X	X	X	Div	
O0 > 2LT	12	~	X	X					X	X		X		X	X	X		X	X								X	X			
O1 > 1LT	24	~	X	X					X	X		X		X	X													X	X	Bde	
O2 > CPT	24	~	X	X		X			X	X		X		X	X												X	X	X	Bde	
O3 > MAJ	36	~	X	X		X	X	X	X	X		X		X	X												X	X	X	Div	
O4 > LTC	36	~	X	X		X	X	X	X	X	X	X		X	X												X	X	X	Div	
O5 > COL	36	~	X	X		X	X	X	X	X	X	X	X	X	X												X	X	X	Div	

5-2 VDF STANDARDS

Standards are statements of how the Virginia Defense Force as an organization and as individual soldiers conducts itself. Standards establish a level of performance that is expected of every member.

1. VDF is a uniformed military force under the command of the Adjutant General.
2. VDF members serve in two duty statuses: TRAINING and STATE ACTIVE DUTY. Emergency response work is ACTIVE DUTY and is done only on call of the Governor.
3. Minimum requirements for attendance at drill and other training, community support, and exercise activities are 10 one day drills (once monthly) and two weekend training assemblies (one Spring and one Fall). More is encouraged.
4. VDF is not an armed force - weapons are not carried or used for either training or active duty.
5. Members on duty are under military discipline and will obey lawful orders.
6. Customs and courtesies are the mark of professionalism and will be rendered with respect for individuals and the Virginia Defense Force.
7. Personal integrity is an absolute requirement. We do not tolerate lying, quibbling, cheating, or stealing.
8. The senior line officer, warrant officer, noncommissioned officer, or enlisted person assigned to a unit is in command of that unit.
9. Every member is responsible for achieving the highest degree of training in his or her duties possible.
10. Every VDF member is a potential trainer in an emergency.
11. Rank indicates responsibility for decision making. Commissioned, Warrant, and Noncommissioned Officers all have key roles.
12. The chain of command will be followed.
13. Members in the field wear the Class C Uniform, clean, neat, boots polished, shaved, and with good personal hygiene.
14. Members in the field carry their equipment with them at all times.
15. Superior performance is recognized by awards and is a requirement for promotion.
16. All leaders are responsible for troop safety.
17. Every member on duty represents the Virginia Defense Force, the Adjutant General, the Governor, and the Commonwealth and will govern his or her dress and behavior accordingly.

5-3 GENERAL ORDERS

1 ~ *I will guard everything within the limits of my post and quit my post only when properly relieved.*

2 ~ *I will obey my Special Orders and perform all of my duties in a military manner.*

3 ~ *I will report violations of my Special Orders, emergencies and anything not covered in my instructions to the Commander of the Relief.*

The three General Orders apply whenever you are on duty. They are general in nature so that they cover most any situation you should have to deal with. Frequently they are accompanied by Special Orders that add specific instructions for the current assignment.

For example: the first General Order states – “I will guard everything within the limits of my post and quit my post only when properly relieved”. A Special Order may specify that you will make rounds of your assigned area every twenty minutes, keep a special watch for fires and ensure no one smokes inside. Your responsibility is within the limits of your post, do not abandon your post to go check on something outside your assigned area. If something occurs outside your post, make a note of it in your log and contact the Sergeant of the Guard – do not abandon your post, it may be a diversionary tactic to get past you. Do not leave your post until you are properly relieved, you may miss a meal if your relief is not on time. Do not secure your post unless it is in the instructions that you are to do so. Do not stand down if the person telling you to does not have the proper authority to do so – their rank alone may not be sufficient authority.

“I will obey my Special Orders and perform all of my duties in a military manner” Stay alert, remain observant, maintain good posture and military bearing and the watch will be over that much sooner.

Maintain the Watch Log or Day Book, note the time and what happened. Most things will not require more than a log entry; others will require that you call it in, call for assistance or clarification or even to sound the alarm. “I will report violations of my Special Orders, emergencies and anything not covered in my instructions to the Commander of the Relief”

Unlike the Navy which has eleven General Orders, the Virginia Defense Force has only three, memorize them, be prepared to recite them on command. If you are one to “freeze up” when questioned, you may find it useful to start off with a prepared preamble:

“Sir, my first general order is...”

~ *I will guard everything within the limits of my post and quit my post only when properly relieved.*

SPECIAL ORDERS ~ supplement General Orders and are realistic, detailed, and mission oriented orders that are carefully and specially tailored for the specific guardpost and situation, from the viewpoint of security.

LAFAYETTE ORIENTATION

FEBRUARY 2008

TEST BOOKLET

PLEASE
DO NOT MAKE ANY MARKS
IN THIS BOOKLET

Multiple Choice Questions

1. The Major operational unit capable of independent operations is the _____.
 - A. Battalion
 - B. Brigade
 - C. Company
 - D. Division

2. Which unit is the basic community based organization of the VaDF?
 - A. Platoon
 - B. Company
 - C. Brigade
 - D. Battalion

3. The primary branch to which VaDF personnel are assigned is _____.
 - A. Aviation
 - B. Cavalry
 - C. Light Infantry
 - D. Military Police

4. Each commander is responsible to _____.
 - A. the commander above them in the chain of command.
 - B. the commander below them in the chain of command.
 - C. the members of his or her unit as they are the individuals who choose him/her
 - D. the adjutant General of Virginia first and then to other subordinate commanders chain of command.

5. Virginia Defense Force officers wear _____.
 - A. full sized subdued (black and green) cloth insignia of rank.
 - B. miniature subdued (black and brown) metal pin on insignia of rank.
 - C. full size gold metal chevrons.
 - D. full size bright metal pin or insignia.

6. Describe a First Lieutenant's rank insignia.
 - A. one gold bar.
 - B. one silver bar.
 - C. two gold bars.
 - D. two silver bars.

7. When a senior officer enters a room _____.
- A. the senior person in the room should stand and greet them politely.
 - B. personnel should continue with the task at hand - if the senior officer needs something he or she will ask.
 - C. those persons who see the officer should stand and wait silently until the officer leaves.
 - D. the first person to see the officer should call the others to attention.
8. You are outside in VaDF uniform on a military installation when the National Anthem is played. You should _____.
- A. continue about your business - as a civilian volunteer you have no obligation to render any courtesies.
 - B. come to attention and salute the flag or the source of the music.
 - C. take off your hat, place your right hand over your heart and stand respectfully until the anthem ends.
 - D. immediately take cover in a building so you will not have to render courtesies.
9. A Civil Air Patrol officer salutes you. You should _____.
- A. not return the salute - Civil Air Patrol members are civilian volunteers, not military personnel.
 - B. not return the salute - you are a civilian volunteer and you do not have to salute anyone other than VaDF officers.
 - C. return the salute, but stop the CAP member and tell him he does not have to salute you because you are both volunteers.
 - D. return the salute sharply and continue about your duties.

True or False Questions

1. The unit which provides the manpower to do actual work is the Battalion.
2. VaDF has three Brigades, each responsible for a major area within the state.
3. A Brigade has more assigned personnel than a Battalion.
4. A Battalion is composed of Platoons.
5. The unit responsible for coordinating state wide responses is the Brigade.
6. An Infantry Company is authorized to have 15 members.
7. A Platoon is a mission team within a Company.
8. VaDF members serve in three duty statuses: Training, Voluntary, and Active Duty.

9. You have been asked by your local Sheriff to have your VaDF Company assist in looking for a lost child who might die if you don't come right now. You can help in the search as long as you tell your members it is TRAINING duty.
10. The members of your Company think their prestige in the community would be greatly increased if they could carry guns when they are in VaDF uniform. You are happy to be able to carry a gun because it has been approved by the National Guard.
11. When you are on duty you are subject to normal military laws and discipline.
12. VaDF is a uniformed military force under the command of the Adjutant General of Virginia
13. You are encouraged to do more training than the minimum required.
14. You are on a military installation. You and the other VaDF members present are not required to salute an active duty Air Force Colonel because you are civilians.
15. Your Company Commander tells you to complete a report that all Company members were present at a drill. The meeting was never held, and you never have seen 2 members of your unit. This is OK because the Commander told you to do it and it keeps HQ happy.
16. One of your Company members has lost his job. It is all right to give him a room key in a barracks and pretend the room was never issued when the activity is over because he needs the help. The normal room fee is \$4.00.
17. Your Company has five enlisted members but no officers. The senior Sergeant is in command of the Company, even though he is not assigned to a Command position.
18. It is my responsibility to ensure I am fully trained to professional standards to do my assigned job in an emergency.
19. Only the Division Commander is responsible for troop safety.
20. You have completed one day of a two day training exercise and your boots are muddy. Because it is a field exercise you are not under any obligation to clean and polish them for tomorrow.
21. You are being sent out to relieve another individual for lunch during an emergency response. Even though you only expect to be in the field for 30 minutes you should still carry your canteen, compass, knife, and other field gear with you.
22. You have just been promoted to the rank of Sergeant. As a NCO you are not expected to know how to train new members, only commissioned officers are allowed to teach classes.
23. You have a problem that you think needs to be solved. You should take it to your Company Commander before you talk to the Battalion Commander, even though you have the opportunity to talk to the battalion CO right now.

24. Even when conditions are horrible you should make every effort to look sharp and treat the citizens you deal with respect and dignity because when on duty you represent the Governor..
25. You have used up your supplies and you are responding to a major disaster when your Company Commander orders you to break into a closed store and take food for use by the Company.. You should obey this order - you could be court-martialed if you don't.
26. The mission of the Virginia Defense Force is established in Title 44 of the Code of Virginia (the Military Laws of Virginia)
27. The Virginia Defense Force is specifically assigned the mission of defending against invasion.
28. Support missions assigned the Virginia Defense Force include assuming control of Armories, assisting in mobilization of the National Guard, and providing assistance to National Guard families.
29. If a Unit commander is injured and unable to perform his duties, the chain of command is broken as no other individual can assume command.
30. Information flows both up and down the chain of command.
31. Saluting is a traditional military way of greeting and showing mutual respect for other military personnel, regardless of their uniformed service.
32. In a group the senior ranking person always walks on the left.
33. When you salute a higher ranking officer, you should hold the salute until they return it.
34. The embroidered name tape VA DEF. FORCE is centered above the right pocket.
35. You have a civilian private pilot metal wing you earned when you earned your rating. It is not a military insignia. You may wear it above the name tape on the left pocket flap.
36. The Virginia Defense Force Communication Badge is worn centered on the left pocket flap.
37. The only BDU pattern authorized for the VaDF is the woodland green BDU.
38. Black, military pattern mid-calf length boots are worn with the utility uniform.
39. It is summer and you will be working in high grass. Your commander should authorize you to wear your trousers unbloused and your shirts off.
40. Whether sleeves are worn up or down is determined by the order of the day.
41. Clean uniforms offer greater personal protection, especially in insulation from the cold.
42. Attendance required for promotion is 50 percent of all drills. The 50 percent may be present in person or with an excused absence.

Short Answer Questions.

1. By law every able-bodied citizen between what ages can be called for military service?
2. The National Guard includes which two components?
3. Which militia component has both Federal and State roles?
4. Which type of organized militia is only called for state service?
5. Which component of the militia consists of members of the US Navy Reserve?
6. When the unorganized militia is called out, which organization is it incorporated into?
7. Which militia component can be drafted by the Governor?
8. The name and rank of my unit commander is:
9. Who serves as Commander-in-Chief of the Virginia Defense Force?
10. The name and rank of the Division Commander is:
11. The standard abbreviation for Private First Class is:
12. What grade of Warrant Officer wears a silver bar with one black enameled square?
13. The insignia for a Sergeant First Class is:
14. Which group of ranks are addressed as MISTER or MISS?
15. Which enlisted rank is not found in the Virginia Defense Force?
16. The rank insignia for Major General is:

17. A collar rank insignia of 3 chevrons, 3 rockers, and a diamond is the insignia of a:
18. A Command Sergeant Major is addressed as:
19. How is the VaDF Division patch worn on the uniform?
20. How is the VaDF Distinctive Unit Insignia patch or pin worn on the uniform?
21. Rank insignia is worn where on the patrol cap.
22. How is a members last active wartime unit insignia patch worn on the uniform?
23. How is the officer's militia branch insignia worn on the collar?
24. How are the Enlisted pin-on chevrons worn on the uniform?
25. The uniform commonly worn for all VaDF activities is the _____.
26. At the position of attention, the feet should form an angle of how many degrees?
27. In parade rest the feet are approximately how far apart?
28. When you step off for Forward March, which foot moves first?
29. In the salute the hand and the forearm should be _____.
30. When you Fall In at a normal distance, how far apart are the members in one rank?
31. How many months time in grade must you have for your next promotion?
32. The most basic requirement for promotion is _____ .

ORIENTATION TEST ANSWER SHEET

DATE: _____

STUDENT NAME: _____

RANK: _____

SSAN: (last 4) _____

UNIT: _____

VERSION: FEB 2008

eMail address: _____

MULTIPLE CHOICE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

TRUE - FALSE

9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____

TRUE - FALSE

27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____
34. _____
35. _____
36. _____

TRUE - FALSE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____

37. _____
38. _____
39. _____
40. _____
41. _____
42. _____

ORIENTATION TEST ANSWER SHEET (cont)

SHORT ANSWER SECTION

- | | |
|-----------|-----------|
| 1. _____ | 17. _____ |
| 2. _____ | 18. _____ |
| 3. _____ | 19. _____ |
| 4. _____ | 20. _____ |
| 5. _____ | 21. _____ |
| 6. _____ | 22. _____ |
| 7. _____ | 23. _____ |
| 8. _____ | 24. _____ |
| 9. _____ | 25. _____ |
| 10. _____ | 26. _____ |
| 11. _____ | 27. _____ |
| 12. _____ | 28. _____ |
| 13. _____ | 29. _____ |
| 14. _____ | 30. _____ |
| 15. _____ | 31. _____ |
| 16. _____ | 32. _____ |

OPEN BOOK ~ CLOSED BOOK

MISSED: _____ SCORE : _____

The above answers and information are my own.

Trainee's signature: _____

I verify that this test was correctly administered and scored.

Trainer's signature: _____

Rank: _____

Commander's signature: _____

Rank: _____