

Personnel—General

**Enlisted
And
Officer
Reductions
(Voluntary)**

VIRGINIA DEFENSE FORCE HEADQUARTERS
5001 WALLER ROAD
RICHMOND, VIRGINIA 23230

08 December 2015

SUMMARY of CHANGE

AR 600-8-3

Enlisted and Officer Reductions (Voluntary)

This new regulation, dated 08 December 2015--

o updates and replaces sections 3-2 and 3-6 of VDFR 600-10 (15 Oct 2009,)

pages 8 and 12 (Chapter 3.)

**Headquarters
Virginia Defense Force
George Washington Division
Richmond, VA 23230**

08 December 2015

Personnel/Administration

VDF Officer and Enlisted Reductions (Voluntary)

Summary. This document is an update and replacement of sections 3-2 and 3-6 of VDFR 600-10 (15 Oct 2009,) pages 8 and 12 (Chapter 3.)

Applicability. This regulation applies to units of the VDF. During mobilization for state active duty, procedures in this publication can be modified to support policy changes as necessary.

Suggested Improvements. Users are invited to send comments and suggested improvements directly to Headquarters, Virginia Defense Force, Attn: G-1, 5001 Waller Road, Richmond, Virginia 23230-2915.

Distribution. Distribution is intended for all VDF units down to, and including, Company-level.

JUSTIN P. CARLITTI

Brigadier General, Virginia Defense Force

VDF Regulation 600-8-38 DECEMBER 2015 VDF OFFICER AND ENLISTED REDUCTIONS (Voluntary)

Contents (Listed by paragraph and page number)

Purpose • 1, *page 1*
References • 2, *page 1*
Responsibilities • 3, *page 1*

Contents (Listed by paragraph and page number)

Chapter 1

Reductions, page 1

Officer reduction • 1-1, *page 1*
Enlisted reduction • 1-2, *page 1*

1. Purpose

This regulation—

a. Prescribes policy for the voluntary reduction in rank of officers and enlisted personnel throughout the Virginia Defense Force.

2. References

- a. Code of Virginia Title 44: Military Laws of Virginia.
- b. Permanent Order 1-1 (VaDF) TAG, VA 1 March 1988.

3. Responsibilities

a. The Deputy Chief of Staff G-1 will—

- (1) Prescribe policy, procedures and implementing instructions on the use and construction of abbreviations.
- (2) Supervise and manage the abbreviation program for the Virginia Defense Force.
- (3) Review and approve/disapprove requests for new or modified abbreviations.

Chapter 1 Reductions

1-1 Officer Reduction:

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

1-2 Enlisted Reduction:

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

Table 1-1

Authority to Publish Orders for Voluntary Reduction

COL – Commanding General, VDF

LTC-CPT – FORHQ

1LT – REGT

All WOs – FORHQ

E6-E9 – FORHQ

E1-E5 – REGT