

Michigan Department of Military and Veteran Affairs

Volunteer Defense Force

VDF Regulation 30

Personnel Administration

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**STATE OF MICHIGAN
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**MICHIGAN VOLUNTEER DEFENSE FORCE
VDF Personnel Regulations 30**

1 January 2011

PERSONNEL AND ADMINISTRATIVE PROCEDURES

(VDF Unit Supplementation Prohibited)

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CHAPTER 1 – REFERENCE & GENERAL POLICY

1-1. PURPOSE. This regulation prescribes criteria, standards and procedures for all personnel and administrative functions.

1-2. APPLICABILITY. This regulation applies to all units of the Michigan Volunteer Defense Force.

1-3. REFERENCES.

- A. United States Constitution Article 1, Section 10, Clause 3.
- B. 10 USC, Subtitle A, Part II, Chapter 45 Section 771 & 772; and 32 USC 109, State Defense Forces.
- C. Michigan Military Act (Public Act No. 150 of 1967, as Amended by Public Act No. 246 of 1988).
- D. AR 310-34, Equipment Authorization Policies and Criteria and Common Table of Allowance.
- E. AR 670-1, Wear and Appearance of the Army Uniforms and Insignia.

1-4. 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. Separation. Discharges will appear on a monthly order and a copy thereof will be issued to each by his Battalion or the Brigade, upon completion of VDF service.

1-5. RESPONSIBILITY. Personnel recruitment, management and administration are command responsibilities and all applicants must be appointed by VDF orders to be active.

1-6. DEFINITIONS.

- A. Grade. Refers to rank as opposed to pay grade.
- B. Applicant. A person who voluntarily applies for VDF appointment or enlistment.
- C. Transfer. Request for relief from assignment in one battalion or above to a concurrent assignment in another unit, or the relief from assignment of an officer from a table of organization position for reassignment in the VDF Reserve, requires request of and approval by brigade personnel administration and when a personnel order is published.
- D. Table of Organization. The current staffing table that prescribes the organizational structure and personnel positions for all VDF commands and subordinate units.

E. Internal Battalion Reassignment. The changing of an individual from one table of organization position to another within the same unit is reported to brigade via the battalion adjutant notification report. Specialty Transfer: The relief of an officer from one occupational duty assignment to a different assignment in that battalion is reported to brigade via the monthly (SitRep) report.

1-6, 1 Appointment and Promotion Recognition (added)

A. VDF Record and Practice Regarding Commissioned Officer Appointments:

1. The first VDF appointment order was published on: 01 February 2005 as Order #001 by the then Chief of Staff and included BG Warren J. Lawrence as Commanding General, Michigan Volunteer Defense Force and 17 other names.

2. As a result of the first VDF Appointment Order #001 on 01 February 2005 BG Lawrence did receive, sign and may have presented to all listed thereon a certificate of appointment stating that: "...the Adjutant General has approved your appointment to the rank of effective immediately...."

3. Military commissioned officers practice is identified by initial grades from O-1 through O-11 receive their initial commissions through the President of the United States. In regard to normal state practice persons formally commissioned in VDF by the Governor may follow such initial commission practice and is separate and unique from the National Guard and other state rank type commissions as A.2 above.

4. Commissioned officers (see B-1 below that does not include commissioned warrant officers) on any post dated gubernatorial commissioning document would include on such document the actual historic date and rank that individual was initially appointed to and on for accurate historic lawful public VDF records to exist.

B. Army-VDF Personnel Appointment Status and Authority:

1. Commissioned Officer (O-1 to O-6)
 - a. Army: Commissioned to initial grade by Presidential document.
 - b. VDF: Could be commissioned to initial grade by VDF authorized document
2. Commissioned Warrant Officer (W-3 to W-4)
 - a. Army: Commissioned to initial grade by Military Department Secretary
 - b. VDF: Could be appointed to initial Warrant grade by VDF Commander
3. Warrant Officer (W-1 to W-2)
 - a. Army: Appointed to initial grade by Approved Appointing Commander
 - b. VDF: Could be Appointed to initial Warrant grade by VDF Commander
4. VDF Noncommissioned Officer Appointment (E-4 to E-9)
 - a. Recommended by each battalion to VDF S-1
 - b. E-7 through E-9 recommended by battalion commander to C/S for review and approval and by the Senior Noncommissioned Officer Board chaired by Brigade CSM.
 - c. E-4 (CPL) through E-6 approved by battalion command is sent to S-1 for placement on VDF General Personnel Orders.
 - d. Battalion commander has authority to provide letter of service recognition.
5. Enlisted Soldier (E-1 to E-4)
 - a. Recommended by each battalion to VDF S-1.
 - b. E-1 to E-4 (SPC) approved by battalion command, sent to S-1 for placement on VDF General Personnel Orders.
 - c. Battalion commander has authority to provide letter of service recognition.

1-6, 2: VDF Active or Reserve Duty Definitions and Applicant Limitations

A. Active Service:

1. Applies to all members appointed and in good standing as follows when: The governor, as commander-in-chief, may activate within the military establishment such number of units to be known as the Michigan Volunteer Defense Force, as the governor considers necessary for adequate emergency assistance to the state.

B. Active State Service:

1. Applies to all members appointed and in good standing as follows when: A unit commander or commanders have complete and submit a request for service involvement by their command through VDF S-3 Training and Operations. Upon approval by S-3, review by the C/S and final approval by the brigade commander such is then authorized under the oversight of that battalion commander.

2. Participating VDF personnel may be included on a voluntary basis and such volunteer service is neither active duty or necessarily related to the pay status, benefits or certain employment protection rights that applies to State Active Duty.

3. The VDF does and will publish and provide documentation regarding this particular service.

C. Active State Duty:

1. Applies to all members appointed and in good standing as follows when: The brigade or a subordinate unit thereof, together or separate, establishes a training program or meeting as related to the preparation and readiness of personnel when provided in a brigade directive or approval.

2. Battalion commanders may complete and submit a request for special or additional training to S-3 in regard to the unique needs of their assigned geographic MSP District.

D. Applicant Status:

1. Applies to all interested persons who are not VDF appointees on brigade orders.

2. These interested persons may meet with a particular battalion or unit thereof, or staff office for interviews, meeting members, observing activities and other reasonable introductions to the VDF command or unit.

3. Such activities as stated above absolutely does not include a non-appointed member participating in actual training, field exercises, drills or other VDF involvement until appointed by brigade orders.

4. The authority to invite an applicant to participate in a VDF unit exercise, or travel as a VDF member or an applicant wearing the VDF uniform is not legal and not appropriate.

E. Reserve Status (VDF 30, 6-1, etc.)

1. Provisional Reserve List

2. Standby Reserve List

3. Continual Retired List

4. Individuals as listed above within limited written conditions may have some involvement with their former unit as stated. However those retired under special conditions as written in their retirement order are not eligible to be involved in VDF activities.

5. Wear of the Army uniform by retirees is covered in AR 670-1 that lists such eligibility. The VDF uniform may only be worn by VDF reserve personnel "to, at, from" VDF activities when authorized and invited by that commander to attend in uniform.

1-7 Appointment Term and Reappointment Procedure:

A. VDF initial appointments are limited to three year terms and are thereafter subject to an evaluation and the immediate battalion or brigade commander's approval prior to a subsequent active duty term of a one to three year reappointment term being authorized.

B. Reappointment recommendation for a one to three year term is approved when a General Personnel Order is signed by the Brigade Commander or the Chief of Staff.

C. Effective 1 January 2007 new appointments or reappointments beyond the age seventy-five will not be reappointed to active positions and may continue in the VDF Reserve, unless the brigade commander approves one year active duty extensions.

1-8 Age Limits for all VDF Officers and Enlisted Personnel:

A. Commissioned Officer Personnel Age Requirements:

1. Candidates for commissioned officer positions must be twenty-one years of age to be appointed to serve in the Michigan volunteer defense force.
2. Candidates will not be recommended or appointed as Second Lieutenant after attaining sixty years of age.
3. Candidates will not be recommended or appointed as First Lieutenant after attaining sixty-five years of age or Captain after attaining seventy years of age.
4. Candidates for field grade commissioned officer appointment without prior military service will not be appointed to field grade rank after attaining the age of seventy.

B. Warrant Officer Personnel Age Requirements:

1. Candidates for Warrant Officer 1 or Chief Warrant Officer 2 will not be initially appointed to such warrant officer rank after age sixty-five.
2. Candidates for Chief Warrant Officer 3 and above will not be initially appointed to such warrant officer rank after age seventy.

C. Enlisted Personnel and senior Noncommissioned officer Age Requirements:

1. Applicants for enlistment must be between the age of eighteen and sixty, except Staff Sergeant and above (E-6 to E-9) may be appointed to age seventy.
2. Applicants for enlistment who are age seventeen may be appointed with the signed consent of parent(s) or legal guardian(s).

CHAPTER 2 – OFFICER PERSONNEL

2-1. OFFICER ELIGIBILITY & SELECTION FOR APPOINTMENT.

A. Citizenship. The applicant must be a citizen of the United States.

B. Residence. The applicant must reside in the State of Michigan.

C. Age. Individuals may not be commissioned in the MI VDF prior to their twenty-first birthday and may not be appointed as a Second Lieutenant after attaining age sixty or as a First Lieutenant and Captain after attaining age sixty-five, or field grade officers without prior military service will not be offered an initial appointment after attaining age seventy.

D. Character and Mental Fitness. Each applicant must be of good moral character and be of sound mind and free of mental or emotional disorders.

E. Education. Applicants are expected to be baccalaureate graduates of an accredited college or university.

F. Leadership. Applicant must possess qualifications as potential leaders and have the ability to deal effectively with people.

G. Medical. Applicants must be physically able to perform the duties of the position for which an appointment is requested, recommended and approved.

H. Prior Service. Each applicant for appointment in the VDF should normally have served a minimum of two years in the federal military forces or as a state defense force officer, except that those individuals who have completed two years of college Reserve Officer's Training Corps (ROTC) successfully may be appointed as a Second Lieutenant if otherwise qualified. Documentary evidence of successful completion of the ROTC training program must accompany the request for appointment. Applicants with prior military service (federal or state) must have received an "Honorable Discharge" from such service.

I. Assignment. Appointment of officers in the VDF will be to fill existing Table of Organization vacancies and will not exceed the position rank as specified.

J. Social Security Number. Applicants must have an assigned social security number.

K. Appointment of Other Military Forces. Individuals who are active members of the Armed Forces of the United States, their reserve or military components, or state defense forces of other states are ineligible, except service auxiliaries without regulations that will authorize dual membership and provide activation priority to VDF by signed document.

L. Initial Grade of Officer Applicants. Individuals without prior commissioned service in a federally recognized armed service will be limited to appointment at the rank of Second Lieutenant with appropriate educational credentials.

M. Applicants with prior commissioned, warrant and/or enlisted service in a federally recognized unit of the armed forces for which service retirement points were earned may be given consideration for an initial appointment in accordance within the following statement of maximum appointment standards:

<u>Prior Status</u>	<u>Prior Grade</u>	<u>Prior Years of Service</u>	<u>Highest Consideration:</u>
1. Commissioned	O-1 to O-5	Per submitted record	Same Prior Grade
2. Warrant	W-1 to W-5	Per submitted record	Same Prior Grade (2
3. Noncommissioned	E-9	12 years service	O-3 or W-4
"	E-8	11 " "	O-2 or W-3
"	E-7	10 " "	O-1 or W-2
"	E-6	9 " "	W-1
4.	a. All initial appointments are limited to the authorized TO position grade.		
	b. Applying Warrant officers may be considered for commissioned grades at one step lower (i.e, W-3 to O-2) provided a TO position is available.		
	c. Army rank listed above applies to other armed services as to be translated from their equivalent military grade and rank to Army grade and rank.		
	d. Except as noted in "H" above Reserve Officer Training Corps experience is not considered as prior years of service regarding initial appointment.		

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 or the State of Michigan are not eligible for appointment.

B. Conscientious Objectors. Persons who are presently conscientious objectors are not eligible for appointment.

C. Prior Military Service Other Than Honorable. Persons with prior military service who did not receive an Honorable Discharge from such service are not eligible for appointment.

D. Members of Other Military Forces. Individuals who are current members of the Armed Forces of the United States, their reserve or other state defense forces, or auxiliary components without the commander's prior approval, are not eligible for appointment.

E. Convicted Felons. Persons who have been convicted of a felonious offense by a civil court will not be appointed.

F. History of Mental Disorders. Any individual with a history of mental disorders will not be appointed in the MI VDF.

G. Failure to Comply with Law. Any person knowingly not complying with the laws of the United States and the State of Michigan, or MI VDF Regulations will not be recommended or appointed.

2-3. APPLICATION FOR APPOINTMENT.

A. Recommendations. VDF Commanders at all levels may recommend qualified individuals for appointment as officers in the VDF by submitting such request through their command level to OPA for review. All officer appointments are only approved when orders are published by HQ VDF.

B. Required Documents. The following documents are required for initial appointment as a Commissioned Officer in the VDF:

1. VDF Unified Application Form with Michigan State Police check authorization signed.

2. Prior Service Documents. Applications for the appointment of prior military service members must be accompanied by a DD Form 214, or equivalent verifying such prior service.

3. Education Record. Copy of college transcript or degree

4. Professional personnel must present documentary license or recorded evidence of their professional qualifications record for appointment to such positions.

C. Preparation.

1. Entries. All entries, except signatures, on application documents will be computer completed, typewritten or printed clearly in black ink.

2. Signatures. All signatures will be in black ink and will include the first, middle initial and last name of the individual concerned.

3. Dates. Dates will be entered using the Military Date System which is the day in numerals, the abbreviated name of the month, and the year in numerals. For example, the Fourth of July 1988 would be written 04 Jul 88, and not 4/7/88.

4. Civilian Education. Civilian education entries on the VDF Application Form should begin with the highest education attained.

5. Prior Military Service. Prior military service entries on the VDF Form will show all prior military service, including VDF Service, and may be grouped in major periods; i.e., service in the U.S. Marine Corps, National Guard, etc. A continuation sheet may be utilized if necessary; however, the entry "See Attached Sheet; Attached DD Form 214 or similar Document" should not be used.

6. Screening Committees and Boards. All new officer applicants may be considered by the Battalion Officer Reviewing Committee prior to being recommended to HQ VDF, and those to be appointed to the rank of Major or above will be considered and approved by the Brigade Officer Reviewing Board chaired by the Commander, or C/S or designee. If board members of not less than three recommend such appointment, the Board Chair will include a statement in the personnel record for the Brigade Commander. The Brigade Commander reviews and approves all field grade officer appointments prior to authorizing the chief of staff to appoint such on VDF orders.

7. Oath. If an Officer Committee or Board finds an applicant qualified and recommends such, the Oath of Office must be administered by an officer and signed prior to appointment orders.

8. Effective date. The effective date of the appointment and date of rank will be the date of the appointment orders as published by HQ VDF and not the date of the Oath of Office. Applicants will not be authorized to wear the uniform or assume the duties of the position for which the appointment is requested until appointing orders are received from VDF/S-1 or C/S.

9. Number of Copies. All required documents will be prepared in a minimum of one original copy prepared for background check and initial review by Bde Personnel Services. Duplicates will be provided to the reviewing command and may be retained by the applicant's field command unit. Subordinate battalion units may only retain a file copy of the application form if deemed necessary.

2-4. Professional Appointment. Officer appointments in the VDF are generally to line command positions and, as such, have general command duties and important unit managerial responsibilities. Officers in professional capacities with specific professional experience and skills that have been achieved through higher education in a special occupation not included in the field unit Table of Organization or other useful special needs may be appointed as a professional officer, and such appointments are not transferable beyond the profession in which that appointment was so authorized.

A. When provisional or specific skills are required to fill position vacancies, direct appointments may be made from the civilian sector, provided proof of credibility of such skill or profession is presented. Grades in which such appointments are considered shall be consistent with age, professional experience and authorized grade of such vacancies in the following VDF Service branches:

- | | |
|---------------|----------------------------------|
| Medical Corps | Chaplain Corps and |
| Dental Corps | Medical Technical Services |
| Nurse Corps | Special Skilled (WO) Technicians |

B. All appointments of professional officers will require evidence of an official license or certification to practice and, by request of OPA, may require that official transcript showing academic qualifications be submitted as required. The following guidelines establish the highest entrance rank/grade to be considered with listed years of professional experience as follows:

Officer Grade	Years:	MD	CH	MSN	BSN	ADN	LPN/Tech
1. Major 0-4		6	8	8	x	x	x
2. Captain 0-3		3	6	6	8	x	x
3. Lieutenant 0-2		1	2	2	3	x	x
4. Lieutenant 0-1		0	0	0	0	x	x
5. CWO-3		x	x	x	x	4	6
6. CWO-2		x	x	x	x	2	3
7. WO-1		x	x	x	x	0	1

(Registered Nurse note: MSN=masters, BSN=bachelors and AD=associate degrees.)

C. Professional rank is not transferable to line command positions in a battalion, company, platoon or their staff TO positions.

2-5. Service as Chaplain. To serve as a VDF Chaplain Corps officer one must obtain an ecclesiastical endorsement from a major faith group: And, a. Be qualified spiritually, morally, intellectually and emotionally to serve; b. Be sensitive to religious pluralism and able to provide for the free exercise of religion by all VDF military personnel and their families; c. Possess a bachelor's degree of not less than 120 semester hours and a master's degree in divinity or a graduate degree in theological studies of not less than 60 credit hours. Associate Chaplains not meeting the requirements of the U.S. Army educational achievement, experience and major denominational approval have been discontinued as a VDF practice. Enlisted chaplain assistants may be appointed.

2-6. Brigade Staff Duty Reassignments. Officers assigned to an authorized brigade staff office or position may be reassigned to a field command as the brigade commander may direct.

2-7. OFFICER PROMOTIONS.

A. Promotion will be based upon efficiency, time-in-grade, demonstrated command and staff ability at their appropriate level. Promotions will be accomplished only when an appropriate Table of Organization unit position vacancy for such rank and time in grade is fully met.

B. Recommendation process: Recommendation for promotion will be initiated by the immediate Commanding Officer of the individual concerned as follows:

- 1 Company Executive Officer and Platoon Leaders by the Company Commander.
- 2 Company Commanders and Battalion Staff by the Battalion Commander.
- 3 Battalion Commanders and Brigade Staff by the Brigade Commander.
- 4 All field grade officer promotions require a review by the VDF Officer Review Board and submission advise to the Brigade Commander who directs the Chief of Staff to act.
- 5 In no case is it acceptable for an officer to recommend himself for any promotion.

C. Required Minimum Standards for Promotion Recommendation.

- 1 Time-in-grade is limited to the time actively assigned in the VDF and in or being assigned to a table of organization position that authorizes such promotion. Any period an officer is assigned to the VDF Reserve may be subtracted from the time-in-grade required for promotion of that officer:
- 2

Commissioned Officers	Warrant Officers
LTC to COL 3 years	
MAJ to LTC 3 years	CW4 to CW5 3 years
CPT to MAJ 3 years	CW3 to CW4 3 years
1LT to CPT 2 years	CW2 to CW3 3 years
2LT to 1LT 18 months	W01 to CW2 2 years
3. Enlisted NCO to Commissions/Warrant Appointments See: 2-2, L,2

Also: See NGB 600-100 and 600-101 and requires VDF TO position and rank.

D. Required Promotion Documents.

1. Request for Promotion. Such will be submitted through channels on the appropriate VDF Form to HQ VDF. Each action requires review and compliance with regulations and chain of command endorsements, and for Major and above review by the Officer Review Board. With all satisfactory recommendations and reviews completed and upon the approval of the brigade commander, the Chief of Staff will be published orders resulting in an official promotion.

2. Other Documents. Application for promotion will be returned without action if properly prepared copies of the following documents are not on file at HQ VDF.

MI VDF Form 66 (Officer Qualification Record)
DD Form 214, or equivalent verification of prior service.

E. Effective Date. The effective date of such promotion will be the date specified in the promotion order. Officers are not authorized to wear the Insignia of Rank of the higher grade prior to receipt of official OPA promotion orders unless they are authorized beret rank by VDF orders.

2-8. OFFICER REDUCTIONS.

A. Voluntary Reduction. Officers may request voluntary reduction in grade to accept assignment to a Table of Organization position vacancy of a lesser grade.

B. Requests. Requests for voluntary reduction will be prepared in letter form and forwarded through channels to HQ VDF.

C. Reduction Orders. Reduction orders will be published by HQ VDF, and will state "Voluntary Reduction without prejudice".

2-9. OFFICER REASSIGNMENTS.

A. Procedures. Commanders may request reassignment of officers to fill existing Table of Organization vacancies within their respective units.

B. Station/Duty Change. Request for reassignment to a position vacancy requiring a change of duty must be accompanied by documentary evidence of the officer's professional qualification for assignment to the new duty.

C. Reassignment of Officers with Property Book Responsibility. Requests for reassignment of an officer with property book responsibilities will be accompanied by a request for transfer of the property account to a successor.

D. Request. Request for Officer reassignment will be submitted on VDF Form by the commander of the officer concerned, through channels, to HQ VDF. If the request is approved, reassignment orders will be published by OPA, HQ VDF.

2-10. OFFICER and PROPERTY BOOK TRANSFERS.

A. Procedures. Transfer of an officer between units of a battalion may be requested of and approved by the battalion commander. Transfer of an officer between battalions may be requested by the officer concerned or his battalion commander. The relinquishing and receiving battalion

commanders must approve and authorize such change. All battalion command changes must be reported to OPA, HQ VDF for orders to maintain individual personnel records and rosters.

B. Duty Change. Request for transfer of an officer to a position vacancy requiring a change of duty must be accompanied by documentary evidence of the officer's professional qualification for assignment to new responsibilities.

C. Transfer of Officers with Property Book Responsibility. Request for transfer of an officer with property book responsibility will be accompanied with a Request for Property Account Transfer.

D. Transfer Reports. The above officer transfer action must be submitted by battalions and staff offices through channels to HQ VDF. If request is approved personnel transfer or release orders will be published by OPA, HQ VDF.

E. Disposition of Records. Upon receipt of transfer orders the departing unit will inventory the officer's unit authorized personnel records for accuracy and completeness; post all matters up to date, and the forward all documents therein to the gaining unit commander.

2-11. OFFICER SEPARATIONS. The discharge of officers from the MI VDF is covered in Chapter 4 of this regulation.

2-12. WARRANT OFFICER STATUS.

A. All for the above procedures required of and for commissioned Officers shall also apply to warrant officers, unless to the contrary a specific procedure or requirement is so stated.

Note: Warrant officer positions are only established based on the administrative or technical experience complexity of a particular position and are not to be used as a reward or incentive for enlisted personnel or former commissioned officers. Warrant officers may be temporarily assigned to a commissioned officer T.O. position and will have all the rights and responsibilities thereof within that assignment, but may not supervise commissioned officers nor command a unit beyond a platoon, office function or a brigade support mission service. Warrant Officers with special knowledge or expertise during a training session or exercise may respectfully be involved to oversee special projects and use their expertise in training of commissioned officer personnel as requested and/or assigned by the Brigade Commander or through him to the BDE S-3.

CHAPTER 3 - ENLISTED PERSONNEL

3-1. RECRUITING.

A. Responsiveness to the Community. As a volunteer militia, the VDF is a hometown, community oriented organization with a community support mission. This mission requires that the unit and its members be an integrated part of the community capable of immediate response to local emergencies. No unit can hope to be successful unless the leadership and the majority of its members are respected citizens of the community that they desire to serve and support.

B. Recruiting for Authorized Strength. All units must exert maximum effort to recruit qualified, responsible and respected citizens of the community to fill Table of Organization vacancies. The VDF is charged with the responsibility to maintain an effective and responsive battalion in each Michigan State Police District, with detachments assigned throughout that area.

3-2. ELIGIBILITY CRITERIA FOR ENLISTMENT.

A. Citizenship. Applicants for enlistment in the VDF must be a citizen of the United States, or have filed a legal intent to become a citizen of the United States. A copy of page 1 of the application to file Petition for Naturalization (U.S. Justice Department Form N-403 N) must accompany the VDF Unified Application Form.

B. Residence. Applicants must reside within the State of Michigan.

C. Age. Applicants for enlistment must be between the ages of eighteen and sixty, except those otherwise qualified individuals who have consent of their parent(s) or legal guardian(s).

D. Mental. Applicants for enlistment must be of sound mind, free of mental or emotional disorders, and have demonstrated an understanding of the English language.

E. Character. Applicants must be of good moral character and should be responsible and respected citizens of their community.

F. Medical. Applicants must be physically able to perform the duties of the position to which assigned.

G. Prior Service. Applicants with prior military service (Federal or State) must have received an "Honorable Discharge" from such service. A copy of the DD Form 214 or an equivalent document must accompany the application for enlistment to verify the prior service.

H. Social Security Number. Applicants must have an assigned Social Security Number.

I. Position Vacancy. Unit Commanders are authorized to recruit qualified personnel to fill Table of Organization vacancies and not exceed the rank prescribed in recommending appointments.

3-3. PERSONS INELIGIBLE FOR ENLISTMENT.

A. Subversive or Disloyal Persons. Individuals who are known to have engaged in disloyal or subversive acts against the United States or the State of Michigan are not eligible for enlistment.

B. Conscientious Objectors. Persons who are presently conscientious objectors are not eligible for enlistment.

C. Prior Military Service Other Than Honorable. Personnel with prior military service who did not receive an "Honorable Discharge" from such service are not eligible for enlistment.

D. Members of Other Military Forces. Individuals who are members of the Armed Services of the United States, their reserve or auxiliary components, or the state defense force of another state is not eligible for enlistment.

E. Convicted Felons. Persons who have been convicted of a felonious offense by a civil court may not be eligible for enlistment.

3-4. ENLISTED GRADE STRUCTURE.

A. Authorized Grades. The following are authorized enlisted ranks within VDF units:

RANK and GRADE

ABBREVIATION

Command Sergeant Major, E-9*	CSM
Sergeant Major, E-9	SGM
First Sergeant, E-8	1SG
Master Sergeant, E-8**	MSG
Sergeant First Class, E-7	SFC
Staff Sergeant, E-6	SSG
Sergeant, E-5	SGT
Corporal, E-4	CPL
Specialist, E-4	SP4
Private First Class, E-3	PFC
Private, E-2	PV2
Recruit, E-1	PVT

* A. Master Sergeant (E-8) who is assigned to a vacant position of Command Sergeant Major or Sergeant Major (E-9) is **not** authorized to wear the distinctive insignia of rank for CSM or SGM unless that individual is promoted on orders to the rank of Command Sergeant Major or Sergeant Major.

** A. Master Sergeant (E-8) who is assigned to a vacant position of First Sergeant (1SG) **is** authorized to wear the distinctive insignia of rank for that position while assigned to such position and duties, which is the Master Sergeant Insignia of Rank with a lozenge in the center.

B. Grades Used on Official Documents. Grade and/or rank will be used on all official documents and correspondence to best meet the objective of that communication.

3-5. ENLISTMENTS.

A. Authority to Enlist. Unit Commanders are authorized to enlist qualified applicants to fill Table of Organization vacancies in grades E-1 through E-6 exclusively if qualified.

B. Required Documents. The following documents are required for the enlistment of qualified applicants in the VDF.

1 VDF Unified Application Form and State Police authorization check signed.

2 VDF Parental Consent Form, if applicable.

3 Prior Service Documents. Applicants for enlistment claiming prior military service in the Armed Forces of the United States or their reserve components must furnish a DD Form 214, or equivalent document verifying such service. Reserve Officer Training Corps (High School or College level) is education and is not considered as prior military service.

4 U.S. Justice Department Form N-400 N (Application for Citizenship) if applicable.

C. Initial Grade. Applicants without prior military service will be enlisted in the grade of E-1 recruit. Applicants with prior service in the Armed Forces of the United States or their reserve components may be enlisted in the same grade as that attained in a federally recognized status. Applicants with prior service in the VDF or defense force of another state may be enlisted in the same grade as that attained during the previous enlistment. Applicants who have completed three or more years of high school ROTC, or two years of college ROTC may enlist in the grade of E-4/SPC. Official evidence of such completion must accompany the VDF application.

D. Preparation of Forms.

1 Entries. All entries except signatures on enlistment documents will be computer generated, typewritten or printed in black ink.

2 Signatures. All signatures will be in black ink and will include the first name, middle initial and last name of the individual concerned.

3 Dates. Dates will be entered using the Military Date System which is the day in numerals, the abbreviated name of the month and the year in numerals. For example, the Fourth of July 1988 would be written 04 Jul 88, not 4/7/88.

4 Civilian Education. Civilian education entries on the MI VDF Application should include highest civilian education attained first.

5 Prior Military Service. Prior military service on the VDF Application will show all prior military service, and may be grouped into major periods; i.e., service in the U.S. Army, U.S. Marine Corps, National Guard, etc. A continuation sheet may be utilized if necessary; however, the entry "See Attached Sheet; Attached DD Form 214, or similar document" will not be used.

6 Oath. The Oath of Enlistment (VDF Application) must be administered to the enlistee and signed by both the enlistee and enlisting officer.

E. Effective Date. The effective date of the enlistment and date of rank shall be the date of the appointment orders as published.

F. Number of Copies. All required documents will be prepared with a minimum of one original that will be forwarded directly to VDF HQs and a duplicate copy should be retained by the applicant unit of assignment.

G. Forwarding of Enlistment Documents. No applicant will be considered as enlisted in the VDF until a copy of the required enlistment documents, shown in para f. above, received and on file at VDF HQ. Also, the VDF uniform cannot be worn by or equipment used by or issued to any individual until the required documents are filed and orders provided by VDF HQ.

3-6. ENLISTED PROMOTIONS.

A. Authority to Promote. Commanders are authorized to promote enlisted personnel assigned to their units except above the grade of E-6. Promotion orders to E-7, E-8 and E-9 are recommended through the NCO Board and will be published on orders by VDF HQ.

B. Positions. Promotions will not be made more than one rank at a time and within the required time-in-grade, nor exceed the Table of Organization position rank limitation. Non-Prior Service appointees must have a not less than attendance record of Six UTAs of Basic Training as E-1 to be promoted, Six UTAs of Advanced Training for E-2 and for educational achievement promotions time-in-grade to be promoted beyond either grade as listed in Special Note below.

C. Minimum Promotion Criteria. Time-in-Grade and position rank required for the promotion of enlisted personnel in the MI VDF exclusive of EdA and EdB status is as follows:

E-1 to E-2	6 months
E-2 to E-3	12 months
E-3 to E-4	18 months
E-4 to E-5	18 months

E-5 to E-6	24 months
E-6 to E-7	24 months
E-7 to E-8	36 months
E-8 to E-9	36 months

Special Note: Four year regional accredited college graduates may be (1) promoted to E-2 after six basic training months and to E-3 after six additional training months for 18 months total attendance, and then promoted to E-4/SPC after the 19th month total. After 36 months total TIG EdB persons may be changed to Corporal or promoted to E-5/SGT if qualified and a position is available. Two year accredited college graduates may be (2) promoted after six basic training months to E-2 and to E-3 after six additional training months of training and after 12 more months of service and training to E-4/SPC. After a total of 36 months service they may be changed to Corporal or promoted to E-5/SGT if qualified and a position is available. This recognition of educational achievement requires above average potential, full involvement and promising leadership value in their assigned duties.

D. Promotion Orders. Promotion of enlisted personnel in all grades will be announced on VDF orders as published by BDE HQ. Orders for all personnel actions are initially requested of the S-1 Personnel Officer and copies thereof will be forwarded to battalion commands for unit files and distribution by VDF HQ.

E. Effective Date. The date of all promotion is first day of the month in which the GPO order to promote is signed. Retroactive promotions are not authorized. Enlisted promotions E-5 and below are not approved until the unit request for promotion is received at VDF HQ/S-1. Promotion requests for above E-6 are submitted by battalions to VDF HQ/S-1 for review, CSM Senior NCO board activity, their approval and a final BDE reviewed approval.

F. Senior Noncommissioned Promotion Policy: The Senior NCO Board has an important impact on the efficiency and effectiveness of VDF commands and helps in presenting the highest possible quality of NCO experience and leadership. For these reasons, the individual Grade selections from E-7 through E-9 should be the best and most highly qualified and knowledgeable Senior Noncommissioned Officers each field command can recommend. Battalions and Officers are encouraged to nominate the best qualified to lead VDF in the grades of E-7 and above.

1. Nomination of Senior Noncommissioned Officers. The nomination application for E-7, 8 and 9 promotions will be submitted through channels to VDF/S-1 by battalions or through battalions by company commanders in regard to company E-7 and E-8 positions. Such recommendations for promotion require recorded unit reviews and discussion prior to further consideration. Prior military service and other records of outstanding achievement and leadership should be attached to the request.
2. Brigade Criteria for Selection of Candidates for E-7, E-8 and E-9 T.O. Positions:
 - a Not less than ten years total military service.
 - b Not less than two years satisfactory performance of duty in the grade of Staff Sergeant or the grade one step below the grade being recommended to fill.
 - d Individuals with active duty CSM service may be appointed to the grade of CSM if a vacant E-9 TO position is available and is approved by the Senior NCO Board.

G. Promotion to Sergeant First Class (E-7), Master Sergeant and First Sergeant (E-8) and Sergeant Major and Command Sergeant Major (E-9) must be forwarded to S-1 then forwarded to the BDE CSM for the Senior Noncommissioned Officer Board review who sends their review or not to the C/S for review and if acceptable thereto then placement on VDF orders.

3-7. ENLISTED REDUCTIONS.

A. Authority to Reduce. The Battalion or Company Commander with the authority to promote enlisted personnel also has the authority to reduce enlisted personnel for cause. Prior to any reduction action for any enlisted person that commander must meet with the individual, discuss the matter, indicate the reduction, and provide that individual with notification of their right to appeal a reduction decision to the next highest commander.

B. Reduction Procedures. Reductions will be forwarded to VDF/S-1 for inclusion to announce on a GPO order a reduction in rank with no personal comment included. A confidential record copy of such action will be included in the individual's record.

3-8. ENLISTED TRANSFERS.

A. Authority to Transfer. The transfer of enlisted personnel between units of the VDF will be made by the commander of the lowest headquarters common to both units involved. The battalion commander has the authority to transfer enlisted members between companies of the battalion. Such transfer is recorded on the Unit Monthly Report a copy of which is provided monthly to VDF HQ/OPA for record keeping purposes.

B. Application for Transfer. All enlisted personnel may request a unit transfer and such must originate from the enlisted member through the releasing unit commander, and with approval of both unit commanders. Such is reported in the gaining Unit Monthly Report to VDF HQ/OPA.

C. Disposition of Records. The losing unit should inventory the transferring individual's personnel record for completeness and posted to date, and forward such to the gaining unit.

D. Disposition of Unit Equipment. If the enlisted member being transferred has been issued VDF, state or federal owned personal equipment, that equipment may accompany the individual to a new assignment and transferred from the former property book to the gaining property book accounts in accordance with proper procedures.

3-9. ENLISTED ASSIGNMENTS. Enlisted reassignment within a unit to fill existing Table of Organization vacancies is the prerogative of the unit commander and does not require the publication of orders. However, in no case will an individual be assigned to a vacancy for which the authorized grade is lower than his current grade, i.e., a sergeant to a corporal vacancy.

3-10. ENLISTED SEPARATIONS. The discharge of enlisted personnel from the MI VDF is covered in Chapter 4 of this regulation.

3-11. NONCOMMISSIONED OFFICER CORPS and ENLISTED GUIDE

A. Noncommissioned Officer Rank, Grade and Address Title:

1. Command Sergeant Major	E-9	Sergeant Major
2. Sergeant Major	E-9	Sergeant Major
3. First Sergeant	E-8	First Sergeant
4. Master Sergeant	E-8	Master Sergeant
5. Sergeant First Class	E-7	Sergeant
6. Staff Sergeant	E-6	Sergeant
7. Sergeant	E-5	Sergeant

b. General Discharge. A form of discharge given under honorable conditions to a member of the MI VDF whose service has been satisfactory but does not qualify for an honorable discharge, and to officers for ineffectiveness or inefficiency as determined by unit commander, after review by the Chief of Staff and approval by the Commanding General.

c. Administrative Discharge. A form of discharge given a member of the MI VDF due to the reduction in strengths, reorganization, consolidation of units; when rendered excess to the Table of Organization positions as a result of change of mission or directives; or by voluntary or involuntary relinquishment of a position to permit other officers to serve;

d. Undesirable Discharge. A formal release from the MI VDF for Cause. It can only be given to a member upon conviction by a general or special courts-martial, and must be reviewed by the Chief of Staff and approved by the Commanding General.

4-2. REASONS FOR DISCHARGE.

a. Resignation. The MI VDF is a voluntary organization and any officer or enlisted member may request discharge at any time. The request will normally be honored unless the member has charges pending against him/her or has property responsibility. Normally an honorable discharge will be issued.

b. Change of Residence. An individual may be discharged when the member changes residence to a location too distant from the unit to attend scheduled assemblies or participate in unit activities and another MI VDF unit is not available for transfer, or upon moving from the state. Normally an honorable discharge will be issued.

c. Incompatible Occupation. An individual maybe discharged due to incompatible occupation when it is determined that his service in the MI VDF sufficiently interferes with his civilian occupation. Normally an honorable discharge will be issued.

d. Physical Disability. If an individual is found to be physically unqualified to perform the duties of the position to which the member is assigned, the member may be discharged. Normally an honorable discharge will be issued.

e. Unfitness. An individual maybe discharged for unfitness due to frequent incidents of discreditable nature with civil or military authorities, sexual perversion, drug addiction, an established pattern for shirking duty, an established pattern for failure to pay debts, or an established pattern for failure to provide adequate support of dependents. An individual discharged under this paragraph will be issued an undesirable discharge except that an honorable or general discharge may be issued if warranted by the particular circumstances in a given case or the individual has been awarded a personal decoration.

f. Homosexuality. When an individual is discharged under this paragraph, the type of discharge to be issued will be determined solely by the individual's record of service.

g. Fraudulent Entry. An individual may be discharged for fraudulent entry due to concealment of prior service, concealment of true citizenship status, concealment of conviction by civil court, concealment of a record as a juvenile offender or concealment of other disqualifications.

h. Minority Age. An individual will be released from the MI VDF due to minority age if it is determined at the time the member enlisted as a minor and the member is still under the currently authorized enlistment age. A discharge certificate will not be issued. Service

will be terminated by a remark on the End of the Month Morning Report stating that the member is separated due to minority. If it is discovered that an individual had enlisted as a minor but is currently of age, the member may be retained if the member's service is satisfactory. If individual is discharged, normally an honorable discharge will be issued.

i. Conviction by Civil Court. An individual will be discharged upon conviction by civil court of offenses involving moral turpitude or an offense for which the maximum penalty is death or confinement in excess of three months. Retention of individuals convicted by civil court for offenses other than felonies will be determined by the VDF Commander. An individual discharged under this paragraph will be issued an undesirable discharge except that an honorable or general discharge may be issued if the individual being discharged has been awarded a personal decoration or if warranted by the particular circumstances of a given case.

j. Continued Absence from Military Duty. An individual may be discharged due to continued absence from military duty provided no valid reason exists for his absence. Normally an honorable or general discharge will be issued.

k. Death. A discharge certificate will be issued and dated on the date of death.

l. Sentence by Courts-Martial. An individual may be discharged upon the approved sentence of a general or special courts-martial. The type of discharge will be specified by the court, Adjutant General or the VDF Commander.

m. Conscientious Objector. An individual who is found to be a bona-fide conscientious objector may be discharged. The type of discharge will be determined by the VDF Commander.

4-3. Individuals with Property Responsibilities. Officers assigned as Property Book Officers and who have State property issued to them will not be discharged until a property report settlement has been effected by an authorized representative of the VDF Commander or representative, or the DMVA Office of Inspector General. All personnel who have been issued DMVA or VDF property or uniforms will not be discharged until such property or uniform items have been returned to the proper authority and such account has been cleared by VDF Logistic Office.

4-4. AUTHORITY TO DISCHARGE.

a. Officers. The authority to discharge officers of the VDF rests with the Brigade Commander. Recommendations for discharge of officers will be submitted by the commander concerned to the Chief of Staff who will initially review the request, which thereafter will be submitted to the Brigade Commander for his decision that will then be processed by VDF/OPA. Discharge orders will be published and an appropriate discharge certificate will be issued to the concerned officer. Upon receipt of orders discharging an officer the member's command unit will post that personnel record up to date and forward it to VDF/OPA.

b. Enlisted Members. Commanders having authority to enlist and promote have the authority to request orders by VDF/OPA discharging enlisted personnel. Copies of orders discharging enlisted members under the authority of this regulation will be provided the individual and a copy forwarded to the recommending command if approved, and an appropriate discharge certificate will be issued to the individual. The discharged member's unit of assignment will collect, review, endorse and forward the member's individual personnel file to VDF/OPA. Discharge orders which are not approved by VDF/OPA are nullified and the discharge request is thereby rescinded with all copies of such requests or orders immediately destroyed.

CHAPTER 5 - PERSONNEL SERVICES

5-1. MI VDF IDENTIFICATION CARDS.

- a. Commissioned officers expiration dates may read indefinite or as stated.
- b. Enlisted personnel may have a 3-year expiration date VDF ID cards.

5-2. COMPLAINTS AND REQUESTS FOR ASSISTANCE.

a. Code of Conduct. Personnel of the MI VDF, as members of the State Military Forces, are subject to Title 44 of the Military and Emergency Laws of Michigan. All commanders are responsible for the maintenance of good order in their command. Persons having knowledge of violations of law or regulations committed by individuals while acting as members of the MI VDF should report such conduct to the field commander concerned. Serious offenses should confidentially reported to the Chief of Staff at HQ VDF will immediately bring a serious matter with his opinion to the VDF Commander for a determination as to what action is required.

b. Command Responsibility. The processing of individual complaints, grievances, and requests for assistance is first a unit command responsibility and should be resolved by the next higher commander where necessary. All internal battalion reviewed complaints should be forwarded from battalion commands or staff office to the Chief of Staff for further review and then to the Brigade Commander if needed. necessary. If not resolved thereby the Brigade Commander will review and resolve, or may request a review by the DMVA Office of Inspector General.

c. Inspector General. The Office of the Inspector General may review all forwarded VDF matters, and all VDF members are advised of their right for the Inspector General to receive any complaint or grievance and may assist in offering appropriate advice or possible written resolution to the VDF Commander.

5-3 Confidentiality of Personnel Records for VDF Personnel and Transfer Process for Officers and Senior Noncommissioned Officers above E-6.

The receipt, review, maintenance and sharing of all personnel records in VDF operational trust is limited to an absolute need to know. The VDF application voluntarily submitted by individuals is the property of the VDF and copies may be shared with field commands on a need-to-know basis for review and recommendation. All Michigan State Police background checks, former military service records, and all other general confidential and personal information submitted is strictly limited as confidential and personal information to conform with their general civil rights.

The Brigade Commander, Chief of Staff, Battalion Commanders or Force CSM for senior noncommissioned officers may see the above restricted records and will only share such with others on an absolute need-to-know basis as they may decide. Whenever others not listed directly request personal information for an applicant or a member regarding specific experience, military history, education, related skills or training associated with that individuals' appointment, reassignment and/or promotion, that information is confidential and may be provided within good staff judgment and with the understanding that such is limited to that proposed review and such may not be retained. The limited sharing of non-application form records or other confidential information beyond the above four listed VDF senior command positions rest at the discretion of the Director of the Office of Personnel Administration.

When any field battalion assigned individual seeks a transfer from one battalion to another battalion that transfer requires the release of both the former and accepting commanders and must be certified on a GPO unless such is a TDY arrangement. Intra-battalion transfers may be internally initiated at will and must be reported for the Battalion Commander on the Executive Officer's Monthly (morning) Report, known as MI VDF 600-10 Form 1, as sent to the Chief of Staff with copies to the Brigade and Battalion Commander and Director of Personnel Administration.

Chapter 6 - VDF Reserve History and Clarification

6-1: VDF Reserve and Retired List Historic Lineage:

On 3 March 1988 MG E. Gordon Stump, the Michigan Adjutant General, began the process of suspending the activities of the Michigan Emergency Volunteers and directed in his letter dated 14 August 1998 that his reorganization was effective on 1 October 1998. This action by the Adjutant General established a limited operation to the MEV commander, chief of staff and four task force units of about twelve people total. MG Stump also invited all other members to enter their name on a "state volunteer personnel data base" which essentially was a reserve list. The first VDF Personnel Order 001 dated 1 February 2005 included 18 individuals and two individuals thereon were immediately assigned to the initial VDF Reserve as directed by the VDF Commander.

6-2: VDF Reserve and Retired List Clarification:

Since 1 February 2005 the Reserve and Retired List has expanded and VDF now recognizes three groups of inactive or former members who have an inactive or support role regarding the organization's future. These individuals are assigned in the following three categories of presently inactive, willingness to continue limited involvement, or retired but remain supportive:

- a. Provisional Reserve List (PRL)
- b. Standby Reserve List (SRL)
- c. Continual Retired List (CRL)

6-3: Provisional Reserve-Retired List

Provide for individuals to maintain a general relationship without active participation being required. Individuals requesting such reassignment with approval must have 18 months of prior VDF service for transfer in-rank to the VDF reserve. A person assigned to Provisional Reserve status if reactivated will only be appointed to an available organization position and only at the rank assigned that position.

6-4: Standby Reserve-Retired List

Provides special continued involvement on assigned VDF committee services and functions in case of an emergency without scheduled active training participation. These individuals share their experience in a helpful manner as needed by the Force in an advisory capacity. The requirement for SRL assignment is 48 months of active service in the Michigan Emergency Volunteers and/or Defense Force.

6-5: Continual Retired List

Retired personnel who are fully retired without obligation are so assigned.

6-6: Reserve and Retired VDF Involvement

All of the above may continue to serve as limited advisors, attend unit meetings and special and social events upon invitation and/or notice by the brigade or their area battalion commander. They may wear the VDF uniform in accordance with VDF 40 or AR 670-1 unless such individual by terminating order is not eligible to wear the VDF uniform (Michigan 750.401) or not approved to attend VDF activities.