

**VIRGINIA DEFENSE FORCE PAMPHLET 350-1-1
HEADQUARTERS, VIRGINIA DEFENSE FORCE
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VIRGINIA DEFENSE FORCE

ORIENTATION LEVEL I

(SELF STUDY)



PURPOSE

All new Virginia Defense Force (VDF) members must take this Orientation Level I Course, as well as complete the related tests, within their first six months in VDF. This course is required for promotion to PV2. Non-prior military service members will complete Orientation Level I as an introduction to the military, and then continue on to Initial Entry Training (IET).

This course has been designed as a home study program to give you basic knowledge you require to start your volunteer career in the Virginia Defense Force. It is administered by the VDF Professional Military Education (PME) Group, within the G3, Operations and Training Staff Group. You must take and pass the Orientation Level I test with 100% correct being the passing score. Members must re-take the test until they score 100%. The member should retain a copy of the successful test completion. Course completion documentation shall be retained in the individual's Military Human Resource Record (MHRR) at the unit and Force Headquarters (FORHQ) levels.

INTRODUCTION

Welcome to the Virginia Defense Force. You are joining a proud military organization with a distinguished record of service to the Commonwealth. The VDF is an organized State Defense Force, as authorized by Title 32 U.S. Code 109c and Va Code Title 44, Military Laws of Virginia. The VDF is part of the Va Organized Militia along with the Va National Guard. 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, after the National Guard was federalized. 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 re-designated the Virginia Defense Force.

COMPONENTS OF THE MILITIA

The VDF mission tasks are established by the [Code of Virginia in Title 44](#), The Military Laws of Virginia. The militia is the citizens of the Commonwealth called for military service to their state. The [Military laws of Virginia](#), provide that every able-bodied citizen from 16 thru 55 may 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 American Revolution, 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. Some VDF units carry lineages from these units.

Today there are four classes of [Virginia Militia](#). These are:

1. Virginia National Guard
2. Virginia Defense Force
3. Naval militia
4. Unorganized militia

The Governor is the Commander-In-Chief of the militia, and the militia serves under the Adjutant General of Virginia's (TAG) overall command. The VDF Commanding General (CG) is the TAG's subordinate.

The National Guard includes the Army National Guard and the Air National Guard. The National Guard has a Federal role, as part of the US Army and US Air Force, when called up by the President. In its State role it supports the Governor by providing trained units and equipment to protect life and property, and to preserve peace, order; and public safety.

The VDF is part of the organized militia that is generally called only for state service, executing assigned tasks as further described below. Statutory service age limits for the VDF are 16 through 64 years of age. Enlistments below age 18 require completion of the VDF Parental Consent Form. Enlistment at age 65 and above is prohibited. Those already serving when reaching age 65 may be approved for extended service.

A Naval Militia is authorized by statute but has not been organized.

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

VIRGINIA DEFENSE FORCE MISSION AND TASKS

A mission is the primary function or duty that an organization is created to perform. Mission statements tell military organizations what they are supposed to be able to do. The VDF Mission is to provide an organized, trained, and disciplined military force to assist the Virginia Department of Military Affairs (DMA) and the Virginia National Guard (VANG) in the conduct of domestic operations in support of civilian authorities, and other Commonwealth of Virginia agencies as directed by competent authority. Military units are assigned tasks to implement their mission. The VDF mission tasks are established by the [Code of Virginia in Title 44](#), the Military Laws of Virginia:

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.

The TAG has further defined mission tasks, assigning the VDF National Guard Civil Support (NGCS) tasks and duties in support of the VANG.

VDF has two primary tasks sets, and related Military Occupational Specialties (MOS): Communication (COMM) and Civil Support/Security (CSS). Every VDF company (Co) has a CSS Platoon. CSS platoons train to support the VANG in a number of specified security tasks like access control for designated areas, and civil support tasks such as VANG liaison activities. Company (Co) Communication Platoons within Regiments (REGT) and the Communication Battalion (COMMBN) focus on VANG communications support.

VDF members can also serve in several specialties. A Cyber Detachment supports cyber security for VANG elements and governmental entities within the Commonwealth. The VDF Chaplains Corps provides support internally to VDF members and the VANG. The VDF medical element provides

Emergency Medical Technicians (EMT), Doctors and Nurses to support VDF activities. The VDF Judge Advocate General (JAG) Section provides legal support to both VDF and VANG. The VDF Public Information (PIO) Section also provides public affairs support to both VDF and VANG.

Missions in the military change with situation and need. The VDF must maintain flexibility in configuration and training to meet mission change and/or expansion. You must be flexible, as today's environment and military are not static.

VIRGINIA DEFENSE FORCE ORGANIZING PRINCIPLES AND STANDARDS

Standards are statements of how the Virginia Defense Force as an organization, and individual soldiers, conduct themselves to exhibit a proper professional demeanor. The following standards of conduct and performance are expected of every member.

1. The VDF is a uniformed military force commanded by the VDF CG. The VDF, the Virginia Army National Guard (VAARNG), and the Virginia Air Guard (VAANG) are components within the DMA. The Adjutant General of Virginia commands the DMA. DMA operational control is exercised by the VANG's Joint Force Headquarters (JFHQ) and its executory arm, the Joint Operations Center (JOC).
2. VDF members serve in two duty statuses: Training and State Active Duty (SAD). SAD is normally a paid status and is *assigned by written orders* during declared disasters or emergencies. VDF troops are called to SAD when authorized by the Governor and tasked to VDF by the JOC.
3. Minimum satisfactory VDF participation is 10 Unit Training Assemblies (UTA) per year, including Multiple Unit Training Assemblies (MUTA). UTAs are held at Co home stations/Readiness Centers (armories), and MUTAs are two and a half-day residential training events, normally held at Fort Pickett, VA (FPVA).
4. The VDF is authorized to have and use firearms only at the direction of the Governor.
5. Members on duty are under military discipline and will obey lawful orders.
6. Customs and courtesies are uniquely military behaviors (discussed below), which are the mark of professionalism respect for fellow VDF individuals and the VDF as an organization.
7. Personal integrity is an absolute requirement. Lying, quibbling, cheating, or stealing are not tolerated.
8. Command is continuous. In descending order, the *senior* commissioned line Officer, Warrant Officer (WO), Noncommissioned Officer (NCO), or enlisted person (E-3 and below) assigned to a unit is in charge 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, and so should exhibit the dignity and demeanor required by their status.
12. The chain of command will be followed, meaning each soldier will report to their “direct report,” meaning that VDF member designated as that members next ranking leader. Absent complaints made to the VDF Inspector General (IG) no member may “jump” the Chain of Command (COC) without a commissioned officer within the soldier’s COC providing express permission.
13. VDF members must present a sharp military appearance. Uniforms are further discussed below but careful attention to their assembly, cleanliness, proper wear, and appearance is key. Good personal hygiene is also a must. Males must be clean shaved unless excused for specific reasons, and men/women will wear neatly groomed hair as described below.
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.

VDF BASIC ORGANIZATION

As described above, the VDF is a DMA component under the TAG’s overall command. The VDF organizes as a “Force” for training and administration, and organizes as National Guard Support Teams (NGSTs) to support the VANG’s National Guard Civil Support (NGCS) Playbook missions assigned and ordered executed via the JFHQ/JOC.

The FORHQ is at Waller Depot in in Richmond, providing VDF’s overall administration, training and management. VDF Major subordinate commands (MSC) are headquarters in various parts of the Commonwealth. All VDF units are organized per Modified Tables of Organization (MTO), which provide the organizational structure, personnel and sometimes equipment for the unit.

The VDF has a small permanent, state-employed “Active Detachment (ACTDET)” which provides administrative, training, and logistics support to the Force.

The VDF senior leadership positons consist of the CG, the Deputy Commanding Officer (DCO), the Chief of Staff (COS), and the CG’s senior enlisted advisor is the Force Command Sergeant Major.

VDF Force Staff supports the CG and DCO in their specific lanes to that end, as overseen by the COS:

G1: Administrative readiness, overseeing such matters as orders, annual ratings and promotion matters, recall information, administrative records, tax forms, and background checks.

G3: Operational and training support, providing training schedules and meaningful training opportunities; writing orders, plans and letters of instruction that support training and SAD operations, and maintaining training records.

G4: Logistics and maintenance support for NGSTs and soldiers, designating areas for bivouacking, maintaining supply accountability, and managing facilities.

G6: Providing training material and subject matter experts (SMEs) coordinated with the G3 to ensure training continuity and consistency across the VDF, and also maintaining and fielding (with ACTDET and G4) communications equipment across the Force.

“Special Staff” are advisors who directly counsel the CG, and are directed by the VDF COS in administrative and Staff coordination matters. Some also are “dual hatted” as Officers-in-Charge (OIC) of other Force “Professionals.” They consist of:

Judge Advocate
Chaplain
Public Information Officer
Surgeon/Nurse
Inspector General
Cyber Security

The basic tactical unit (deployable) of the Virginia Defense Force is the NGST. NGSTs are “task organized” from FORHQ and Co personnel for CSS, COMM or professional specialties SAD support, as directed by the JOC. The FORHQ G3 – upon JOC directive – task organizes, deploys and re-deploys (recalls) NGSTs.

A company is the primary VDF administration and training organization. It is composed of a headquarters section and platoons consisting of squads or sections with teams.

A VDF regiment consists of subordinate companies. The VDF COMMBN is organized by Mobile Communications Platform (MCP) Detachments, rather than companies.

VDF CHAIN OF COMMAND

As stated in “VDF Organizing Principles and Standards,” we follow the COC, which is the superior-to-subordinate relationship that directs operations and administration in the VDF. The COC is from the top down. The Governor – The Secretary of Veterans and Defense Affairs – The Adjutant General (over the DMA) – VDF Commanding General – MSC Commanders – Company Commanders – Platoon Leaders – Squad or Section Leaders – Team Leaders.

Each soldier is expected to know and recite their COC. 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 COC, and *information and orders flow down* the COC. Information flow is equally important in each direction, but flow down is a critical morale factor to instill esprit and cohesiveness.

The COC also is used to resolve problems. In general, problems should be solved at the lowest level. Always give your commander (and his/her senior enlisted advisor where appropriate) an opportunity to solve a problem before requesting permission to pass the problem on to the next level. Jumping the COC to talk to a senior commander without your commander knowing is a violation of discipline and is disloyal to your commander.

VDF UNIFORMS

VDF members are authorized to wear two basic uniforms, as specified in VDFR 670-1:

1. Class A: The Army Service Uniform (ASU) – also informally called “Blues” uniform” -- is the VDF Class A uniform. It is worn by United States Army personnel and VDF in situations where formal dress is called for. It can be worn at most public and official functions, and as an analog for business dress. (The Army’s new service uniform will include khaki pants and brown leather oxfords for both men and women, with women having the option to wear a pencil skirt and pumps instead. VDF will continue to wear the ASU Blues as its Class A uniform.
2. Class C: Army Combat Uniform (Tru-Spec Tactical Response Uniform, woodland pattern). The uniform is issued to enlisted persons E-7 and below after completing three successive UTAs.

All uniform regulations are summarized on VDF Form 670-1, found [here](#) for reference.

The Class C uniform is authorized for wear by all VDF members at monthly UTA and field training activities. It is the basic uniform that will be worn in any training, administrative duty, or SAD event.

The shirt/jacket, called the blouse, is designed to be worn outside the trousers.

The 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 over the top of the boots OR tucked down inside the boots without the use of blousing bands.

The Patrol Cap (also known as “hat” or “cover”), is a cloth cap, available with or without earflaps. The Patrol Cap will not be crushed or tattered, and will bear the insignia of rank centered on its front.

Army brown colored T-shirt, riggers belt or black web belt & buckle and coyote brown boots (670-1 compliant) are worn with the ACU (see VDFR 670-1).

BDU field jacket (M-65), woodland pattern, is worn for cold weather. Plain black gloves may be worn with it.

The on-scene senior commander (Cdr) in the field and in hot weather may order a modified ACU uniform. The ACU blouse may be taken off for work details. Bloused trousers hold heat, but alternately protect against insects. Wear should consider those factors. In high grass or brush, sleeves should be down.

When doing work handling debris, lumber, wire, or other possibly dangerous materials, leatherwork gloves are necessary. In areas where there is the possibility of falling objects, a hard hat should be worn. Helmet liners are not authorized for safety wear as they offer uncertain protection from impact or electrical current. Safety glasses should be worn when applicable.

VDF UNIFORM APPEARANCE

A clean, sharp uniform projects a professional image in your dealings with other military agencies and with the public.

Shirts 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.

Boots should be properly maintained. There are many commercial suede boot-maintenance kits. In the field, brush off dust and mud.

Patrol Caps should be washed, and ironed. A “smashed” Cap does not look “seasoned,” but just looks bad.

Check boot blousing periodically.

Check for threads hanging from seams and patches, and cut or burn them off.

Every soldier should politely inform others of uniform problems, since the wearer is likely unaware of the problem.

INSIGNIA OF RANK

All soldiers are expected to know and be able to recite rank abbreviations, grades, and insignia. For enlisted ranks, a “chevron” is a V shaped emblem worn point up, and a “rocker” is an arc worn connecting the ends of the chevrons.

RANK

ABBREVIATION

GRADE

INSIGNIA

Enlisted

Private	PV1	E-1	none
Private	PV2	E-2	1 chevron
Private First Class	PFC	E-3	1 chevron 1 rocker
Specialist	SPC	E-4	shield the shape of a rocker over a chevron

Noncommissioned Officers

Corporal	CPL	E-4	2 chevrons
Sergeant	SGT	E-5	3 chevrons
Staff Sergeant	SSG	E-6	3 chevrons 1 rocker
Sergeant 1st 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/diamond
Sergeant. Major	SGM	E-9	3 chevrons 3 Rocker w/star
Command Sergeant Major	CSM	E-9	3 chevrons 3 rockers wreathed star

(VDF Service Members enrolled in the VDF Officer Candidate School wear an “O.C.” insignia.)

Warrant Officers (all bars are silver):

Warrant Officer	WO	W-1	1 black square on silver
Chief Warrant Officer	CW2	W-2	2 black squares on silver
Chief Warrant Officer	CW3	W-3	3 black squares on silver
Chief Warrant Officer	CW4	W-4	4 black squares on silver
Chief Warrant Officer	CW5	W-5	Solid Black bar on Silver Bar

Commissioned Officers

2nd Lieutenant	2LT	0-1	gold bar
1st Lieutenant	1LT	0-2	silver bar
Captain	CPT	0-3	2 silver bars
Major	MAJ	0-4	gold oak leaf
Lieutenant Colonel	LTC	0-5	silver oak leaf
Colonel	COL	0-6	silver eagle
Brigadier General	BG	0-7	1 silver star
Major General*	MG	0-8	2 silver stars
Lieutenant General*	LTG	0-9	3 silver stars

General*

GEN

0-10 4 silver stars

*Indicates not a VDF rank.

INSIGNIA PLACEMENT ON THE UNIFORM

Insignia placed on uniforms includes organizational, rank, and qualification insignia. All regulations are summarized on VDF Form 670-1, found [here](#) for reference.

Two Velcro hook and loop embroidered name tapes are worn on the Class C uniform. The VIRGINIA (not older “VA DEF FORCE”) tape is placed above the left breast pocket, and the last name tape is placed above the right breast pocket on the right.

On the ACU a subdued George Washington VDF shoulder patch is worn centered on the upper left shoulder sleeve by soldiers who are prior service or have passed IET. For prior service personnel, the last active wartime (in-theatre) unit insignia may be worn centered on the upper right shoulder sleeve. A colored Virginia flag patch is worn on the upper right shoulder sleeve Velcro attachment. All are Velcro hook and loop.

On the M65 field jacket shoulder sleeve insignia (shoulder patches) are worn on the sleeve centered on the sleeve, 1/2 inch from the shoulder seam.

Officer insignia is worn on the ACU chest, as specified in VDFR 670-1.

NCO and enlisted chevrons are worn on the ACU chest, as specified in VDFR 670-1.

Officers and enlisted wear rank insignia centered on the front of the patrol cap, as specified in VDFR 670-1.

Individuals qualified to wear military skill qualification badges wear them, as specified in VDFR 670-1. Civilian qualification pins, wings or patches are not authorized for wear.

PROMOTION CRITERIA

[VDF Regulation 624-1](#) addresses promotion requirements and procedures in the VDF. Promotion recognizes individuals who have the ability to undertake duties with increased responsibility. This means being in charge of more people, more resources, and devoting more time to the VDF. Promotion is not an automatic reward for length of membership or simply a product of attending drill. An individual must be capable of successfully performing the duties of the rank to which they are to be promoted.

The most basic requirement for promotion is superior duty performance. This means doing assigned duties promptly and efficiently and helping to make your unit mission capable.

With each increase in rank more responsibility and duties are assumed. Individuals with rank and positions of responsibility y must realize that holding such positions require more time devoted to the VDF than on one drill day per month. To be negligent in performing duties has a negative effect not only on the immediate unit but ultimately on the VDF's mission capability.

MILITARY CUSTOMS AND COURTESIES

Military customs and courtesies have developed over millennia in some cases, to recognize and express the unique status of military forces amongst its members. Only the military forces have these traditional professional courtesies that mark us as different from civilians.

Such customs and courtesies pertain to common relations among members, and others help us render proper deportment and respect for position, authority, responsibility, service, flags and occasions. Observing these customs and courtesies is no less important for us as volunteer organized militia, because we must illustrate to our fellow members, VANG, and other military that we are fully part of the military ethos. They are a sign of personal pride and professionalism, especially in contacts with other uniformed forces. Some basic points to remember:

1. Addressing by Rank.

Military personnel are addressed by titles based on their rank.

Commissioned officers: 2LT and 1LT are addressed as "LIEUTENANT"; Captains as "CAPTAIN"; Majors as "MAJOR"; Lieutenant Colonel and Colonel are addressed as "COLONEL"; and all general officers as "GENERAL".

Warrant Officers: WO are addressed as "MISTER" or "MISS"; CWO are addressed as "CHIEF".

Male officers may be called "SIR" and female officers "MA'AM."

Noncommissioned Officers: CSMs and SGMs are addressed as "SERGEANT MAJOR"; 1SG is "FIRST SERGEANT"; all other Sergeant grades are "SERGEANT"; CPL are addressed as "CORPORAL".

Officer Candidate: Those enrolled in the Officer Candidate School (OCS) are addressed as "CANDIDATE" or "OC".

Enlisted: SPC are addressed as "SPECIALIST"; PV1/PV2/PFC are addressed as "PRIVATE".

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

2. The salute.

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 US Coast Guard Auxiliary) are customarily not saluted, although their salutes should be returned.

OCs do not require a salute.

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 with the middle fingertip. The upper arm is parallel to the ground and extended to right. The forearm and the hand form a straight line.

Rendering the salute should be done with some “snap and pop” and should be accompanied by a greeting like “Good day sir or ma’am!”

Officers (Commission and Warrant) exchange salutes; the junior officer initiates the salute. When NCOs and enlisted soldiers salute officers, officers return the salute. The salute is held until it is returned.

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 or if under arms.

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

3. Honor to the Flag.

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

When the national, state, or your military unit colors pass, come to attention and salute until the "colors" have passed.

Note that "colors" are the United States flag, the Virginia flag, or the large rectangular flag of a military unit. Guidons, a small swallow-tailed flag carried by Companies, are not saluted.

Colored plates or decals 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.

Other standard courtesies given to seniors include:

Saluting is generally not done in hazardous situations, flight lines, or in the field.

4. Miscellaneous.

When an officer enters a room the first person observing the officer calls ATTENTION. Everyone will remain at attention until the officer directs you to stand at ease.

If you are alone in a room, stand and come to attention. When you enter a senior's office, remain standing until you are asked to sit.

When walking, the senior person walks on the right, so as not to impede his/her salute. In vehicles, the senior person sits at the right. The senior enters the vehicle last and exits first.

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

When talking to a senior, address by rank or "SIR" and MA'AM" for an officer. Those words need not be used in every sentence, unless it is a one-word response like "Yes MA'AM."

If persons senior to you are in conversation, do not interrupt and ask if you may join them before entering their presence.

Be slow to speak and quick to listen with seniors.

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. 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.

The VDF conforms to Army Form TC 3-21.5, found [here](#) for reference. Consult Army Field Manual (FM) 3-21.5 for further information.

Some general rules apply to performing all drill movements:

1. Generally, commands for each drill movement are in two parts: a preparatory command and a command of execution. These are two separate words as in "Parade . . . REST." The preparatory command gives you time to get ready for the command of execution, or may identify the formation

element for which the command is directed. Example: “Platoon . . . ATTENTION.”

2. Do not anticipate commands! Move only when the execution command is given. Always look straight ahead at your eye level when in formation or marching, unless commanded otherwise. Make your movements smooth and crisp and without body sway.
3. In general, there is no talking in formation unless commanded otherwise.
4. Relax; tenseness will wear you out and makes it harder to do the movements.
5. When called out of formation to report to a senior, take one 15-inch step back, leave from the nearest flank and march smartly to report (do not run). Return to your position in the formation in a reverse fashion.

Some basic commands (ALL stationary commands are given from the position of attention):

“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 squad leader is the person to the far right of the line. At the command “FALL IN” s/he assumes the correct position and extends the left arm straight out. The next (second) soldier positions in line beside the squad leader by turning his/her head to the right and moving so the squad leader’s extended arm touches his/her shoulder, and make sure chests are in line with each other. At the same time, that second 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. The senior person other than the commander/ leader may command parade rest or at ease until the unit commander is present.

“[Unit] . . . ATTENTION”: From a position or parade rest (if standing at ease go to parade rest upon hearing the unit called) go to attention, standing upright, head up and facing forward, with your shoulders level and chest out. Your arms hang straight by the side, hands cupped, thumbs forward and along the trouser seam. Your legs are straight, heels together at a 45-degree angle.

“Parade . . . REST”: This is the basic rest position from attention. Move your left foot to the left approximately 10 inches. Clasp your hands, right over left, in the small of the back with your palms and fingers flat.

“Present . . . ARMS”: This orders the unit to execute the hand salute. At the command of execution bring the right hand up smartly straight up to the salute position as described above and hold it.

“Order . . . ARMS”: At the command, drop the hand from the salute smartly straight down to your side.

“Left . . . FACE” and “Right . . . FACE”: This command turns the individual to either the left or the right. The person issuing the command executes after giving the command. 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. Arms remain at the sides, as in the Position of Attention, throughout this movement.

“About . . . FACE”: On command “FACE,” move the toe of the right foot to a point touching the marching surface about half the length of the foot to the rear and slightly to the left of the left heel. On count two, turn to the right 180 degrees on the left heel and ball of the right foot, resuming the position of Attention. Arms remain at the sides, as in the Position of Attention, throughout this movement.

“Forward . . . MARCH”: Given from the position of attention, this command moves the unit forward. On the command MARCH, step off with your left foot using a 30-inch step. Keep a smooth, natural arm swing with hands closed.

“Column Right (or Left) . . . MARCH”: Both the preparatory command and the command of execution are given as the foot in the direction of the turn strikes the ground. The preparatory command is normally given as the heel of the left (or right if for column right) foot strikes the ground, and the command of execution is given when the heel of the left (or right) foot *next* strikes the ground. The lead soldier upon the execution command pivots to the right (or left) on the ball of the right foot and steps off in the indicated direction by 90°. Each continue with 30” steps and pivots in the same place until the entire squad has executed the column movement.

Right (or Left) Flank (Right (or Left) Flank, MARCH): Command is given as the foot in the desired direction strikes the surface. MARCH is given the next time the foot in the desired direction strikes the surface. Take one more step, pivot 90° in that direction on ball of lead foot and step off in the new direction with the trailing foot. Glance out of the corner of the right eye and dress to the right.

Mark Time . . . MARCH): Command is given as either foot strikes the marching surface. On MARCH, take one more step, bring the trailing foot alongside the leading foot, and begin to march in place. Raise each foot (alternately) 2 inches. Soldier adjusts position to ensure proper alignment and cover.

“[Unit] . . . HALT”: Given while marching, this command brings the unit to a stop. The command halt is given when the heel strikes the ground. Take one additional step and then bring the trailing foot up to the lead foot, placing heels together and assume the position of attention.

CONCLUSION

Once again, welcome to the Virginia Defense Force. We are glad that you have chosen to join and contribute to the betterment of the Commonwealth through your service. We look forward to serving alongside of you. Hooah!