

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

(USE UNIT STATIONERY)

VADF-

DATE:

MEMORANDUM FOR: Whom It May Concern

SUBJECT: Military Leave

1. Pursuant to Para 44.93- Military Laws of Virginia

2. _____
(Name) (Rank)

a member of the Virginia Defense Force, is ordered to attend scheduled training on the
following date(s):

_____ Day(s) _____ Month _____ Year

JOHN Q. DOE
COL GS VaDF
Commanding

CF:
Order File
Reading File
S-1
Div G-1