

HEADQUARTERS GEORGIA STATE DEFENSE FORCE

GEORGIA STATE DEFENSE FORCE

REGULATION NO. GSDFR 680-1

STATE OF GEORGIA

DEPT. OF DEFENSE

Atlanta, GA 1 July 2004

PERSONNEL ACCOUNTABILITY

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1. **PURPOSE:** To establish Georgia State Defense Force (GSDF) policy concerning personnel accountability and reporting requirements.
2. **APPLICABILITY:** This regulation shall apply to all GSDF officers, warrant officers and non-commissioned officers serving in supervisory positions.
3. **POLICY:** GSDF members in positions of command or supervisory responsibility are fully responsible at all times for maintaining an accurate accounting for all personnel under their supervision.
4. **DEFINITION:** For purposes of this regulation, the term “personnel accountability” shall mean maintaining a current knowledge of the status and whereabouts of all personnel for which a supervisor is responsible, and for the submission of required verbal or written personnel strength and status reports to the next higher level of command.
5. **SUPERVISORY RESPONSIBILITIES:** A GSDF supervisor’s direct responsibilities for maintaining accountability for his/her personnel shall include but not be limited to ensuring that all members under his/her supervision:
 - a. Are kept informed of unit/staff section events and overall GSDF activities.
 - b. Have successfully completed Initial Entry Training (IET) unless credited for such on basis of prior military service
 - c. Have been given unit or staff section orientation briefing and any required specialized training.
 - d. Are fully informed as to their duty responsibilities.
 - e. Carry out their duties in a safe and healthy manner.
 - f. Attend and participate in a minimum of 10 scheduled monthly drills per calendar year. (See GSDFR 611-2 for drill attendance requirements for GSDF Ready Reserve members).
 - g. Attend and participate in not less than two Annual Training (AT) weekends per three year period. (See GSDFR 611-2 for AT attendance requirements for GSDF Ready Reserve members).

h. Periodically participate in non-drill Unit Training activities and Community Support field operations.

i. Successfully complete all required FEMA Correspondence courses.

j. Maintain all required certifications, i.e., CPR, Field First Aid, etc.

k. Are reported each drill in terms of duty availability, i.e. present, absent, absent without leave, sick, hospitalized, resigned, etc., to the next higher level of command.

6. REPORTING PROCEDURES:

a. GSDf brigades and battalions will establish and enforce their strength reporting dates and requirements to their subordinate units. GSDf brigades and equivalent commands (Support Group and Ready Reserve) and will aggregate their personnel strength and status data for submission to HQ,GSDf ACofS,G1 on or before _____ of each calendar month.

b. HQ,GSDf staff division and section chiefs will submit their monthly personnel accountability reports to the ACofS,G1 at the conclusion of each monthly drill on GSDf Form _____.

c. The ACofS,G1 will at the close of each calendar quarter send to all GSDf brigade and equivalent commanders a roster of personnel assigned to their unit. Commanders will carefully review the roster, annotate any changes, deletions, additions with appropriate comments and return with any supporting documentation including GSDf Personnel Action Form 614-1A to ACofS,G1 within 30 days

The proponent of this regulation is the HQ GSDf ACofS, G1. Local supplementation or alteration is not authorized. Comments or suggested changes may be submitted directly to the ACofS, G1.

BY ORDER OF THE GOVERNOR
OFFICIAL:

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