

VDF Enlisted Promotion Package Review
Rev. 16DEC2024

The promotion package requires these VDF Forms, certification, and documents:

1. VDF Form 624-1-1 Commander's Certification of Promotion Eligibility
 - Link to form: <http://vdf.virginia.gov/pdf/FORMS/Form%20624-1-1.docx>
** Completed and signed by the Commander.*
 - NOTE: Include all/only the required certifications documents from the above form.
2. VDF Form 3-R Request for Personnel Action
 - Link to form:
<http://vdf.virginia.gov/pdf/FORMS/VDF%20FORM%203R%20PERSONNEL%20ACTION%20OCT-2016.pdf>
 - Link to Form directive:
<http://vdf.virginia.gov/pdf/FORMS/VDF%20FORMS%20DIRECTIVE%203R%20JUL10.pdf>
** Completed and signed by the Commander.*
3. VDF Form 35R Promotion Screening Board Report
 - Link to form:
<http://vdf.virginia.gov/pdf/FORMS/VDF%20Form%2035R%20Fillable.pdf>
** Complete but do not sign.*
4. Promotion Recommendation in the form of (Letter/Memo)
 1. One from Commander/supervisor. *(Signed)*
 2. One from 1SG or CSM. *(Signed)*
5. VDF Form 623-3 Personnel Evaluation
 - Link to form: <https://vdf.virginia.gov/pdf/FORMS/Form%20623-3%20Annual%20Evaluation%20rev%20Jan%202022%20Fillable.pdf>
** Completed and signed by the Commander/supervisor and 1SG or CSM.*
6. Full length current pictures of the candidate in Class C uniform.
 1. One facing at attention.
 2. One profile at attention.

ALL submitted files need to named as follows:

- Soldiers name "Last_First_MI"
- Last four digits of VDF ID Number "xxxx0622"
- VDF Form name like "VDF_3-R_Promotion_to_E5" or "1SG's_Promotion_Recommendation"
- If relevant the order number, "OR-234-02"
- The date in military format, "27DEC2023"
- Example:
Doe_John_K_xxxx0622_VDF_3-R_Promotion_to_E5_OR-234-02_27DEC2023.pdf