



VIRGINIA DEFENSE FORCE

Advancement Requirements for E-4 to E-9



VIRGINIA DEFENSE FORCE



Advancement Requirements for E-4 Specialist Noncommissioned Officer Leadership Development Course

Courses And Testing for NCOLD/E-4

FEMA Course Work

IS 100, 200, 700, 800 if not already completed.

Noncommissioned Officer Leadership Development Course

VDF Non-Commissioned Officers Leadership Development (NCOLD) Course - Online
NCOLD Online Test

Advancement to E-4 (Specialist)

Advancement Package

- Completion of NCOLD Course Certificate
- IDC Course Completion Certificate
- Verification of past training (IET, OI and OII, FEMA 100,200,700,800)
- Verification of TIS/TIG
- Verification of UTA/MUTA attendance
- 624-1-1 Signed by Company Commander
- VDF Form 3-R Request for Personnel Action



VIRGINIA DEFENSE FORCE



Advancement Requirements for E-4 Corporal Noncommissioned Officer Leadership Development Course

Courses And Testing for NCOLD/E-4

FEMA Course Work

IS 100, 200, 700, 800 if not already completed.

Noncommissioned Officer Leadership Development Course

VDF Non-Commissioned Officers Leadership Development (NCOLD) Course - Online
NCOLD Online Test

Advancement to E-4 (Corporal)

Advancement Package

- Completion of NCOLD Course Certificate
- IDC Course Completion Certificate
- Verification of past training (IET, OI and OII, FEMA 100,200,700,800)
- Verification of TIS/TIG
- Verification of UTA/MUTA attendance
- 624-1-1 Signed by Company Commander
- VDF Form 3-R Request for Personnel Action
- Billeted to a leadership role on the MTOE



VIRGINIA DEFENSE FORCE



Advancement Requirements for E-5 Basic Leadership Course

Courses And Testing for BLC Course Certificate

FEMA Course Work

- IS 120: An Introduction to Exercises
- IS 230: Fundamentals of Emergency Management
- IS 235: Emergency Planning
- IS 241: Decision Making and Problem Solving
- IS 317: Introduction to Community Emergency Response Teams

Drill & Ceremony

- VDF 105: Drill and Ceremonies Course
- VDF 105: Online Test
- Drill and Ceremony Go/No Go PAR Sheet (Signed by E-7 or above)

NCO Basics: VDF History, Background, Duties, Responsibilities, and Authority

- NCO Basics: VDF History, Background, Duties, Responsibilities, and Authority
- NCO Basics Online Test
- NCO Basics Go/No Go PAR Sheet (Signed by E-7 or above)

VDF Leadership Principles and Traits

- Leadership Principles and Traits
- Leadership Online Test

VDF Recruiting

- VDF Company Level Recruiting Course
- Recruiting Online Test

BLC Certificate Awarded for completion of the above

Advancement to E-5

Board Package

- Completion of BLC Course Certificate
- IDC Course Completion Certificate
- Verification of past training (IET, OI and OII, NCOLD, FEMA 100,200,700,800)
- Verification of TIS/TIG
- Verification of UTA/MUTA attendance
- VDF Form 623-3 Evaluation signed by 1SG or NCO E-6 or above
- Letter of Recommendation from 1SG and/or CSM
- Letter of Recommendation from Company CO or equivalent
- Front and Profile Photo of candidate
- 624-1-1 Signed by Company Commander
- VDF Form 3-R Request for Personnel Action

Selection for Promotions Board Review

- Board Package has been reviewed by the Board Package Committee for completeness
- Candidate's company 1SG and/or Go/No Go PAR signer is ready to present candidate to the board

Promotions board

- Board Package and candidate will be presented to the board by the company 1SG or equivalent for review
- Board will make a promotion recommendation to the promoting command.



VIRGINIA DEFENSE FORCE



Advancement Requirements for E-6 Advanced Leadership Course

Courses And Testing for ALC Course Certificate

FEMA Course Work

- IS 240: Leadership and Influence
- IS 242: Effective Communication
- IS 244: Developing and Managing Volunteers
- IS 1300: Introduction to Continuity of Operations
- IS 2200: Basic Emergency Operations Center Functions

Drill & Ceremony

Company formation, Drill and Ceremony Go/No Go PAR Sheet (Signed by E-7 or above)

Advanced Leadership Course Selections

- Duties, Responsibilities, Authority and Framework of NCO Leadership Course
- Duties, Responsibilities, Authority and Framework of NCO Leadership Online Test

VDF Administration and Procedures Course Selections

- Administration, Personnel Procedures, Communication and Forms Course
- Administration, Personnel Procedures, Communication and Forms Online Test
- Administration, Personnel Procedures, Communication and Forms Go/No Go (E-7 or above)

ALC Certificate Awarded for completion of the above

Advancement to E-6

Board Package

- Completion of ALC Course Certificate
- PME Trainer Assignment, CC Letter of Appointment
- Verification of past training (IET, OI and OII, NCOLD, FEMA 100,200,700,800)
- Verification of TIS/TIG
- Verification of UTA/MUTA attendance
- VDF Form 623-3 Evaluation signed by 1SG or NCO E-7 or above
- Letter of Recommendation from 1SG and/or CSM
- Letter of Recommendation from Company CO or equivalent
- Front and Profile Photo of candidate
- 624-1-1 Signed by Company Commander
- VDF Form 3-R Request for Personnel Action

Selection for Promotions Board Review

- Board Package has been reviewed by the Board Package Committee for completeness
- Candidate's company 1SG and/or Go/No Go PAR signer is ready to present candidate to the board

Promotions board

- Board Package and candidate will be presented to the board by the company 1SG or equivalent for review
- Board will make a promotion recommendation to the promoting command.



VIRGINIA DEFENSE FORCE



Advancement Requirements for E-7 Senior Leadership Course

Courses And Testing for SLC Course Certificate

FEMA Course Work

IS 2900: National Disaster Recovery Framework (NDRF) Overview

Senior Leadership Course Selections

Senior NCO Leadership in the VDF Course

Senior NCO Leadership in the VDF Test

VDF Operations

Senior NCO Operations and Training Standard Operating Course

Senior NCO Operations and Training Standard Operating Test

Leadership Task

Determine a need/problem for BN/RGMT/Force that needs resolution

Resolve need/problem and provide documentation and AAR

Senior Leadership Course Go / No Go (Senior Enlisted Board)

SLC Certificate Awarded for completion of the above

Advancement to E-7

Board Package

- Completion of SLC Course Certificate
- Staff Operations & Planning Course
- Verification of past training (IET, OI and OII, NCOLD, FEMA 100,200,700,800)
- Verification of TIS/TIG
- Verification of UTA/MUTA attendance
- VDF Form 623-3 Evaluation signed by 1SG or NCO E-7 or above
- Letter of Recommendation from 1SG and/or CSM
- Letter of Recommendation from Company CO or equivalent
- Front and Profile Photo of candidate
- 624-1-1 Signed by Company Commander
- VDF Form 3-R Request for Personnel Action

Selection for Promotions Board Review

- Board Package has been reviewed by the Board Package Committee for completeness
- Candidate's company 1SG and/or Go/No Go PAR signer is ready to present candidate to the board

Promotions board

- Board Package and candidate will be presented to the board by the company 1SG or equivalent for review
- Board will make a promotion recommendation to the promoting command.



VIRGINIA DEFENSE FORCE



Advancement Requirements for E-8

Courses And Testing for E-8

FEMA Course Work
ICS 300 (MSG Only)

VDF Courses
Company Commander/1SG's Course (1SG only)

Advancement to E-8

Board Package

- Verification of past training (IET, OI and OII, NCOLD, FEMA 100,200,700,800)
- Verification of TIS/TIG
- Verification of UTA/MUTA attendance
- Advancement Evaluation signed by 1SG or next available NCO E-8 or above
- Letter of Recommendation from 1SG and/or CSM
- Letter of Recommendation from Company CO or equivalent
- Front and Profile Photo of candidate

Selection for Promotions Board Review

- Board Package has been reviewed by the Board Package Committee for completeness

Promotions board

- Board Package and candidate will be presented to the .
- Board will make a promotion recommendation to the promoting command.



VIRGINIA DEFENSE FORCE



Advancement Requirements for E-9

Courses And Testing for E-9

FEMA Course Work
ICS 400

Advancement to E-9

Board Package

- Verification of past training (IET, OI and OII, NCOLD, FEMA 100,200,700,800)
- Verification of TIS/TIG
- Verification of UTA/MUTA attendance
- Advancement Evaluation signed by CSM
- Letter of Recommendation from CSM
- Letter of Recommendation from Company CO or equivalent
- Front and Profile Photo of candidate

Selection for Promotions Board Review

- Board Package has been reviewed by the Board Package Committee for completeness

Promotions board

- Board Package and candidate will be presented to the .
- Board will make a promotion recommendation to the promoting command.