

VDFR 600-10 Appendix I

Personnel Assets, Attendance, and Unit Strength Accounting

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1. Purpose and Administrative.

a. Purpose. This VDF Regulation (VDFR) 600-10, Appendix (APDX) I addresses the VDF Personnel Assets Attendance and Unit Strength Accounting policy and practices. Accurate personnel accounting supports readiness, training credit, volunteer hour tracking, and compliance with state law for the Virginia Defense Force (VDF) as the all-volunteer state defense force component of the Virginia militia.

b. Replacement. This regulation cancels and replaces prior versions, including VDFR 680-1 (May 2015) and the May 2022 version of this Appendix.

c. Proponent and Authority. The proponents are the Assistant Chief of Staff for Personnel and Administration (G1) and VDF Active Detachment (ACTDET). They may recommend exceptions to the Commanding General (CG), consistent with controlling law.

This regulation implements authority under Title 44 of the Code of Virginia (Military Laws of Virginia), particularly:

- § 44-54.4: VDF organization and control under the Department of Military Affairs (DMA); missions on state active duty; training duty status.
- § 44-54.5: Unit organization and composition as prescribed by the Adjutant General.
- § 44-54.6: Membership, appointment, and enlistment per Adjutant General regulations.
- § 44-54.7: Regulations for recruiting, enlistment, retention, organization, administration, training, discipline, etc., prescribed by the Adjutant General (consistent with Army National Guard where practicable).
- Related sections on discipline (§ 44-54.10), discharge (§ 44-54.11), and facilities/equipment (§ 44-54.12).

DMA policies (via the Adjutant General) govern administration of VDF as part of the Virginia militia. This Appendix provides implementing procedures for strength reporting, attendance verification, and volunteer hour tracking to support these statutory requirements.

2. Responsibilities.

a. G1 (Assistant Chief of Staff for Administration and Personnel).

Ensures subordinate commands provide timely, accurate personnel assets attendance and unit strength accounting. Seeks streamlined, modern methods (e.g., digital tools) to reduce paperwork while meeting reporting metrics and statutory obligations under Title 44.

b. ACTDET.

Prescribes detailed policy, procedures, and instructions on personnel assets attendance and unit strength accounting.

3. Information Security and Other Personnel Records.

Units will protect Personal Identifiable Information (PII) when gathering attendance and unit strength data, per applicable federal and state privacy laws and DMA policies. PII includes direct identifiers (name, SSN, contact info) or indirect ones (that could be combined to identify an individual). Protect against loss that could cause identity theft or harm.

When transmitting PII from VDF units to ACTDET, use password-protect files. Send the password via a separate communication as directed by ACTDET. Maintain personnel records per VDFR 600-10 Appendix M (or successor) as official records of service.

4. Procedures.

Use the forms and procedures below to report statistical data of VDF members to VDF Force Headquarters (FORHQ) and maintain historic records until a secure online/database system (per DMA/G1 direction) replaces them. These support § 44-54.7 administrative requirements and readiness tracking.

a. Sign-In Sheets.

VDF Form 680-1-1 is the only authorized form. It verifies attendance for morning reports. All personnel sign in upon arrival at UTA, MUTA, or mission. Track stragglers. Sheets must accompany each Morning Report.

Entry guide: (Follow detailed blocks as in the original document for Organization, Page, Date, Sign-in blocks, Printed Name/Signature, VDF ID, Rank, Remarks, etc.)

i. Attendance Codes: P – Present; U – Unexcused; E – Excused; AS – Illness; AJ – Employment conflict; AT – Alternative training; AV – TDY/SAD; AD – Separation; AR – Reserve Component transfer; AN – Unit transfer.

Submission: Scan as PDF (one file per set), separate from Morning Report. Submit within 72 hours of drill (or to meet higher suspense dates).

b. Morning Report. Prepare monthly on VDF Form 680-1-2. Submit to ACTDET via MSC within 72 hours of drill completion. Summarizes gains/losses, assignments, training, events, etc. Distribution: Unit file + MSC HQ (if applicable).

Entry guide: (Follow detailed blocks for Date, Unit, Address, Strength Section [4B-E calculations], Changes, Records of Events, Validation, Authentication.)

c. Consolidated Strength Report (CSR)/Consolidated Morning Reports. Completed at MSC level on VDF Form 680-1-3.

Entry guide: (Follow columns for Unit, Date, Assigned Strength by type, Total Assigned, Present, Percentage, Training/Admin Volunteer Hours [incl. ATEV/Form 680-1-5 and CSE], Mission Authorized Hours. Note: SAD hours authorized via JFHQ/JOC excluded from certain columns per policy.)

d. Report of Alternative Training/Extra Volunteer Hours (ATEV, VDF Form 680-1-5). Submit at beginning of each drill for personnel records. Tracks:

- Alternate Training Credit (make-up for excused absences, incl. PME).
- Extra Volunteer Hours (parades, CSE, recruiting, staff support, etc.). Use 7 hours/day default for known in-person extra activities if form not submitted.

e. Alpha Roster (VDF Form 680-1-4). Maintained by G1 and ACTDET. Units verify, correct on-site at UTA, highlight changes, and return per instructions (cc G1). Do not alter format. Supports uniform manning and § 44-54.5/§ 44-54.7 requirements.

f. Submittal to FORHQ. MSC HQ forwards sign-in sheets, Morning Reports, CSR, and Alpha Rosters to FORHQ ACTDET (cc G1) no later than close of business on the 10th of each month for the prior month.

5. Paperwork Reduction and Pilot Project.

VDF/DMA continue efforts to implement a secure database for personnel data (accessible via authorized keys). In the interim, explore enhancements to Alpha Rosters or digital tools as replacements for manual forms, with oversight. Revised rosters may include verification of Manning Table of Organization entries at UTA check-in. This aligns with G1 responsibilities for streamlined methods under Title 44 authorities.

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