

Virginia Defense Force Regulation 680-1

Personnel

**Personnel
Assets
Attendance and
Unit Strength
Accounting**

VIRGINIA DEFENSE FORCE HEADQUARTERS
5001 WALLER ROAD
RICHMOND, VIRGINIA 23230

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UNCLASSIFIED

SUMMARY of CHANGE

VDFR 680-1

Personnel Assets Attendance and Unit Strength Accounting

19 May 2015

o This regulation is an extensive revision and replacement of VDF Regulation 600-10 01 October 2006 Chapter 8 Strength Accountability.

**Headquarters
Virginia Defense Force
Richmond, VA 23230**

19 May 2015

Personnel/Administration

Personnel Assets and Unit Strength Accounting

Summary. This regulation prescribes the preparation and management of personnel attendance and accounting procedures and documents used by the Virginia Defense Force. It prescribes the attendance reporting policies; the procedures for preparing, distributing, and filing of the various forms used in this process; and the codes required to support attendance and related reports.

Applicability. This regulation applies the entire VDF. During mobilization for state active duty, procedures in this publication can be modified to support policy changes as necessary.

Suggested Improvements. Users are invited to send comments and suggested improvements directly to Headquarters, Virginia Defense Force, George Washington Division, Division Safety Office, 5001 Waller Road, Richmond, Virginia 23230-2915.

Distribution. Distribution is intended for all VDF units down to, and including, MRG-level.

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Chapter 1

Introduction

Section I

Overview

1–1. Purpose

This regulation prescribes policies, procedures, and responsibilities for attendance accounting of all military personnel in the Virginia Defense Force (VDF). The procedures prescribed in this regulation are considered the minimum required for the proper accounting of personnel and attendance for strength reporting, promotion, and retention.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities

a. The Deputy Chief of Staff G-1 will—

(1) Prescribe policy, procedures and implementing instructions for the recording, reporting, and maintenance of records of personnel assets for the Virginia Defense Force.

Chapter 2 Attendance Accounting Section I

2-1. Purpose

The procedures prescribed below and the forms used in accounting personnel are used:

- a. For personnel accounting purposes.
- b. To record training and duty attendance.
- c. To report statistical data of VDF members to VDF FORHQ and ultimately the VANG JFHQ.
- d. As an historic reference to unit activities.

2-2. Sign-In Sheets

- a. All personnel **MUST** sign-in upon arrival at their drill and/or mission assignment. It is the responsibility of the individual VDF member to sign-in. While NCOs should ensure that all troops, including officers, have signed-in, the ultimate responsibility for signing-in is up to the individual. This document is used to verify morning reports and actual attendance.
- b. An attendance **SIGN-IN/SIGN-OUT** sheet must accompany each Morning Report. This sign-in/sign-out sheet must have the individual's **PRINTED NAME** and handwritten signature that verifies his/her presence at the assembly. VDF Form 680-1-1 is the only authorized form for signing-in.
- c. Preparation of the sign-in sheet (VDF Form 680-1-1):

- i. Administrative personnel/clerk/1SG should fill in as much information on the form electronically and print out the form prior to the drill/event

- ii. Organization – Unit designation in ascending order. For example:

Co. A, 3rd REGT, VDF

HQ, VDF

HQ, 4th REGT, VDF

- iii. Page 1 of 2, Page 2 of 2, etc.

- iv. Date: DDMMMYYYY

Block 8 – Printed Name/Signed Name

In this column the name of each person in the company should be typed in the printed line in alphabetic order by last name. Doing this ensures that the 1SG can easily and accurately document attendance and absences for the UTA. By filling in this information and printing out the form prior to the drill...

Block 9 – VDF ID Number

Put the member's seven-digit ID number here. Remember that the 0 (zero) at the beginning of the number needs to be put in

Block 10 – Rank

Three-letter abbreviation, all caps, for rank.

Example: SGT (sergeant)

PV1 (private 1)

MAJ (major)

For the VDF member to sign-in:

Block 1 – Date and Time

Date: DD-MMM-YYYY

Time: Time that the member left HOR for drill (24 hour clock)

Block 2 – In

Time that the member arrived at the activity (24 hour clock)

Block 3 – Out

Time that the member left the activity (24 hour clock)

Block 4 – Leave

1SG is to note if the individual is excused from drill (see code in Appendix A)

Block 5 – TDY

1SG is to note if the individual is under orders at another VDF activity

Block 6 – PCS

Being transferred, (Permanent Change of Station)

Block 7 – Other

1SG is to note this in case of illness or other absence not in the other columns and note in column 10 (Remarks)

Block 11 – Remarks

Troops are to note the number of hours submitted on their form ATEV and code for present/absent

d. Submission

Completed Sign-in sheets are to be scanned as (.pdf preferred.)

Each page is to be part of the same file.

The sign-in sheet(s) is/are to be scanned as a separate document from the morning report.

It is required to be submitted with the Morning Report within 72-hours of completion of drill, but always to ensure that all higher level submission suspense dates are met.

It is to be identified per the following example:

Co A 3rd REGT Drill DDMMYYYY Sign-In Sheet

2–3. Morning Reports

A monthly morning report shall be prepared and submitted to parent regiment S-1 by each company WITHIN 72 HOURS AFTER COMPLETION OF THE UNIT TRAINING ASSEMBLY, to summarize all personnel gains and losses; assignments and reassignments within the unit; training subjects covered at the UTA; impacts of personnel actions, and events appropriate for entry in the morning report.

a. **ADMINISTRATIVE INSTRUCTIONS.** The morning report will be prepared **ONLY** on VDF Form 680-1-2 (May 2015) with sufficient copies for the following distribution: 1 copy for unit file, 1 copy to REGT HQ (if applicable). REGT HQ will forward all subordinate unit sign-in sheets and 680-1-2s to FORHQ and cc: the G-1 along with the REGT CSR and Alpha Roster (VDF Form 680-1-4.)

b. Preparation of VDF Form 680-1-2:

(1) Block 1, Date. Enter date on which form is completed. e.g. 11 Mar 02

(2) Block 2, Unit Designation. Enter the reporting unit's designation, to include identity of the parent REGT, e.g., Co A, 1st REGT

(3) Block 3 – Unit Mailing Address:
Self-explanatory.

(4) Block 4 – Strength Section:

Column 4B, enter the strength data reported in Column 4E of the last report.

Column 4C, enter all gains in assigned strength since the last report.

Column 4D, enter all losses in assigned strength since the last report.

Column 4E must reflect on each line the mathematical sum of column 4B plus Column 4C minus column 4D.

Column 4F will reflect the number of personnel attached (not assigned) to the reporting unit on the date the morning report is submitted.

(5) Block 5 – Changes Section:

This block is used to report all changes that have occurred since the last morning report. Entries will include:

- a) explanation of all gains and losses reflected in Block 4
- b) all promotions and reductions since the last morning report
- c) all reassignments within the unit
- d) any corrections of data in the last report

(6) Block 6 – Records of Events Section:

This block is used to record all unit events scheduled and held since the date of the last assembly (i.e., classes, exercises. Inspections); unscheduled activities (i.e., emergency missions [cite authority]; visits and inspections by higher headquarters; and injuries sustained by members during unit assemblies.

(7) Block 7 – Validation Section:

This block is used to verify accuracy of entries, which are independent. When the answer to a listed question is “no”, the difference must be resolved before the morning report can be submitted to higher HQ.

(8) Block 8 – Authentication Section:

This block will identify the Co Commander, or a representative with delegated authority, and reflect his/her signature.

2–4. Consolidated Strength/Morning Reports.

- a. **ADMINISTRATIVE INSTRUCTIONS.** Consolidated Strength Reports (CSRs), sometimes referred to as Consolidated Morning Reports, will be completed at Regiment level utilizing VDF Form 680-1-3. Regiment S-1s shall submit to G-1 no later than close of business 10th of each month for the previous month. The completed and signed CSR shall be accompanied by all subordinate unit MRs, sign-in sheets, and a Regiment alpha roster. A copy is maintained at the headquarters level where it is produced.
- b. Preparation of VDF Form 680-1-3:
 - (1) Column A: Enter the Unit designation
 - (2) Column B: Enter date of the subordinate Unit’s report
 - (3) Column C/D/E: Report Assigned Strength number by type of personnel
 - (4) Column F: Add C+D+E to find the Total Assigned Strength.
 - (5) Column G: Report the total number of personnel present at last drill in that Unit.
 - (6) Column H: Percentage Assigned Strength PRESENT: The number of personnel present divided by the number of assigned personnel in that Unit (Column G divided by Column F).
 - (7) Column I: Total Training and Admin Volunteer Hours: These are the total UTA man-hours plus any man-hours spent on additional training/activities, and/or admin duties since the last Monthly Morning Report. Use form 680-1-5 (ATEV) to calculate and document the number in this column. If a soldier does not

submit a form 680-1-5 at drill, then use seven (7) hours for extra volunteer hours when computing this sum.

- (8) Column K: Total Mission Authorized Volunteer Hours: This refers to NON-SAD missions authorized by the Virginia National Guard, JFHQ, Joint Operations Center (JOC). SAD missions do NOT go in this column.

2-5. Report of Alternative Training/ Extra Volunteer Hours

Use VDF Form 680-1-5 (ATEV) to support make-up training of individuals unable to attend regularly scheduled drill due to job conflict, illness or planned or emergency leaves. Staff meetings do not qualify as Alternative Training. VDF Form 680-1-5 (ATEV). Extra Volunteer Hours are not to be confused with Alternative Training. Extra volunteer hours constitute extra duty other than drill, i.e. Parades, Community Events, Recruiting, etc. This form must be turned in at the beginning of each drill and is to be placed in the personnel file of each soldier.

2-6. Alpha Rosters

- a. **ADMINISTRATIVE INSTRUCTIONS.** Each Company and Regiment shall maintain an alphabetic listing of each member of the unit, otherwise known as an alpha roster using VDF Form 680-1-4. Only this form is used for the final Regiment alpha roster submitted with the Regiment CSR and supporting documentation.
- b. Preparation of VDF Form 680-1-4:

Use the example below as a guide –

VDF ALPHA ROSTER							
<u>UNAME</u>	<u>UIC</u>	<u>NAME</u>	<u>GRADE</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>
GW DIV HQ	VDF	Smith, James Dean, III	E-4	1234 Main Street	Tightsqueeze	VA	23456
A/1st REGT	VDF	Zhukov, George K.	O-7	3216 Kremlin Place	Moscow	VA	22843

2-7. Attendance Tracking

- a. **ADMINISTRATIVE INSTRUCTIONS.** Each company/MRG shall track drill attendance of each member of the unit using VDF Form 680-1-6, Drill Attendance by Calendar Year.
- b. Preparation of VDF Form 680-1-6:
- (1) CY201X – Change to correct calendar year
 - (2) Unit – Self-explanatory
 - (3) Home station – Self-explanatory
 - (4) Name – Last name, First Name MI
 - (5) Rank – 3-Letter abbreviation (PFC, SGT, SFC, CPT, etc.)
 - (6) DoR – Date of Rank (DD-MMM-YYYY)
 - (7) For each month use the following codes:

- P – Present
 - E – Excused absence (illness, work conflict, family business, alternative training; must be noted on sign-in sheet)
 - U – Unexcused absence (must be noted on sign-in sheet)
 - V – On other VDF business (On orders to conduct training business with another VDF or NG unit; noted on sign-in sheet and orders are in individual's file)
- (8) Last award – 1st, 2nd, 3rd, etc. award
- (9) Streak – Number of months in a row present at drill

Appendix A

Codes for noting Attendance (Blocks 4 and 10 of VDF Form 680-1-3 (sign-in sheet))

- P – Present
- U – Unexcused absence
- AS – Absent due to illness
- AJ – Absent due to employment conflict
- AT – Absent (Excused) using alternative training
- AV – Absent (Excused) on TDY with another VDF unit or on SAD
- AD – Absent due to separation/discharge
- AR – Absent due to transfer to VDF Reserve Component
- AN – Absent due to transfer to different VDF unit

Glossary

Alpha Roster – VDF Form 680-1-4. A record all members of a unit, recorded alphabetically by last name that will also record personal and contact information such as address, phone, number, etc.

ATEV – Alternative Training Extra Volunteer – VDF Form 680-1-5. Used to record hours spent working on VDF business between drills and/or record activities that are approved by a VDF member's superior that can substitute for drill attendance.

Attendance form – VDF Form 680-1-6. Used to record the attendance of a VDF member over a 12 month period of time.

CSR – Consolidated Strength Report (sometimes referred to as a Consolidated Morning Report) – VDF Form 680-1-3. Used to consolidate the statistical data from several units' reports into a single report.

Morning Report – VDF Form 680-1-2 – Abbreviated MR, this report is used to record the activities of a Company/HQ during a drill along with the numbers of attendees. This form can also be used for recording the numbers of attendees for any VDF activity.

Sign-In Sheet – VDF Form 680-1-1. Used for a soldier to record his/her attendance at drill or VDF event. Also used for recording other information regarding a VDF member's participation in VDF activities.