



VIRGINIA DEFENSE FORCE

ALTERNATIVE TRAINING OR EXTRA HOURS CERTIFICATION

Report of Alternative Training Hours. To support alternate training of individuals unable to attend a regularly scheduled UTA due to job conflict, illness or planned or emergency leaves or other VDF approved assignments on UTA date. BDE/BN Staff meetings do not qualify as Alternative Training.

Report of Extra Volunteer Hours. Not to be confused with Alternative Training. This form records extra duty other than UTA, i.e. Parades, Community Events, Recruiting, and JOC mission, etc.

_____ALTERNATE TRAINING

Date: _____ **Unit:** _____

Name/Rank/Title: _____

Performed _____ of hours of Alternate Training Hours during period _____

At _____

Description of functions of the Alternate Training Hours performed:

_____EXTRA VOLUNTEER HOURS

Date: _____ **Unit:** _____

Name/Rank/Title: _____

Performed _____ of hours of Extra Volunteer Hours during period _____

At _____

Description of functions of the Extra Volunteer Hours performed:

Approval: _____

Name/Rank/Title

Distribution: 1 Copy to Individual's Unit MPRJ to support an individual's training and attendance records and document activity/hours for awards/promotion.