

VDFR 600-10 Appendix F

Virginia Defense Force Background Checks **Version July 2026**

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1. Purpose and Administrative.

a. Purpose. This VDF Regulation (VDFR) 600-10, Appendix (APDX) F prescribes policy and procedures for the conduct of Virginia State Police (VSP) background checks by the Virginia Defense Force (VDF) for all applicants and current members. Because VDF members are subject to call to State Active Duty (SAD) by the Governor, these checks help ensure suitability for service under the authority of the Department of Military Affairs (DMA) and in accordance with Virginia law.

b. Replacement. This regulation cancels and replaces VDFR 380-67, “Virginia Defense Force Background Checks” (19 April 2018), and prior versions of VDFR 600-10 Appendix F (April 2022 and August 2022).

c. Proponents. The joint proponents are (1) the Assistant Chief of Staff for Personnel and Administration (G1) and (2) VDF Active Detachment (ACTDET). Proponents may recommend exceptions to the Commanding General (CG), provided they remain consistent with controlling law, DMA guidance, and good order.

d. References. This regulation is in accordance with (IAW):

- Army Regulation (AR) 380-67, “Personnel Security Management.”
- AR 601-210, “Regular Army and Reserve Components Enlistment Program,” Chapter 4-22.
- Va. Code § 19.2-389 (Dissemination of criminal history record information; authority for VDF, as a state military organization under DMA, to obtain records from the Central Criminal Records Exchange (CCRE) for appointment/enlistment and continuous monitoring).
- Virginia Department of Military Affairs (DMA) guidance on personnel suitability for state military forces, including alignment with Virginia National Guard (VaNG) background check standards.
- VDFR 600-10 and its appendices (particularly Appendix B for accession and waivers).

2. Responsibilities.

- a. The G1 will prescribe policy, procedures, and implement instructions for VSP background checks IAW CG and DMA guidance and will process waiver requests for the CG.
- b. The VDF ACTDET Unit Administrator shall supervise and manage the conduct of VDF background checks.
- c. Recruiting and Retention (R&R) will conform its accession guidelines and procedures (per VDFR 600-10, Appendix B) to this regulation for background check purposes.

3. Policy and Service Disqualifying Criteria.

- a. General. All VDF applicants and current members shall undergo a VSP background check, as all members may be called to SAD by the Governor (consistent with DMA policy and Va. Code Title 44 provisions governing the organized militia).

(1) New applicants shall undergo a check prior to being sworn in to VDF service. Applicants will not be sworn in or participate in any VDF activity until they pass the check.

(2) Current members shall undergo periodic VSP background checks, with approximately 1/3 of the Force checked annually, or otherwise as directed by the CG and/or DMA.

(3) Members applying for VDF formal schools do not require a separate check; the rolling periodic check suffices.

(4) Regardless of any existing civilian employment background check or prior military security clearance, all VDF applicants and members must undergo the VSP check.

(5) Applicants or members who do not consent to the check shall not be sworn in or retained in service.

(6) Members must report significant involvement with law enforcement or civil authorities (e.g., arrest, charge, or conviction for misdemeanor or felony, including DUI/DWI, reckless driving, domestic violence, protective orders, or probation violations) to the G1 through their Major Subordinate Command (MSC) Commander or Force Headquarters (FORHQ) Chief of Staff. Minor parking/driving tickets, littering, or similar infractions generally do not require reporting, but report if in doubt. MSC/FORHQ leaders shall also inform G1 of such incidents. Waivers may be requested IAW VDFR 600-10, Appendix B.

(7) Unreported disqualifying information discovered during an initial or periodic check will result in denial of enlistment or involuntary separation (characterized as “General”).

b. Disqualifying Criteria. VDF follows Virginia National Guard standards for background checks (per DMA guidance and alignment with AR 601-210, Chapter 4-22). Detailed disqualifying factors (including felonies, misdemeanors of moral turpitude, sex offender registry status, habitual DUIs, domestic protective orders, or conduct bringing discredit to the VDF) and waiver procedures are in VDFR 600-10, Appendix B, Enclosure (1). The Staff Judge Advocate (SJA) will consult the current National Guard Bureau Recruiting Regulation (“Accession Options Criteria, Annex A – Waivers & Suitability Processing”) as needed.

4. Administrative Process.

a. All applicants (and current members directed by ACTDET on behalf of the CG) shall complete VDF Form 380-67-1 and send it to ACTDET via U.S. Postal Service (USPS) or facsimile (fax) only. Electronic transmission via unsecured format is prohibited for security reasons.

b. Only the official VDF Form 380-67-1 will be used.

c. For applicants, the form routes through unit 1SG to ACTDET. Current members may send directly to ACTDET.

d. ACTDET shall: (1) Acknowledge receipt to the MSC via email. (2) Conduct the background check and notify R&R, unit 1SG, or designated personnel of results.

e. Applicants shall be informed that processing may take up to 30 days.

f. ACTDET submits the verified signed form to the VSP via their designated process (IAW Va. Code § 19.2-389).

(1) No negative information: ACTDET prints the VSP notification, files it with the Form 380-67-1 in the member's personnel record (per VDFR 600-10, Appendix L), and updates the Force-wide background check roster.

(2) Negative information:

(a) VSP sends hard-copy findings to ACTDET. ACTDET provides a summary (without names) to the FORHQ SJA for waiverability review.

(b) SJA consults National Guard Bureau criteria and AR 601-210, Chapter 4-22.

(c) If non-waiverable: R&R notifies applicants of denial; ACTDET notifies commanders of current members (who then notify the member) and processes discharge.

(d) If waiverable: The individual follows waiver procedures in VDFR 600-10, Appendix B.

g. Access to Forms/Results is strictly limited to:

- The original applicant/member.
- Approved and trained R&R administrative personnel.
- VDF G1/Deputy G1/G1 Section Chief.
- VDF Unit Administrator (UA).

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- Approved and trained VDF Part-Time (P-14) employees.
- h. Swearing-in occurs only after ACTDET confirms clearance to unit 1SG & R&R (for applicants who pass or receive a CG waiver).
- i. No copies of Form 380-67-1 or VSP results remain at with R&R once ACTDET confirms receipt. Only ACTDET retains/stores them in a secure manner IAW VDFR 600-10, Appendix L (“Personnel Records”).

RICHARD DIDDAMS
BG (VA)
Commanding General

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Enclosure (1) CRIMINAL HISTORY RECORD NAME SEARCH REQUEST

PURPOSE OF THIS REQUEST:

Appointment/Enlistment in the Virginia Defense Force and continuous monitoring after accession into the Virginia Defense Force

APPLICANT – PLEASE READ THOROUGHLY AND INITIAL AND DATE AFTER EACH STATEMENT:

The Virginia Defense Force is entitled by Section 19.2-389 of the Code of Virginia to:

1. Obtain a copy of any criminal history record that I may have. _____
2. Obtain a prompt determination as to the validity of criminal record(s) I may have before enlistment or appointment in the Virginia Defense Force (VDF). _____
3. Prior to the completion of the criminal record search(es,) I will not be sworn in to service in the Virginia Defense Force and may not participate in any VDF training activities or events. _____
4. Should I be found to have a conviction for any felony, misdemeanor of moral turpitude, current domestic protective order, habitual DUIs, be found to be on a sex offender registry, or any conviction or behavior that would bring discredit upon the VDF, I understand that I will be disqualified for service in the Virginia Defense Force. _____
5. Should it be found that, after being sworn in to service in the Virginia Defense Force, I have a conviction for any felony, misdemeanor of moral turpitude, current domestic protective order, habitual DUIs, be found to be on a sex offender registry, or any conviction or behavior that would bring discredit upon the VDF, I understand that I am subject to discharge from the Virginia Defense Force. _____
6. I understand that the Virginia Defense Force will conduct periodic background checks on me during my term of service with the organization. _____
7. I understand that Social Security Numbers provided will be used to help identify the proper record and will be used for no other purpose by the Virginia Defense Force. _____

NAME INFORMATION TO BE SEARCHED:

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME

RACE

SEX

DATE OF BIRTH

SOCIAL SECURITY NUMBER

(MM/DD/YYYY)

CONSENT OF APPLICANT I hereby give consent and authorize the Virginia Defense Force to search the files of the Central Criminal Record Exchange (CCRE) for a criminal history record and report the results of such search to the agent or individual authorized in this document to receive same.

Signature

State/Commonwealth of _____ City/County of _____ Date _____

SIGNATURE OF VIRGINIA DEFENSE FORCE AGENT As provided in Section 19.2-389 of the Code of Virginia, I hereby request the criminal history record of the individual named above and swear or affirm that I have the consent of the individual to obtain their record and will not further disseminate the information received, except as provided by law.

Virginia Defense force 5001 Waller Road
Richmond, Virginia 23230-2915

Date of Request

Signature of Authorized Agent

Printed Name

VDF USE ONLY

☐ Background check conducted (Date: _____)

☐ Person passed background check for VDF purposes (☐ Yes/ ☐ No)