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Office of the G-1  
LTC Michael T. Fein

VDF-HPE

22 April, 2018

MEMORANDUM FOR: All MSC CDRs, S-1s, XOs, CO CDRs, 1SGs

Subject: Disposition of Military Human Resource Records (MHRRs) of Individuals Separated from the Virginia Defense Force

Effective immediately, Virginia Defense Force Regulation (VDFR) 600-8-104 (VDF Military Human Resource Records Management) Chapter 2.e.i is revised to read:

- i. When an individual is separated from the Virginia Defense Force:
  - (a) The S-1 for that unit shall contact the ACTDET to determine that there is an electronic MHRR for the separated individual.
  - (b) If there is an electronic MHRR for the separated individual, all physical copies of the MHRR are to be given to the separated individual.
  - (c) If there is no electronic MHRR for the separated individual, ACTDET shall give guidance for the scanning of specific documents from the MHRR by the MSC which will then be sent to the ACTDET. Once received at ACTDET, all physical copies of the MHRR are to be given to the separated individual.
  - (d) MSCs are to encourage separated individuals to keep their files with their important documents and to bring their file with them should they re-enter VDF service.
  - (e) MSCs shall forward any electronic MHRRs of separated individuals to the ACTDET for storage.

FOR THE COMMANDER:

*M. Fein*  
Michael T. Fein  
LTC        VDF  
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CF:  
All VDF Personnel