

Georgia State Defense Force
PERSONNEL ACTIONS

**REG
614-1**

Regulation Number:	GSDFR 614-1
Title:	Personnel Actions
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:	Personnel Action Form 614-1A

1. Personnel action is any type of activity whereby the status of a GSDF member is established or changed. An initial personnel action is when a new recruit becomes an active member. Once an active member, many different actions could take place including intra-unit transfers, inter-unit transfers, leaves of absence, discharges, retirements, etc. See GSDF Regulation 611-1 for description of the seven personnel-status categories.

2. It is the responsibility of the unit Commander and/or unit S1 to prepare all necessary paperwork to initiate a personnel action. The actions required to complete personnel actions are described below.

3. For Intra-Unit Transfer (member must be going into an open position):

- a) Unit S1 prepares GSDF Form 614-1A, signs and submits to Unit Commander.
- b) Unit Commander approves and submits to the G1 office.
- c) Unit S1 prepares/issues orders (one copy is submitted to G1 for inclusion in member's 201 file).

4. For Inter-Unit Transfer (member must be going into an open position):

- a) Losing Unit S1 prepares GSDF Form 614-1A, signs and submits to Unit Commander.
- b) Losing Unit Commander approves and submits to Gaining Unit Commander.
- b) Gaining Unit Commander approves and submits to Gaining Unit S1, who submits to the G1 office.
- c) Gaining Unit S1 prepares/issues orders (one copy is submitted to G1 for inclusion in member's 201 file).

5. For transfer to or from Personal Leave of Absence:

- a) Unit S1 prepares GSDF Form 614-1A, signs and submits to Unit Commander.
- b) Unit Commander approves and submits to the G1 office.
- c) Unit S1 prepares/issues orders (one copy is submitted to G1 for inclusion in member's 201 file).
- d) Unit S1 monitors leave status. Initial leave may only be authorized for up to six months. Upon completion of initial six month period, Unit Commander may approve for an additional six months.
- e) Upon completion of leave, Unit S1 repeats steps 6a, 6b and 6c.

6. For transfer to or from Medical Leave of Absence:

- a) Unit S1 prepares GSDF Form 614-1A in consultation with Unit Medical Detachment Officer.
- b) Completed form is submitted to Unit Commander for review and approval; completed form is submitted to the G1 office.
- c) Unit S1 prepares/issues orders (one copy is submitted to G1 for inclusion in member's 201 file).
- d) Unit S1 monitors leave status. Initial leave may only be authorized for up to six months. Upon completion of initial six month period, Unit Commander may approve for an additional six months.
- e) Upon completion of leave, Unit S1 repeats steps 6a, 6b and 6c.

7. For transfer to Retirement (member must have at least ten years of active service in good standing):

- a) Unit S1 prepares GSDF Form 614-1A, signs and submits to Unit Commander.

- b) Unit Commander approves and submits to the G1 office.
 - c) Unit S1 obtains member's ID card, GSDF equipment, etc. and submits to the G1.
 - d) G1 prepares/issues orders, obtains "retirement letter" from The Adjutant General, prepares retirement certificate.
8. For transfer from Retirement to Active or Ready Reserves service (member must not have exceeded age limit):
- a) Unit S1 prepares GSDF Form 614-1A, signs and submits to Unit Commander.
 - b) Unit Commander approves and submits to the G1 office.
 - c) G1 submits request to GSDF Review Board (and to The Adjutant General, if applicable)
 - d) If approved, G1 prepares/issues orders, submits copy to Unit S1.
9. For processing Honorable Discharge:
- a) Unit S1 prepares GSDF Form 614-1A, signs and submits to Unit Commander.
 - b) Unit Commander approves and submits to the G1 office.
 - c) Unit S1 obtains member's ID card, GSDF equipment, etc. and submits to the G1.
 - d) Unit S1 prepares/issues orders (one copy is submitted to G1 for inclusion in member's 201 file).
10. For processing General Discharge:
- a) Unit S1 prepares GSDF Form 614-1A, signs and submits to Unit Commander.
 - b) Unit Commander approves and submits to the G1 office.
 - c) Unit S1 obtains member's ID card, GSDF equipment, etc. and submits to the G1.
 - d) Unit S1 prepares/issues orders (one copy is submitted to G1 for inclusion in member's 201 file).
11. For processing Dishonorable Discharge:
- a) Unit S1 prepares GSDF Form 614-1A in consultation with the GSDF Judge Advocate General (JAG), signs and submits to Unit Commander.
 - b) Unit Commander approves and submits to the G1 office.
 - c) Concurrently, the JAG determines if any other legal, civil, or criminal action should be pursued; communicates opinion to Unit Commander, Chief of Staff and G1. JAG submits opinion letter to G1 for member's 201 file.
 - d) Unit S1 obtains member's ID card, GSDF equipment, etc. and submits to the G1.
 - e) Unit S1 prepares/issues orders (one copy is submitted to G1 for inclusion in member's 201 file).