

VDFR 600-10 Appendix M

Personnel Records Management

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1. Purpose and Administrative.

a. Purpose. The VDF Personnel Records (PR) System, formerly known as the “MPRJ (Military Personnel Record Jacket),” “201 File,” or “MHRR (Military Human Resource Record),” serves as both an administrative record and the official permanent record of VDF military service for each member. It preserves key documents related to enlistment, appointment, professional qualifications, duty assignments, training, performance, awards, disciplinary actions, and other personnel actions. This VDF Regulation (VDFR) 600-10, Appendix (APDX) M establishes policy and practices for VDF Personnel Records.

This supports the Virginia Defense Force’s role as the all-volunteer state defense force under the Department of Military Affairs (DMA) and ensures compliance with statutory requirements for maintaining service records.

b. Replacement. This regulation cancels and replaces prior versions, including VDFR 600-8-104 (February 2017) and the April 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:

- § 44-16: The Adjutant General shall keep a record of all officers and enlisted personnel and all records and papers required by law or regulations.
- § 44-54.4: VDF organization and control under the Department of Military Affairs (DMA); training duty and state active-duty statuses.
- § 44-54.7: Regulations for administration, personnel management, and records prescribed by the Adjutant General.
- § 44-54.11: Discharge and related procedures.
- Related provisions on membership, appointments, and records retention as Commonwealth of Virginia personnel records.

DMA policies (via the Adjutant General) govern VDF administration, including secure maintenance of these official records.

2. Responsibilities.

a. ACTDET. Prescribes policy, procedures, and implementing instructions for the use and maintenance of VDF PRs. ACTDET creates and maintains individual PR files for every VDF member (enlisted, commissioned, or appointed).

b. G1 (Assistant Chief of Staff for Administration and Personnel). Ensures, through the VDF Action Request (VAR) system (see VDFR 600-10 Appendix D) and oversight of HHC and MSC activities, that required documents are submitted to ACTDET for inclusion in PRs and that unauthorized documents are not submitted.

3. Information Security and Other Personnel Records.

PRs are Commonwealth of Virginia/State personnel records containing Controlled Unclassified Information (CUI) and Personal Identifiable Information (PII). Protect PII per federal and state privacy laws, DMA policies, and VDF procedures to prevent identity theft or harm.

a. Only ACTDET may create and maintain official PRs in the VDF's secure database of record.

b. When transmitting CUI/PII from VDF units to ACTDET (including PR inclusion), password-protect files and send the password in a separate communication.

c. HHC, staff, MSC, or subordinate commands may not create or hold official PRs. Limited temporary documents (e.g., informal counseling notes) containing PII must be securely maintained in VDF-owned state media and transmitted or destroyed per this regulation and official guidance.

4. Personnel Record Contents.

ACTDET will maintain PR files on all VDF personnel, including (but not limited to):

a. Enlistment/Appointment documents:

- VDF Form 3R (Personnel Action Request)
- VDF Form 2-428R (Application)
- VDF Form 337R/601-100/601-210 (Oath)
- VDF Form 14-R (Parental Consent if applicable)
- Prior military service documents (DD Form 214, NGB 22, etc.)
- Professional branch accreditation/licensing

b. Awards.

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

d. Letters, memorandums, and correspondence pertaining to the member (other than duty orders).

e. All VDF Performance Evaluations (VDF Forms 623-3).

- f. All promotion and assignment orders issued by Force Headquarters (FORHQ).
- g. Additional documents may be added as directed by ACTDET/G1 consistent with § 44-16 and Adjutant General authority.

5. Electronic Storage of PRs.

- a. Create an electronic file for each individual named: Last name, First Name, Middle Initial, Jr. (if applicable), VDF ID Number.
- b. Scan each document in .pdf format only.
- c. Scan each document separately.
- d. Name each document: Last name, First name MI VDF ID Number, form number, date of form (DDMMYYYY), brief description. *Example:* Jones, James M. 1234567 3-R 16JUN2012 Trans to A 3rd REGT.

6. Disposition of PRs.

- a. Temporary Records. HHC, staff, MSC, and subordinate commanders will not create or hold official PRs. Any authorized temporary supervisor notes or documents with PII will be destroyed upon member transfer (or forwarded securely to the receiving unit) or upon discharge (unless directed by FORHQ for investigation/official use).
- b. Disposition Upon Discharge or Death. ACTDET will coordinate disposition of PRs in accordance with State records storage requirements, DMA policies, and applicable retention schedules under Title 44 authorities.

7. Member Review of PR.

VDF members have the right to review their own PR at any time upon coordination with ACTDET through their chain of command. Procedures will protect record integrity and comply with privacy requirements.

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