

Georgia State Defense Force  
**BACKGROUND CHECKS**

**REG  
601-94**

Regulation Number:	GSDFR 601-94
Title:	Background Checks
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:	Police Records Check Form (DD Form 369) FBI / GBI Fingerprint Card

1. The Georgia State Defense Force will conduct background checks on all new recruits within 90 days of new recruit taking the GSDF oath. The Unit Commander or the G1 may also from time-to-time conduct certain background checks on existing members for various reasons including promotions, disciplinary actions, transfers, etc.
2. Preparation and conducting background checks will be the responsibility of the following personnel:
  - a) HQ Recruiting Officer (for metro-Atlanta units) and Unit S1 (for all other units) will ensure all necessary documents are completed including the consent form (contained within the GSDF Application Form), the Police Records Check Form (DD Form 369) and the FBI / GBI fingerprint card. Completed documents will be submitted to the G1 office.
  - b) For criminal checks, the G1 will submit documents to the Joint Operations Directorate where the criminal background check will be performed.
  - c) For all other types of background checks (verification of education, verification of prior military service, personal references, etc) the Unit Commander or S1 will perform the tasks.
3. Handling and processing of background check information should be done in a careful and confidential manner. Upon completion of the background checks, all information will be submitted directly to the G1 either in-person or in a sealed envelope. All background information will be stored in the member's 201 personnel file. No copies or dissemination of the Criminal Background check may be made without the approval of the Chief of Staff (or his assign).
4. The G1 will review all information submitted, including recommendations from unit S1 and unit Commanders (if any). If any background check information is negative, the G1 will submit all necessary documentation to the GSDF Judge Advocate General (JAG) for further action.
5. The JAG will review all information and decide on appropriate action. The JAG will prepare a formal letter to member, which will be reviewed and approved by the GSDF Chief of Staff.
6. The JAG (for metro-Atlanta units) or the Unit Commander (for all other units) will meet with GSDF member to deliver letter and explain results and action (which may include dismissal of member).
7. All final documentation (including letters and meeting notes) will be retained in the member's 201 personnel file.