

VDFR 600-8-104

Virginia Defense Force Military Human Resource Records Management

**VIRGINIA DEFENSE FORCE HEADQUARTERS
5001 WALLER ROAD
RICHMOND, VIRGINIA 23230**

26 February 2017

SUMMARY of CHANGE

VDFR 600-8-104
Military Human Resource Records Management
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o This regulation is an extensive revision and replacement of VDF Regulation 600-10 01 October 2006 Chapter 7 (Administrative Procedure,) pages 26-28.

o New to this regulation is the re-naming of the personnel file to be in accordance with Army/National Guard terms and the requirement that all VDF members be given the opportunity to review their file annually.

**Headquarters
Virginia Defense Force
George Washington Division
Richmond, VA 23230
XX February 2017**

**Personnel/Administration
Military Human Resource Records Management**

Summary. This regulation prescribes policies and procedures governing the Virginia Defense Force Military Human Resource Records Management Program. The purpose, organization, contents, storage, and disposition of individual VDF Military Human Resource Records are all described.

Applicability. This regulation applies to the entire VDF. During mobilization for state active duty, procedures in this publication can be modified to support policy changes as necessary.

Suggested Improvements. Users are invited to send comments and suggested improvements directly to Headquarters, Virginia Defense Force, Attn: G-1, 5001 Waller Road, Richmond, Virginia 23230-2915.

Distribution. Distribution is intended for all VDF units down to, and including, MRG-level.

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Chapter 1

Introduction

Section I

Overview

1-1. Purpose

This regulation prescribes Virginia Defense Force (VDF) policy for the creation, utilization, administration, maintenance, and disposition of Military Human Resource Records throughout the VDF.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Deputy Chief of Staff G-1 will—

(1) Prescribe policy, procedures and implementing instructions on the use and maintenance of Virginia Defense Force Military Human Resource Records (MHRR)

1-5. VDF Military Human Resource Record purpose and definition

The VDF MHRR (Military Human Resource Record,) formerly known as the MPRJ (Military Personnel Record Jacket) or 201 File, is an administrative record as well as the official permanent record of VDF military service belonging to a Volunteer.

a. The purpose of the VDF MHRR is to preserve permanent documents pertaining to enlistment, appointment, duty stations, assignments, training, qualifications, performance, awards, medals, disciplinary actions, insurance, emergency data, separation, retirement, casualty, administrative remarks, and any other personnel actions.

Chapter 2 Policy

a. Military Human Resource Record (MHRR)

(1) Individual MHRR Files shall be created and maintained for every person enlisted or appointed in the VDF.

(2) MHRR records are state personnel records.

(3) A complete MHRR is to be maintained for all VDF personnel at the regimental level and at VDF FORHQ for members of the VDF FORHQ only.

(4) A hard/paper copy of the MHRR is to be maintained at the Regimental level. Electronic storage of MHRRs at the regimental level is encouraged. Electronic record guidelines are in section *b.* below.

(5) An abbreviated record *may* be kept at the Company level if practical.

(6) VDF Headquarters will maintain only abbreviated MHRR files on all VDF personnel, which will include:

a. Enlistment documents –

VDF Form 3R (Personnel Action Request)

VDF Form 2-428R (VDF Application)

VDF Form 337R, 601-100, or 601-210 (VDF Oath)

VDF Form 14-R (VDF Parental Consent) (Only if needed for enlistment)

b. Awards

c. Records of professional military education and/or skills training required for promotion.

d. All letters, memorandums, and other correspondence pertaining to the individual

e. All VDF Performance Evaluations (VDF Forms 623-3 and 600-10, App. S)

f. All records of promotion

g. Prior military service documents (DD214, NGB 22, etc.)

(7) Responsibility: The Regimental Commander/S-1 is responsible for establishing and maintaining the MHRR files for all persons assigned to MTO positions in the unit. MHRR files for Staff Officers/Warrant Officers and Enlisted assigned or attached to HQG's are the responsibility of the HQG Commandant.

b. Electronic storage of MHRRs

(1) An electronic file for each individual is to be created being named with:

Last name, First Name Middle Initial, Jr. (if needed) VDF ID Number

(2) Each document in the file is to be scanned in .pdf format only

(3) Each document in the file is to be scanned separately

(4) Each document is to be named in the following format:

Last name, First name MI VDF ID Number, form number, date of form (DDMMMYYY) Brief description
EXAMPLE: Jones, James M. 1234567 3-R 16JUN2012 Trans to A 3rd REGT

c. Storage:

(1) MHRR Files are confidential state personnel records and must be stored in file drawer(s) or cabinet(s) capable of being locked. They will be locked except when in the use authorized by the responsible commander.

(2) Access to MHRR files is restricted to:

Line Co – Co CDR

FORHQ – Regt CDR

1SG – Co Clerk

S-1 or G-1 and authorized assistants

HHC CDR, 1SG – Co Clerk

(3) MHRR Files will be stored electronically at FORHQ and alphabetically by Units at Regiment level.

d. Contents: MHRR Files shall contain the following as a minimum.

(1) Officer/WO's:

1) Orders

2) VDF Form 3R

3) VDF Form 2-428R or 600-8-14 (as appropriate)

- 5) VDF Form 35R
- 6) Prior military service documents (DD214, NGB 22, etc)
- 7) VDF Form 337R, 601-100, or 601-210 (as appropriate)
- 8) Awards
- 9) Certificate of completion of military education
- 10) All letters, memorandums, and other correspondence pertaining to the individual

- (2) Enlisted:
 - 1) Orders
 - 2) VDF Form 3R
 - 3) VDF Form 2-428R or 600-8-14 (as appropriate)
 - 4) VDF Form 337R or 601-210 (as appropriate)
 - 5) Prior military service documents (DD214, NGB 22, etc)
 - 6) Awards
 - 7) Certificate of completion of military education
 - 8) All letters, memorandums, and other correspondence pertaining to the individual

e. Withdrawal: MHRR files may be withdrawn to accompany request for personnel action to Headquarters authorized to take such actions. Orders resulting from personnel action request will be inserted in the MHRR files before return to the unit of assignment. When withdrawn, MHRR files will be replaced by locator cards indicating:

- (1) Members name, VDF ID Number
- (2) Reason for withdrawal
- (3) Headquarters to which file(s) are sent
- (4) MHRR files will be returned to unit as soon as possible following personnel action. If transfer is involved, file will be sent to new unit for proper custodianship.

- i. Files for Discharged or Separated persons will be forwarded to VDF Headquarters, Attn: G-1, for eventual transfer to State record storage.
- ii. Disposition Upon Transfer or Attachment: Upon transfer or attachment of an individual from one unit to another, the losing unit personnel custodian will be responsible to post all personnel records to date and forward the MHRR file to the gaining unit without delay.
- iii. MHRR file of individual transferring to Reserve will be forwarded to VDF Headquarters, Attn: G-1, for record storage.
- iv. Disposition Upon Discharge or Death: When a member of the Virginia Defense Force dies or is discharged, the unit personnel records custodian will post all personnel records to date and forward the MHRR to FORHQ without delay.
- v. Placement of documents within MHRR file will be as Follows:

Left Side (by date, current on top)	Right Side
1. Orders	1. Oath (VDF Form 601-100 or 601-210)
2. Permanent Orders	2.ID Card Form 2-428R or 600-8-14 (as appropriate)
3. Promotion Papers with orders	3 Course Completions
4. Awards	4. Letters of Commendation, Certificates
	5. Professional Certificates
	6. Prior Service (DD214, NG20, etc)
	7. Civilian Education
	8. Military Education

f. Review of File: VDF personnel have the right to review their own MHRR at any time. MSCs are required to incorporate into their yearly training cycle a scheduled review of an individual's MHRR by VDF members. VDF

members are not required to review their MHRR, but shall be afforded the opportunity to do. Documentation of this is to be kept in the individual's MHRR and unit training records.