

Georgia State Defense Force
PERSONNEL PROCUREMENT

**REG
601-1**

Regulation Number:	GSDFR 601-1
Title:	Personnel Procurement
Effective Date:	01 July 2004
New / Revised:	New
Applicability:	This regulation applies to all GSDF Metro-Atlanta area Units (HQ, CSG, 1BDE).
Supplementation:	Local supplementation, revision or alteration is not authorized. Comments and suggested changes may be submitted in writing to the G1.
Proponent:	ACoS, G1
Appendices:	Application Form 601-1A Application Checklist Form 601-1B Uniform Information Form 601-1C Assignment Review Board Form 601-1D New Recruit Appointment Form 601-2A

1. In order to ensure accountability, accuracy and consistency, any resident in the Metro-Atlanta area interested in joining the Georgia State Defense Force (GSDF) should be referred to the Headquarters Recruiting Officer (HRO). All contact references in recruiting materials (website, brochures, advertisements, handouts, etc) should direct anyone interested in joining the GSDF to indicate their interest to either the GSDF email readytoserve@ga.ngb.army.mil (preferred method) or via regular mail to the HQ Recruiting Officer, 935 Confederate Avenue, PO Box 17965, Atlanta, Georgia 30316-0965.

2. The HRO has sole responsibility for checking, accessing and responding to all recruitment inquiries on a frequent basis (2-3 times per month). Beginning with the initial inquiry through orientation, the HRO will be the sole point of contact (POC) and will be responsible for responding to all interested parties. The HRO will return communication (by telephone or email) to all individuals within 15 calendar days of initial inquiry. This return communication is intended to quickly pre-screen the applicant to ensure he/she meets all entry requirements (age, immigration status, honorable discharge status, etc) and, if all requirements are met, the HRO will instruct the applicant to attend the next scheduled orientation. Further, the applicant will be told to bring to orientation all necessary documentation (drivers license, training certificates, school transcripts or diplomas, DD Form 214, licenses, certifications, etc).

3. As soon as practical prior to the monthly drill date, the HRO will email a list of new recruits expected to attend orientation to the following seven personnel: (1) GSDF G1, (2) HQ CSM, (3) HQ Recruiting NCO (HRN), (4) CSG CSM, (5) CSG S1, (6) 1BDE CSM, and (7) 1BDE S1. If any of these personnel are unable to attend drill, it is their responsibility to forward the email to whoever will be acting in their place.

4. On the day of orientation, the HRO will provide the list of new recruits to the Front Gate Guard before 0830. Also before 0830, the HQ Recruiting NCO (HRN) will ensure both the G1 area in Building #8 and the orientation room in Building #21 are ready to accept visitors. If there are any problems, the HRN will notify all necessary personnel to ensure immediate resolution or that alternative accommodations are available.

5. Upon arrival of new recruits (between 0830 and 0900), both the HRO and the HRN will greet each person and escort them to the staging area (Building #8, second floor). Beginning 0900, the HRO will call roll and document attendance. Following a brief greeting, the HRO will escort all new recruits to the orientation room in Building #21. The HRN will stand-by in Building #8 until 0930 to greet anyone arriving late and will escort any late arrivals to the orientation room by 0930.

6. During orientation, the HRO will give the GSDF PowerPoint Presentation and provide a structured overview of the GSDF including a clear explanation of service requirements of time, training and attendance. Following these presentations, the HRO will ask if there is anyone who does not wish to join. If so, the HRN will escort those individuals out of the building and instruct them to leave the premises.

7. All remaining recruits will be given the GSDF Application Package. Upon completion of the Application Package, the HRO will review each applicant's package to ensure completeness and will sign the Application Checklist Form (GSDF # 601-1B). Afterwards, the HRO will administer the Oath and will witness (by signature) each person's Oath Statement. Following the Oath, the HRO will escort all new recruits to the G1 staging area (Building #8, second floor) where they will be met by the Unit POCs (which will be the CSMs and/or S1s from HQ, CSG and 1BDE).

8. The Unit POCs will interview each new recruit and determine if they must attend Initial Entry Training (IET) and assign them to a unit (unless the new recruit was already committed to join a specific unit). The Unit POC will sign the Assignment Review Board Form (GSDF # 601-1D) and will ensure the new recruit has all contact information (name, telephone and email) of their new Unit POC. Following the Unit POC interview, the new recruit will be instructed to remain in the G1 staging area. The Unit POC will submit all completed paperwork along with the Assignment Form to the G1. The G1 office will make one copy of the new recruit's application package for the Unit POC.

9. Concurrent with the Unit POC interviews, the G1 office will take fingerprints, ID photographs, and issue a temporary ID card. G4 will issue uniform patches and beret flash.

10. Following this process one of three actions will occur:

a) If the new recruit is waived from IET, the Unit POC will escort the new recruit to his/her new unit. One of the conditions of IET waiver is the individual must have been prior military service within the last five (5) years. If individual is excused from IET, he/she must successfully pass and IET-waiver exam.

b) If the new recruit is not waived from IET and classes are scheduled, the Unit POC will escort the new recruit to class.

c) If the new recruit is not waived from IET and classes are not scheduled, the Unit POC will ensure the new recruit has his/her Unit POC contact information and the new recruit will be dismissed.

11. The G1 Office will review the application package, prepare a 201 file, request a background check, and input new recruit's information into the GSDF Master Database.

12. At the following drill:

a) New recruits excused from IET will report to his/her assigned Unit Commander as instructed by the Unit POC.

b) New Recruits not excused from IET will report to IET as instructed by the Unit POC. The Unit POC remains responsible for the new recruit during IET.

13. Following IET and unit indoctrination, the Unit S1 under direction of the Unit Commander will recommend rank/grade by submitting a New Recruit Appointment Form (601-2A) to the G1. At this time, the new recruit should have successfully completed IET (if applicable) and unit indoctrination. Refer to GSDF Regulation 601-2 ("Appointments").

14. The G1 will submit rank/grade recommendation to the GSDF Review Board (and to The Adjutant General, for officers). Once rank is authorized, the new recruit will return his/her temporary ID card to the G1 office in exchange for a newly-issue ID card.

15. SUMMARY OF PERSONNEL ACCOUNTABILITY FOR ALL NEW RECRUITS IN METRO ATLANTA:

a) HRO (with assistance from the HRN) is responsible for all new recruits from initial inquiry through orientation.

- b) UNIT POC is responsible for the new recruit immediately following orientation through IET.
- c) UNIT COMMANDER is responsible for new recruit immediately following IET (or waiver of IET).