



VIRGINIA DEFENSE FORCE
DEPARTMENT OF MILITARY AFFAIRS
COMMONWEALTH OF VIRGINIA
Unit designation and address



Office symbol, see VDFR 25-59

DATE

SUBJECT: RETURN VDF PROPERTY TO WIT: *state subject property*
REGULATIONS: VDF regulation 600-100 (7-3,d8) states that *name items* are state property.
STATUTES: VA Code 44-99, 104, 110
FORMS: Standard forms 2062, 710-2(D), 1150 & 3161 (VDF website) equipment issue & turn-in.

Dear *Mr or Ms xxxxxxxxxxx*

As of **DATE**, you have been discharged from the Virginia Defense Force and are no longer an active member or reservist in this military organization.

You have been requested to return any property issued to you by the Virginia Defense Force which includes, but is not limited to: Identification Card, Uniforms and any equipment, radios and keys.

PLEASE BE ADVISED that any and all property and equipment issued to you by the Virginia Defense Force is property of the Commonwealth of Virginia and must be preserved by the Commanding Officer pursuant to section 44-104 of the Virginia Code.

PURSUANT TO Virginia Code section 44-110, if any person intentionally fails to return, after being legally discharged, uniforms or equipment belonging to the Commonwealth they shall be guilty of a misdemeanor and/or the Commanding Officer can PURSUANT TO Virginia Code section 44-99, bring suit to recover property.

Coordinate turn in of subject property with the following point(s) of contact:

Commander

BE ADVISED that this is the only formal demand that will be issued concerning this matter and all property and equipment shall be returned FORTHWITH.

GOVERN YOURSELF ACCORDINGLY,

SIGNATURE BLOCK

G-4
Ind Concerned
Ind MHRR