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Office of the Commanding General  
BG Justin P. Carlitti

VDF-CG

27 November, 2018

Command Policy Letter 18-003

Subject: Work Schedule for Active Detachment (ACTDET)

Per directive of the Commanding General, VDF personnel, regardless of billet, will be made aware of the following:

- 1) The ACTDET weekly work schedule is Tuesday through Friday from 0700 – 1700.
- 2) Any visit to the ACTDET which requires support must be scheduled with the Unit Administrator (UA) ahead of the visit. This will ensure that the ACTDET is aware of the need, and it will ensure that the visitor receives full support from the ACTDET.
- 3) In an effort to provide full transparency, the link below provides access to the ACTDET work calendar: <https://teamup.com/ks1xgwdu87n9cb7njv>. This will assist anyone who requires ACTDET support to plan prior to scheduling with the UA.

JUSTIN P. CARLITTI  
BG (VA) VDF  
Commanding

CF:  
All VDF Personnel