



VIRGINIA DEFENSE FORCE
DEPARTMENT OF MILITARY AFFAIRS

COMMONWEALTH OF VIRGINIA
5001 Waller Road
Richmond, Virginia, 23230
Telephone: (804) 225-4051 Fax: (804) 225-4063
E-mail: G-1@vdf.virginia.gov
hqs@vdf.virginia.gov



Office of the G-1
LTC Michael T. Fein

VDF-HPE

02 July 2017

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

Subject: Revision to Reporting of Volunteer Hours in Monthly Reports

In order to better account for our volunteer hours to DMA, beginning with the strength reports submitted for the 15 July 2017 VDF Consolidated Strength Report, units are to report eleven (11) hours per person who is in attendance at drill (see change below) and five (5) extra volunteer hours per person who is in attendance at drill (see change below)

1) For VDFR 680-1:

Add to 2-3.b.(4) Block 4 – Strength Section:

Column 4G: Add in this column total hours submitted for volunteer hours on ATEV forms (680-1-5) submitted for drill and on sign-in sheets (form 680-1-1), block 11. Do not duplicate hours. If a volunteer does not submit an ATEV or note down volunteer hours on the sign-in sheet, credit that person with five (5) volunteer hours. Also, credit eleven (11) hours for each person who signs in. For example, a company has 16 total personnel in attendance at drill. Multiple the number in attendance (16) by 11 (hours drill credit) for a total of 176 hours.

Column 4H: Total Mission Authorized Volunteer Hours: This refers to NON-SAD missions authorized by the Virginia National Guard, JFHQ, Joint Operations Center (JOC). SAD missions do NOT go in this column.

Change in 2-4.b.(7) Column I: Total Training and Admin Volunteer Hours:

Change "...then use seven (7) hours for extra volunteer hours..." to "...then use five (5) hours for extra volunteer hours..."

2) This change is effective the date of this memorandum and is to be used for all strength reports submitted for the 15 July 2017 VDF Consolidated Strength Report.

For the Commander,

A handwritten signature in cursive script that reads "M. Fein".

Michael T. Fein
LTC VDF
ACoS G-1