



**Michigan Volunteer Defense Force**  
**Non-Commissioned Officer Promotion Boards**  
**Standard Operating Procedure**

**Purpose**

The purpose of this procedure is to provide guidelines by which Battalions and companies within the Michigan Volunteer Defense Force (MI-VDF) can effectively promote soldiers into/within the ranks of non-commissioned officers. Following this procedure will insure that all soldiers within the MI-VDF, regardless of their unit or geographical location, are exposed to the same advancement opportunities and to create a level playing field, by which only prepared soldiers are placed into leadership positions, impacting MI-VDF overall performance in the field, recruiting and retention. Conducting a successful promotion board instills a sense of pride and accomplishment in both the board members, and the soldier being boarded.

**Composition**

To avoid a voting tie, the board will be composed of three, five, or seven voting members only, one of which will be the president of the board. Voting board members ranks will be higher than the member being boarded. In addition, there will be a recorder of any enlisted rank.

**Duties**

1. **The president of the board**: Is in charge of conducting the board. Maintaining proper procedures. Will oversee all aspects of the board process, including selection of six topics and questions. Will assure that no individual comes before the board without first fulfilling required prerequisites.
2. **The voting members** are tasked with presenting their individual questions, and scoring, based on their assessment of the individual.
3. **Recorder** reports to the president. Checks Prerequisites. Presents and reads resumes to the board. Tabulates score sheets. Other duties requested by the president.

**Procedures**

**Initial Preparation**

1. Board will be conducted such that there will be no distractions, way-ward observers or interruptions (cell phones turned off).
2. Board members will normally be seated behind a table during the board.
3. President assigns each voting board member topics from which to ask questions. All individuals boarded, will be asked similar questions at that board.
4. President instructs all present, that the proceedings are confidential, and not to be discussed outside the board and not to discuss their opinions/scores before the score sheets are turned in.

Note: Proceedings may be discretely observed, providing that it does not distract, and at the discretion of the president.

### ***Preparation for each individual***

1. Each board member is given a score sheet to use in grading the individuals responses and skills.
2. The resume is read to the board.
3. Any discussion takes place at this time to include any info that may be added or clarified by a board member who is familiar with the individual being boarded.

### ***Boarding Procedure***

- 1 Soldier reports to the president.
- 2 The soldier is inspected by the president or a designee who will call out discrepancies to the board.
- 3 Soldier is given facing movements and then is seated in front of the board.
- 4 President greets soldier, and may engage in small talk to set the soldier at ease.
- 5 When the president is ready, board members begin questions.
  - a. Each board member asks question/s on one topic, and then another member takes a turn.
  - b. Some board members may experience a second turn at asking question/s to accomplish the six topic requirement.
- 6 President will give the soldier a final opportunity to speak.
- 7 Soldier will be brought to attention, and dismissed.

### ***Wrap up***

- 1 Score sheets will be passed to recorder for tallying.
- 2 Score sheets will be kept by the president/unit for one year, will only be viewed by Commander, or unit SNCO.
- 3 Final tally will be communicated to the board. At this time, board members discuss their views, and president composes a summation, which is transmitted later to the soldier's leader.

## **VDF – 40 (Regulations)**

### **Section 1-20 (Added): VDF Army Combat Uniform (ACU) Wear Policy**

The Brigade Commander approved the wear to the ACU effective 1 September 2007 and such wear is clarified exactly as follows:

#### **A. ACU Composition**

1. ACU Coat and requires that sleeves not be rolled up.
2. ACU Trousers and requires being bloused
3. Boots, combat tan, and must not include zippers or sneaker-type soles.
4. Boots, black optional, bloused with wear-out date of 31 July 2011.
5. Beret, black w/red flash, non-subdued rank (O) and DUI (EM) in garrison.
6. Patrol Cap, subdued pin-on or sewn-on rank, with name tag on the rear. Cap

for wear during annual training, exercises or periods of non-garrison activation.

7. T-Shirt, cotton ACU or moisture green.
8. Coat, field ACU with or without removal liner.
9. Parka, ACU optional.
10. Coat, All weather, black, non-subdued rank, in garrison only.
11. Belt, black with open face black buckle **or Diver's Belt with ACU uniform.**

#### B. ACU Rank and Insignia Wear

1. Rank, subdued, green or ACU pattern w/ black embroidery.
2. Michigan and name tapes, green or ACU pattern w/ black embroidery.
3. VDF SSI, left sleeve centered on pad.
4. SSI-FWTS (requires Army service), right sleeve centered on pad.
5. U.S. Flag, full color, star field forward, placed on right sleeve pocket.
6. Skill badges pin-on subdued are limited to three with the first placed 1/8" above the state tape and each badge thereafter providing 1/4" between each skill badge.
7. Skill tabs limited on left sleeve to three: Special Forces, Ranger, Sapper or CERT.
8. Army or other service marksmanship badges or tabs are NOT to be worn on ACUs.
9. MEMS badges pin-on subdued is placed 1/8" above the Michigan tape on ACU if no other skill badge is worn, or 1/8" below the slanted pocket if Army skill badges are worn.

**10. Other U. S. Military services combat service SSI may be worn on the right sleeve of the ACU or BDU uniform such as a U. S. Marine Corps Division patch if it is the Division where the Marine was in combat. (NOTE: This was previously approved by the Brigade Commander COLONEL Wm. Ewald shortly after he became the MI VDF Brigade Commander.)**

#### C. Special ACU Wear and Care

1. All service tapes, name tapes and rank must be the same color background.
2. Female personnel may carry black handbags in garrison.
3. ACUs will not be worn at: Off-post establishments that primarily sell alcohol, **social and official functions, memorial services, funerals,** weddings, inaugurations and patriotic events except unit parade activities or authorized VDF events.
4. Care of wrinkle free ACUs
  - a. Do not tailor ACU jacket for tight fit nor sew in seams.

- b. Wash in cold water with no bleach or brightener.
- c. Dry at less than 130 degrees and hang immediately.
- d. Never dry clean, steam press, wring or twist this material.

D. BDU Wear-out Date is effective on 31 July 2011.

## **1-22 Michigan State Law on Military Uniform Wear**

*MCL 750.401 Unauthorized wearing of army, navy or national guard uniform; exceptions. Sec. 401. Any person, other than an officer or enlisted man of the national guard of the State of Michigan, or of any other state, or of the United States army or navy, marine corps or revenue service or forest service, or instructor or student in a military school, or inmate of any veterans' or soldiers' home, who at any time wears the uniform of the United States army or navy or national guard, or any part of such uniform, or a uniform or part of a uniform similar thereto, within the bounds of the State of Michigan, shall be guilty of a misdemeanor: Provided, That nothing in this section shall be construed as prohibiting persons of the theatrical profession from wearing such uniform in any playhouse or theater while actually engaged in following said profession: Provided further, That nothing in this section shall be construed as prohibiting the uniform rank of civic societies parading or traveling in a body or assembling in a lodge room: Provided further, That whenever the national guard or any part thereof is in active service, or is called into actual service, no civic organization or member thereof shall parade or appear in uniform in the locality where said national guard is in service.*

## **AR 670-1, ACU and BDU Uniform Badge and Tab Wear**

To All: Authority for a State Defense Force to wear the Army uniform is allowed by the U.S. Code and procedures established by NG 10-4 as corrected in AR 670-1 as so stated in Section 30, 8 thereof. A reasonable interpretation of the regulation is the Army desires that any non-duplicating U.S. Service badge be displayed on the left side of the Army uniform and that foreign or other badges as may be approved by a state defense force be worn on the right side. This directs that other non-service badges are worn on the right.

The following rules from AR 670-1 also applies to this matter:

1. Military combat or special skills badges awarded by other U.S. Services that are similar to U.S. combat or special skills badges are authorized for wear in the same group if no other Army badge is authorized for wear in that group.
2. Skills badges awarded by other services that are not similar to Army skills badges are worn as group 4 badges
3. Marksmanship badges and tabs of other services are not authorized for wear on the Army uniform as authorized for a State Defense Force.
4. Badges from other U.S. Services that indicate career fields (military police, recruiters, etc) are not authorized for wear on the Army uniform.

5. Soldiers may wear up to three U.S. Army combat badges on the left side only if no Army badges are authorized for wear in the same group.
6. VDF considers CERT tabs a special skill and may be worn on the left arm area.

The intent of this Revised Regulation:

1. To follow the U.S. Congressional, DoD, DoA, NGB rules and procedure.
2. To create a standard dress for all members wearing the VDF uniform.
3. To provide an important visual uniform location of an individual's training.
4. To give the Battalion Commander, CSM, Officers and NCOs the authority to oversee and correct uniform wear in their command according to the above.

### **MI VDF Reg 30 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.

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.

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.

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.
- c. 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.

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.

### **Promotion for E-1 to E-4 for Army, Navy, Air Force and VDF TIG and/or TIS Rules**

1. U.S. Army Enlisted E-1 to E-4 Promotion System:
  - a. E-1 to E-2 6 mos
  - b. E-2 to E-3 6 mos
  - c. E-3 to E-4 6 mos w/12 mos TIS
2. U.S. Navy Enlisted E-1 to E-4 Promotion System:
  - a. E-1 to E-2 9 mos
  - b. E-2 to E-3 9 mos
  - c. E-3 to E-4 6 mos
3. U.S. Air Force Enlisted E-1 to E-4 Promotion System:
  - a. E-1 to E-2 6 mos
  - b. E-2 to E-3 10 mos
  - c. E-3 to E-4 6 mos TIG and 12 mos TIS
4. **Michigan VDF (NPS) Enlisted E-1 to E-4 Promotion System:**
  - a. E-1 to E-2 6mos
  - b. E-2 to E-3 12 mos
  - c. E-3 to E-4 18 mos
  - d. E-4 to NCO 18 mos
5. **Michigan VDF (NPS-EdA) Enlisted E-1 to E-4 Promotion System:**
  - a. E-1 to E-2 6 mos
  - b. E-2 to E-3 6 mos
  - c. E-3 to E-4 12 mos
  - d. E-4 to NCO 18 mos
6. **Michigan VDF (NPS-EdB) Enlisted E-1 to E-4 Promotion System:**
  - a. E-1 to E-2 6 mos
  - b. E-2 to E-3 6 mos
  - c. E-3 to E-4 6 mos
  - d. E-4 to NCO 18 mos
7. **Michigan VDF (Prior Service) Enlisted E-1 to E-4 Promotion System:**
  - a. Appointed in former military grade for 3 month BN review
  - b. Promotable one grade in 4<sup>th</sup> month and thereafter follow TIG.