

Example of (Standard name line)

SMITH, JOHN J. 000-00-000 MAJ HHC. George Washington Division,
VADF, Richmond, Va. 23219. (Note: Actually use HOR address and Zip).

1. Last Name First name ; Middle initial
2. Social Security Number
3. Rank
4. Unit of Assignment and HOR Address.

EXAMPLE Initial appointment Officers

ORDERS

(Standard name line) (For appointment write only name, SSN and HOR)
You are appointed in the Virginia Defence Force.

Grade of Rank:

Assigned To: (unit)

Duty Assignment: (Title, MTO no. Para Ln, Billet No.)

Effective date:

Authority: VADF Reg. No. 600-10 Para

EXAMPLE Promotion All grade of Ranks

ORDERS

(Standard Name Line)

You are Promoted as indicated.

Grade or Rank promoted to:

Effective date:

Authority: VADF reg. No 600-10, Para

EXAMPLE Separation of officers/ Warrant Officers

ORDERS

You are separated from the Virginia Defence Force

Duty relieved from: (Title, position (MTO Para Ln & Billet No.)

Effective date:

Type of Separation:

Authority: VADF Reg. No Para

Appendix M

EXAMPLE Awards

PERMAENT ORDERS

(Standard name line)

The following award is announced

Award:

Date (s) or period of service:

Authority:

Reason:

EXAMPLE Reassignment (Note: Reassignment within a Unit,
i.e. Company, is accomplished by memorandum)

ORDERS

You are reassigned as indicated

Duty assigned: (MTO Para Ln, Billet No.)

Duty relieved from: (MTO Para Ln, Billet No.)

Effective date:

Authority: VADF Reg. No. 600-10

EXAMPLE Transfer

ORDERS

(Standard name line)

You are transferred as indicated

Transferred to: (Unit)

Duty relieved from: (Unit, Title, MTO Para Ln and Billet No.)

Duty Assigned: (Title, MTO Para Ln and Billet No.)

Effective date:

Authority: VADF Reg. No. 600-10 Para

EXAMPLE Discharge- Enlisted

ORDERS

(Standard Name Line)

You are discharged from the Virginia Defense Force

Duty relieved from: (Title, MTO Para Ln, Billet No.)

Effective date:

Type of Discharge:

Authority: VADF Reg. No. 600-10 Para

EXAMPLE Amendment of prior order

Following order is amended as indicated

So much of: (Order No. Hqs, and data published)

As reads:

How changed: (Indicate add, delete, or change, or correction)

EXAMPLE Revoke or rescind

Following order is revoked or rescinded as indicated:

Action: (Indicate revoke if void or rescind if no longer needed)

So much of: (cite paragraph, order No. Issuing Hq and date)

Pertaining to: (What action directed by original order)

Authority:

EXAMPLE Reduction in grade of rank

ORDERS

(Standard name line)

You are reduced in rank as indicated

From: To:

Reason: (Personal request, etc.)

Effective date:

Authority: VADF Reg. No. 600-10 Para 3-2a