

VDFR 600-10 Appendix N

Voluntary Administrative Grade Reductions

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Contents (Listed by page number)

Purpose and Administrative • page 1

Responsibilities • page 1

Policy • page 2

Reduction Process • page 2

Restoration Process • page 2

1. Purpose and Administrative.

a. Purpose. This VDF Regulation (VDFR) 600-10, Appendix (APDX) N establishes policy and procedures for voluntary administrative grade reductions in the Virginia Defense Force. These actions support force readiness, manning needs, and member career goals while maintaining good order and discipline.

b. Replacement. This regulation cancels and replaces prior versions, including VDFR 600-8-38 (December 2020/earlier) and the May 2022 version of this Appendix.

c. Proponent and Authority. The proponent is the Assistant Chief of Staff for Personnel and Administration (G1). The G1 may recommend exceptions to the Commanding General (CG), consistent with controlling law.

This regulation implements authority under Title 44 of the Code of Virginia, particularly:

- § 44-54.6: Members, appointment and enlistment. Officers of the VDF are appointed by the Governor in conformity with regulations prescribed by the Adjutant General. Enlisted members are enlisted and retained per Adjutant General regulations.
- § 44-54.7: Regulations. The Adjutant General prescribes regulations for recruiting, enlistment, retention, organization, administration, discipline, and discharge of the VDF (consistent with this chapter and Army National Guard practices where practicable).
- Related provisions under Department of Military Affairs (DMA) oversight (§ 44-54.4) and overall personnel management.

Voluntary reductions and restorations are administrative personnel actions authorized under the Adjutant General's regulatory authority via DMA and VDF command structure.

2. Responsibilities.

a. Active Detachment (ACTDET). Issues orders for reductions and restorations upon CG approval and G1 request. Updates the Manning Table of Organization (MTO) accordingly.

b. Assistant Chief of Staff for Personnel and Administration (G1). Ensures proper and timely administration of voluntary reductions and restorations through the VDF Action

Request (VAR) system, VDF Form 3R (see VDFR 600-10 Appendix D), and chain-of-command oversight.

3. Policy.

a. VDF members may request voluntary administrative reduction for the good of the service and/or to fill a verified vacant billet in the MTO at a grade at least two grades below their current grade. The CG may approve the reduction and assignment. The member must serve in the new position for at least 12 months before requesting restoration to the former grade.

b. Upon restoration, the member will be placed in a vacant MTO position commensurate with the restored grade (service needs take precedence over preference). Time-in-grade (TIG) accrued prior to the voluntary reduction will be credited back upon restoration. All actions are “without prejudice” and support flexible manning under § 44-54.7 administrative authorities.

4. Reduction Process.

a. Eligible members: Officers in Captain/O-3 or higher positions, Warrant Officers in Chief Warrant Officer 3/W-3 or higher, or Staff Non-Commissioned Officers in Sergeant First Class (E-7) or higher may request reduction to fill a vacancy at least two grades lower.

b. The member submits a request through their Force Headquarters Staff Leader or Major Subordinate Commander (MSC) to the G1, using the format in VDFR 600-10 Appendix D.

(1) The request must include the exact statement provided in the original regulation (detailing voluntary nature, position details, 12-month commitment, TIG implications, and understanding of placement upon restoration).

(2) Accompany with a VAR and VDF Form 3R requesting orders (From: current position; To: vacant lower-grade position).

(3) The G1 reviews for compliance, verifies MSC Commander concurrence and vacancy, then forwards to the CG for decision.

c. Upon CG approval, the G1 directs ACTDET to issue orders stating, “Voluntary Reduction without Prejudice.”

5. Restoration Process.

a. After at least 12 months in the reduced-grade position, the member may request restoration to the CG using the same process as the reduction request. The member may indicate a preferred vacant position, but final placement is based on service needs and available vacancies.

b. The G1 reviews and forwards the request to the CG.

c. Upon CG approval (or directed alternative placement at the restored grade), the G1 directs ACTDET to issue orders stating “Voluntary Restoration. The time in grade accrued prior to voluntary reduction will be credited back to the member.

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