

**VDF FORM 3-R**  
**REQUEST FOR PERSONNEL ACTION**

<b>Unit Order No:</b>	<b>Through Channels</b> To: CDR VDF, Attn G1	<b>Date:</b>
Request that: <b>NAME LAST, FIRST, MI:</b>		<b>RANK</b>
		<b>ID No:</b>
Full Mailing Address (include City, State, Zip) (HOR):		
<input type="checkbox"/> Initial <input type="checkbox"/> Current Position:		<b>Unit:</b>
MTO Billet No:		<b>Paragraph No.:</b>
A. ( <input type="checkbox"/> Appointed) ( <input type="checkbox"/> Enlisted) ( <input type="checkbox"/> Re-enlisted) Rank of:		<b>Date:</b>
B. <input type="checkbox"/> Reassigned to Title:		<b>Unit:</b>
MTO Billet No:		<b>Paragraph No.:</b>
C. <input type="checkbox"/> Transferred to Title:		<b>Unit:</b>
MTO Billet No:		<b>Paragraph No.:</b>
D. <input type="checkbox"/> Separated/Discharged Effective Date: Reason:		<b>Type:</b>
E. <input type="checkbox"/> Promote from Rank:		<b>to Rank:</b>
Scheduled Drills present during last 12 months	Alternative Training Drills during last 12 months	MUTAs attended Drills during last 12 months
12 Month Non-Drill Volunteer Hours	Date: _____ and Rank: _____ at <input type="checkbox"/> Appt <input type="checkbox"/> Enl <input type="checkbox"/> Last Promotion	
<b>Signature of Commander or Authorized Representative</b>		
<b>1st Endorsement</b>	<b>Regiment:</b>	<b>Date:</b>
<b>Recommended</b> <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval	<b>Signature of Commander or Authorized Representative</b>	
<b>2nd Endorsement HQ VDF</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<b>Date:</b>
Due to:		
<b>Signature of Commander or Authorized Representative</b>		
<b>ENCLOSED:</b> Check all applicable: <input type="checkbox"/> VDF Application Form, <input type="checkbox"/> Driver's License, <input type="checkbox"/> DD 214, <input type="checkbox"/> NGB 22, <input type="checkbox"/> Honorable Discharge Certificate (in Lieu of DD 214, NGB 22), <input type="checkbox"/> Form 601-100 (Officer), <input type="checkbox"/> Form 601-210 (Enlisted), <input type="checkbox"/> Parental Consent Form, <input type="checkbox"/> Alien Proof of Legal Residence, <input type="checkbox"/> Form 35R Promotion Screen Board Recommendation <input type="checkbox"/> VDF Form 624-1-1 (CDR's Certification of Promotion Eligibility)		