

Georgia State Defense Force  
**IDENTIFICATION CARDS**

**REG  
640-1**

Regulation Number:	GSDFR 640-1
Title:	Identification Cards
Effective Date:	01 July 2004
New / Revised:	New
Applicability:	This regulation applies to all GSDF personnel.
Supplementation:	Local supplementation, revision or alteration is not authorized. Comments and suggested changes may be submitted in writing to the G1 or Chief of Staff.
Proponent:	ACoS, G1
Appendices:	Identification Card Application Form (640-1A) Identification Card Tracking Form (640-1B)

1. Unit commanders will ensure this regulation is clearly disseminated and understood by all personnel in their command, and will monitor and ensure compliance. Violations will be reported through command channels ultimately to the ACoS, G1.
2. The Georgia State Defense Force (GSDF) Identification Card (ID card) is the property of the State of Georgia.
3. The GSDF ID card provides identification in conjunction with the performance of official GSDF duties. It does not convey any rights or privileges beyond identification of the person to which it has been issued. The ID card is to be used only in support of authorized GSDF missions and activities; it does not provide authority for unauthorized access to any government installation or activity. For example, unless specifically approved by the installation commander, the GSDF ID card will not be used to gain access to, or make purchases in, military exchange operated facilities; Officer, Non-Commissioned, Enlisted or Civilian Clubs; or government-funded morale and welfare-support activities.
4. APPLICATION: ID cards shall not be issued to any new or existing member without a completed ID Card Application Form (640-1A) which is duly authorized/signed by the unit commander. GSDF personnel applying for an ID card will carefully read, acknowledge and sign the application form before submitting to the ACoS, G1 for processing.
5. ELIGIBILITY: The GSDF ID card is issued by authority to active members of the GSDF to identify them as members of the force. ID cards shall not be issued to a non-GSDF person for any reason or to a GSDF member not in "good-standing". ID cards are issued under one of only four (4) situations as defined below:
  - a) New Member: The ID card is generally issued after the new member has completed and signed his/her application and has been sworn-in. The ID card will be valid for up to one (1) year during which time the new member will undergo indoctrination into the GSDF which may include orientation, specialized training and/or Initial Entry Training (IET). Rank listed on the ID card for new members will be the same rank at honorable discharge as listed on DD Form 214 for prior military service personnel and Private (PVT E1) for non-prior military service personnel. Following the training and indoctrination period, and upon successful completion of IET (if applicable), the unit commander will submit an Appointment Form (GSDF Form 601-2A) to the GSDF Review Board via the ACoS, G1 for rank authorization in accordance with GSDF Regulation 601-2 ("Appointments").
  - b) Personnel Status Change: GSDF members will return their ID card along with a new application form to the unit commander following any personnel status change (name, address, rank, etc) in

exchange for a newly issued ID card. The transaction is documented on the tracking form and the old card is returned to the ACoS, G1.

c) Expiration: Upon ID card expiration, follow same procedure as described in (b) above.

d) Replacement: The member must provide a written and signed statement describing how the card was lost and submit a replacement fee (up to \$100) in check or money order payable to the Association of the GSDF ("TAGSDF"). The unit commander will document the transaction on the tracking form and submit the statement and check/money order to the ACoS, G1.

6. TERMINATION: Upon termination of service, the GSDF ID card will be returned to the unit commander or his/her direct assign and the returned ID cards will be forwarded directly to the ACoS, G1.

7. PREPARATION: The ACoS, G1 will prepare ID cards for personnel in HQ, CSG, 1BDE, MedDet and JAG (collectively, the "Metro Atlanta units"). For personnel in the 2BDE, 3BDE (including Air MedDet), 4BDE (including Chaplains Corps) and 5BDE (collectively, the "Non-Metro Atlanta units"), the respective Brigade Commander will be responsible for ID card issuance.

8. PROCESS: The ACoS, G1 will issue each non-Metro Atlanta unit Brigade Commander 100 sequentially-numbered blank GSDF ID cards along with the GSDF ID card Tracking Form (640-1B). Brigade Commanders will reorder additional blank ID cards from the ACoS, G1 in order to maintain a reasonable inventory level of available ID cards at all times.

a) Brigade commanders of non-metro Atlanta units may seek assistance with preparation of GSDF ID cards from an authorized local military organization. For example, if authorized, the 165<sup>th</sup> Air Wing Pass and ID Section may provide support services to 3BDE and 4BDE personnel. Authorization for utilizing local military support shall be obtained from the GSDF Commanding General.

b) Each Brigade Commander will have sole responsibility and accountability for their ID cards including secure storage, distribution, issue, tracking and retrieval. Brigade Commanders will maintain control of ID card tracking even if an authorized military organization provides support in the preparation or issuance of ID cards.

c) Brigade Commanders or their designated authority will submit a completed ID Card tracking report (GSDF Form 640-1B) to the ACoS, G1 within ten (10) days of the end of each calendar quarter.

d) If an ID card must be voided due to error or damage, the Brigade Commander will note the voided number on the tracking form and send the voided card along with the quarterly tracking report to the ACoS, G1.

9. Anyone in violation of any section(s) of this regulation will be subject to disciplinary action up to and including discharge from the GSDF, civil and/or criminal penalties.