

**VIRGINIA DEFENSE FORCE**  
**DEPARTMENT OF MILITARY AFFAIRS**  
**COMMONWEALTH OF VIRGINIA**  
**500 Dove St.**  
**Richmond, Virginia 23222**  
*Telephone (804)228-7018 Fax (804)228-7031*

The George Washington Division

VaDF- \_\_\_\_\_

Date: \_\_\_\_\_

TO: Commanding General, VaDF  
SUBJECT: Request for Property Account Transfer

1. Request property transfer as indicated below:

a. Unit Property Account: \_\_\_\_\_

b. Current PBO: \_\_\_\_\_ Current Assignment: \_\_\_\_\_

Address: \_\_\_\_\_ work phone \_\_\_\_\_ home phone \_\_\_\_\_

c. New PBO: \_\_\_\_\_ Current Assignment \_\_\_\_\_

Address: \_\_\_\_\_ work phone \_\_\_\_\_ home phone \_\_\_\_\_

2. This (is) (is not) a change of command.

3. If this involves a change of command, will ensure the following is transferred to the new Commander

a. Unit Special Fund is audited and transferred.

b. State-owned property is properly accounted for and transferred.

c. All locally acquired property is properly accounted for and transferred.

d. Compliance with VaDF Reg. No. 600-10, Chapter 6, Para 6-3.

4. Request the transfer be conducted as indicated below:

a. Date and time: \_\_\_\_\_

b. Place: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Unit Commander)

\_\_\_\_\_  
(Printed Name of Commander)