



VIRGINIA DEFENSE FORCE

VDF FORMS DIRECTIVE

VDF FORM 3R (JUNE 2010) – REQUEST FOR PERSONNEL ACTION

Definition: The 3R requests the execution of personnel actions. The 3R may be used as an order by an initiating command with the authority for execution.

VDF Form 3R is executed as needed. You do not need to wait for a UTA to execute a personnel action. A copy is maintained in the individual's MPRJ at the initiating Unit and at VDF Division Headquarters.

Unit Order No.: If the personnel action is one that can be fully executed at the level that it is taken, i.e., promotion from PV2 to PFC at the company level, a company order number may be used. Otherwise, the completed form should be forwarded to higher headquarters for approval and orders published.

Date: Date that the personnel action is generated, i.e., the day that the 3R is filled out.

Request that: Name order is important. Last Name, First Name, Middle Initial (if applicable).

ID No: This is found on the MTO. If the Personnel Action is for a new enlistment, leave this blank and it will be assigned at Division.

Assignment Title: The only time that "Initial" will be chosen is for a new enlistment or appointment. Otherwise, choose "Current" and designate the current Assignment Title of the individual as it appears on the VDF official MTO. Designate the unit to which the individual is assigned, Company, Battalion and Brigade.

For an "Initial" Assignment Title, indicate where the enlistee will fall into the VDF official MTO and enter Billet #, Para and Line. For a "Current" Assignment Title, indicate the Billet #, Para and Line from the VDF official MTO.

Lines A-E: Choose which Personnel Action is being taken. The choices are self-explanatory on the form. All information requested on each line is required. For instance, if a transfer is being performed, check "C", enter the Title, Unit, Billet #, Para and Line. A reassignment is the moving of an individual from one billet to another within the same unit. A transfer is the movement of an individual from one unit to another unit.

PREVIOUS 12-MONTH PARTICIPATION:

Number of Scheduled Drills present during last 12 months.

Number of Alternative Training Drills during last 12 months.

Number of MUTAs attended Drills during last 12 months.

12 Month Non-Drill Volunteer hours.

Each of these categories are calculated for the previous 12 months from Company Attendance records. For instance, if a personnel action is being requested in the month of June, you will calculate the 12-month time from June of that year back to July of the previous year.

Date and Rank at: Indicate with a check which choice applies to the Personnel Action being requested.

Signatures: Depending on the Personnel Action being requested will determine which signatures are required. Refer to the 600-10 and to the Regulations page on www.vdf.virginia.gov for in-depth details for Personnel Action Requests. In general, the signatures must appear for the initiating unit up to and including the unit with the authority to execute. If the Company has the authority to execute, the 3R may be assigned an order number and executed.

Enclosures: The Personnel Action being requested will determine what attachments are required. Refer to the 600-10 and to the Regulations page on www.vdf.virginia.gov for in-depth details for Personnel Action Requests.

PERSONNEL ACTIONS ARE NOT COMPLETED UNTIL PROCESSED AT VDF DIVISION HEADQUARTERS.