

VIRGINIA DEFENSE FORCE
DEPARTMENT OF MILITARY AFFAIRS
COMMONWEALTH OF VIRGINIA
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Office of the G-1
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VDF-H1

5 August 2014

MEMORANDUM FOR: Regimental S-1s, Company Commanders and 1SGs.

SUBJECT: G-1 Guidance (supersedes memo of 14APR2011)

ADMINISTRATIVE PROCEEDURES

1. Administrative personnel actions, reports and data are only accepted at Div HQ from Regimental commands.
2. All administrative and personnel actions forwarded to Div HQ will be by digital electronic transmission (email) to vdinfo@vdf-mail.org. Exceptions will be documents/information of an extreme sensitive and/or personal nature, i.e. characters of discharge, arrest records, requests for waivers, etc.
3. "Paper/hard copy" personnel records (MHRR/MPRJ/201) are required to be maintained at the Regimental level.
4. Promotions and requests for promotion (E-2 thru O-6) from all commands are forwarded to Div HQ in packet form. The packet includes form 3R and/or promotion Order as applicable, Commander's Certification of Promotion Eligibility (CCPE). Personnel Evaluation Report and Letter(s) of recommendation. The signatory on the CCPE is subject to punitive action for a false certification.
5. All training documentation required for promotion (now incl. Orientation, IIA, NCOLD) is forwarded to DIV HQ when successfully completed. PME and NGCS training documentation will be forwarded to Div as completed. FEMA certifications required for promotion are forwarded to Div when issued.
6. The Division VDF Manning Table of Organization lists all individuals' official rank. Should a subordinate command list an individual at a higher grade this would be due to a past promotion not being forwarded to Div or being forwarded without the individual record showing all promotion requirements being met. In such circumstance the unit shall resubmit the promotion to Div HQ with a packet (as per para 4).

STRENGTH REPORTS

1. Company UTA strength reports, sign-in sheets and alpha rosters are forwarded to the REGT HQ NLT 72 hrs from the date of the UTA.
2. REGT S-1 will consolidate, with appropriate form, subordinate commands' strength reports and alpha rosters (to include the REGT HQ), and with all sign in sheets forward all to the G-1 (copy to DIV HQ, vdinfo@vdf-mail.org), in separate digital files, NLT the 10th of the month following the drill.

3. Copies of personnel sign-in registers (sheets), Strength Reports, Alpha Rosters and Alternative Training/Extra Hour forms are to be maintained (minimum) at Company and Regiment levels. ATEV forms are not forwarded to VDF HQ except upon request. Company Commanders are reminded attendance records must be maintained to support awarding of the Service Ribbon for perfect attendance, promotion and service record.

Transmission of certain personnel and administrative requests, documents and data.

1. Each personnel action must be digitally transmitted in a separate file. PLEASE NAME THE FILE.
Ex 1: All required items in an enlistment package may be transmitted in one file.
Ex 2: A Regimental promotion order and the Cdrs' Cert of Promotion Eligibility w/required docs for one individual may be transmitted in one file, but submission of each document as a separate file is preferred.
Ex 3: Separate files for different individuals and separate email transmission for each individual.
Ex 4: Each document for an individual's Division Promotion or Appointment or Awards Board should be sent in separate files to the G-1.
2. PDF is the preferred format for SCANNED documents.

A forms page appears (click on "tools") on the VDF website, www.vdf.virginia.gov. Writable forms are loaded on the site along with forms directives. Use of obsolete versions of these forms may result in the return of the requested personnel action to the initiating unit.

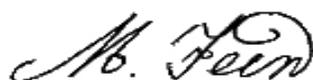
Please direct all reasonable questions and suggestions through Regimental S-1s to vdfinfo@vdf-mail.org.

Instruction for Alpha Rosters

1. Use of the digital Alpha Roster has been directed to be instituted at all Company level commands, line and headquarters. This roster is directed to be digitally forwarded up the chain monthly, adding REGT HQG. This will provide, at each command level, accurate and current personnel data.
2. Found on the alpha roster sample, are correct abbreviations for a sampling of commands. Use as a guide for any which may not be listed. If changes are made to the roster format, it would prevent the digital consolidation of rosters at command levels.
3. Personnel must be listed alphabetically (not by rank) last name, first name, middle initial.

Assignment of Order Numbers in the Virginia Defense Force

Order numbers shall follow the Julian Calendar method. Numbering of orders is by the numerical day of the year; 1 thru 365 for a non-leap year and 1 thru 366 for a leap year. Example, on 2 January the unit is publishing orders for the first time that year. The number will be Order 2-1, on 18 April (non-leap year) it will be Order 108-1. If there is more than one order published on that day then they would be numbered 108-2, 108-3 etc; pages are numbered.



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ACoS G-1