

**APPOINTMENTS**

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This revision of GSDF Regulation 601-2 supersedes and replaces in entirety all previous versions which should be destroyed.

**1. PURPOSE:** This regulation establishes Georgia State Defense Force (GSDF) policy and procedures for establishing the entry rank and grade of newly recruited officer and enlisted personnel.

**2. APPLICABILITY:** This regulation applies to all elements of the Georgia State Defense Force.

**3. DEFINITIONS:**

a. The term “prior military service” shall mean service performed in a branch of the United States Armed Forces or their Reserve Components including the Army and Air National Guard, in the military forces of an allied foreign nation, or in the legally authorized State Defense Force of another state. The term is not applicable to Civil Air Patrol, Navy Auxiliary, or Coast Guard Auxiliary membership, to membership in a high school Reserve Officer Training Course, or membership in a college ROTC program that did not result in the award of a commission in one of the US military services.

b. The term “professional category personnel” applies to licensed medical doctors, nurses and their equivalents in dental, veterinary and specialty medical fields including licensed first responders, to Bar certified lawyers, to ordained Ministers, Rabbis or their equivalents in a recognized faith, and to certain musicians.

**4. POLICY:** Determination of grade for newly recruited personnel shall be based upon individual qualifications to include prior military service, military education, civilian education or training, civilian work experience and professional standing. It should also reflect an individual’s ability to accept responsibility, provide leadership and support the needs of the command.

a. GSDF entry grade appointments or assignments shall be determined in full compliance with all equal opportunity and non-discriminatory regulations; without regard to gender, race, religion, national or ethnic origin.

b. Under no circumstance should a pre-entry grade be promised to an individual considering membership in the GSDf. All entry level grades will be determined in accordance with standards and procedures set forth in these regulations and are subject to confirmation by the GSDf Personnel Board and the Approval Authority.

c. Satisfaction of the minimum eligibility requirements described herein is not a guarantee of appointment or assignment to a given grade.

d. Once initial grade appointment or assignment has been made, future advancements in grade will be earned and administered in accordance with GSDf Regulation 624-1 (Promotions).

**5. AUTHORITY:** Statutory authority for GSDf grade appointments is established in Title 32, O.C.G.A.

a. The Governor, as Commander in Chief of the military forces of the state, is the grade appointment authority for all GSDf officers.

b. The Governor has delegated grade appointment authority for all GSDf personnel to The Adjutant General of Georgia with the exception that the Governor retains sole authority for appointment to the position and rank of GSDf Commanding General.

c. The Adjutant General has delegated to the Commanding General, GSDf the authority for GSDf Officer grade appointments up to and including CPT (03), GSDf Warrant Officer appointments up to and including CW3, and the assignment of Enlisted grades up to and including SFC (E7). The Adjutant General has retained the authority to review and approve all recommendations for appointment to GSDf grades above these levels.

**6. INELIGIBLE FOR APPOINTMENT:**

a. Non-citizens of the United States of America are ineligible for entry into the enlisted grades of the GSDf unless they are in possession of a valid INS Form #1797A (Green Card) and submission of a signed declaration of intent to apply for U.S. citizenship.

b. Non-citizens of the United States are ineligible for appointment as officers in the GSDf.

**7. APPOINTMENT CRITERIA - NON-PROFESSIONAL PERSONNEL:**

a. Determination of initial entry grade for all incoming, non-professional category personnel will be accomplished in accordance with the following procedures:

(1) Personnel with no prior military service or honorably discharged personnel with prior military service of less than six months will be assigned the initial entry grade of PVT (E1). This initial entry grade will remain in effect until the new recruit successfully completes Initial Entry Training (IET). (See paragraph 11).

(2) Personnel retired from or honorably discharged from six or more months of prior U.S. military service, or the military service of an allied foreign nation, may be appointed or assigned the grade they held at time of separation from that prior service as reflected on their DD Form 214 or foreign military equivalent, provided that pertinent U.S. Citizenship requirements are met. (See paragraph 6).

(3) Personnel who are former members of a legally authorized State Defense Force of another state shall undergo a detailed records review by the Personnel Board for purposes of determining an appropriate level of prior service credit applicable to appointment or assignment of an entry grade in the GSDf.

(4) Former members of the GSDf who have been honorably separated from the GSDf in excess of 12 months may make application through the ACofS, G1 for consideration by the Personnel Board for reinstatement to active or Ready Reserve service at their previous grade. The Personnel Board shall consider the individual's prior GSDf service record, the recommendation(s) of former commanders or supervisors, the availability of an appropriate TO position and the individual's potential to make a positive contribution to GSDf. Time in grade credit will not be applied for the period of absence from active membership.

(5) Former members of the GSDF who have been honorably separated from the GSDF for less than 12 months may request through the ACofS, G1 that their separation orders be rescinded and that they be reinstated to active service at their prior service grade. Such requests may be directly approved by the ACofS, G1 provided it is acceptable to the unit commander or staff supervisor concerned, and provided that there is a TO vacancy that the member is qualified to occupy. If such concurrence/approval is not granted, the member will be processed as described in sub-paragraph (4), above. Time in grade credit will not be applied for the period of absence from active membership.

b. Grade assignment orders for non-prior service and limited prior service, non-professional category personnel cited in paragraph 7a (1), above shall be issued at time of graduation from IET.

c. Grade appointment or assignment orders for non-professional category personnel cited in paragraphs 7a (2) through 7a (5), above, will be issued by the ACofS, G1 upon completion of action by the Personnel Board and Approval Authority.

**8. APPOINTMENT CRITERIA - PROFESSIONAL CATEGORY PERSONNEL:** Newly recruited Professional Category Personnel, sometimes referred to as "Special Branch Personnel", are appointed or assigned GSDF entry grade on basis of standards and practices established by the U.S. Army for individuals employed or engaged in the following designated career fields:

a. **Medical Professionals:** MD, DDS, DVM, Pharm D, Psychiatrists, Psychologists, Nurse Practitioners, Physicians Assistants, Physical Therapists, RN, LPN, LPC, Paramedics, and EMT will be considered medical professionals. Individuals must possess and furnish documentation of the specific education, experience, training, skills and licenses requisite to their level of medical practice for Georgia Department of Defense accreditation purposes.

(1) Initial entry grade appointments for medical professional individuals will be determined by the Personnel Board upon consultation with the GSDF Command Surgeon.

(2) The standard, initial entry grade appointment for basic, non-prior service MD, DDS, DVM, Pharm.D., Psychiatrist and Psychologist with less than 15 years in active practice will be CPT (03).

(a) If a Medical professional in one of the above categories has acquired 15 or more years in active practice, or has obtained Medical Board Certification and a record of successful practice in his /her area of concentration, the Personnel Board may, upon recommendation of the Command Surgeon, consider him/her for appointment to the grade of MAJ (04).

(b) If the Medical professional has completed a Specialty Board Certification and has a demonstrated record of successful practice in that field, or has achieved a position of recognized leadership amongst contemporaries in the field of medicine, he/she may, upon recommendation of the Command Surgeon, be considered by the Personnel Board for appointment to the grade of LTC (05).

(c) Appointment grades for non-prior service medical professionals in the above categories become effective upon completion of Unit Indoctrination and acquisition of the GSDF ACU uniform, with the stipulation that the individual attend the next available GSDF Professional Officer Basic Course (POBC).

(3) The standard non-prior service initial entry grade appointment for non-prior service Nurse Practitioner, Physicians Assistant, Physical Therapist, RN and LPC will be 1LT (02).

(a) If an individual in one of the above categories has by virtue of additional educational credits, specialization or experience achieved supervisory status in that field, he/she may, upon recommendation of the Command Surgeon, be considered by the Personnel Board for appointment to the grade of CPT (03).

(b) Appointment grades for non-prior service medical professionals in the above categories become effective upon completion of Unit Indoctrination and acquisition of the GSDF ACU uniform; with the stipulation that the individual attend the next available Professional Officer Basic Course (POBC).

(4) The standard initial entry grade for non-prior service LPN, Paramedic, EMT-1, EMT-P and EMT-2 medical professionals will, upon completion of IET, be as follows:

- (a) LPN upon completion of IET the grade of CPL (E4).
- (b) Paramedic upon completion of IET the grade of CPL (E4).
- (c) EMT-1 or EMT-P: Upon completion of IET the grade of PFC (E3).
- (d) EMT-B: Upon completion of IET the grade of PVT (E2).

(5) The standard entry grade for non-prior service, experienced Hospital Administrators or their equivalents who possess a 4 year degree from a regionally accredited college or university and have three or more years experience in active management of hospital administration will normally be CPT (03).

(6) In the event a TO position is not available at time of initial entry, qualified medical professionals may be assigned to the GSDF Ready Reserve.

(7) Subsequent advancement beyond initial entry grade for medical professionals in the above categories will be based on medical proficiency, demonstrated contributions to the organization, and fulfillment of GSDF time in grade requirements. Credit will be given for voluntary attendance at pertinent GSDF Professional Military Education (PME) courses, e.g. BNCOC, ANCOG, OCS, CAS-Q, AOC, etc.

(8) Medical professionals in the above categories, regardless of grade, may not be assigned to or exercise command over GSDF medical or line units unless they undertake and successfully complete the GSDF PME Course(s) requisite to the grade established for that command position.

**b. Legal Professionals:** Individuals must have the requisite educational degrees and have been admitted to the State Bar of Georgia.

(1) To be eligible for an appointment to the GSDF JAG Staff as a legal officer, there must be a Table of Organization (TO) position available for assignment to GSDF legal duties.

(2) Initial entry grade determinations for Legal professionals designated to serve on the GSDF Legal Staff will be determined by the Personnel Board in consultation with the GSDF Judge Advocate General (JAG).

(3) The standard, non-prior service initial entry grade for a JAG Staff legal officer with less than 15 years admittance to the Bar will, upon graduation from IET, be 1LT (02). The standard for a JAG legal staff officer with 15 or more years admittance to the Bar will be CPT (03). Upon commissioning, the newly appointed JAG officer must apply for and attend the next available Professional Officer Basic Course (POBC). Subsequent advancement beyond initial entry grade will be based on legal proficiency, demonstrated contributions to the organization and fulfillment of time in grade and PME requirements set forth in GSDFR 624-1 (Promotions).

(4) In circumstances where there are no JAG Staff position vacancies available, legal professional applicants will be processed into GSDF membership in the same manner as non-professionals (See paragraph 7, above). From that status, they may if desired apply for and successfully complete OCS in order to be appointed as commissioned officer 2LT (01) serving in non-JAG duties. Advancement beyond that grade will be based on the same criteria as is applicable to non-professional commissioned officers.

**c. Chaplains:** Chaplains will meet the educational requirements specified in DoD Directive 1304.19. In summary, these requirements are:

(1) A bachelor's degree or the equivalent (120 semester hours or 180 quarter hours) from a college or university listed in the Higher Education Directory (HED), or a statement from a school listed in the HED stating that the chaplain's education is equivalent to their own standards.

(2) Have completed a 72-semester hour (108 quarter hours) graduate degree program in the field of theological or related studies from a qualifying educational institution. A qualifying institution is an accredited college, university, or school of theology listed in the current edition of the American Council on Education or any unaccredited institution meeting the requirements as listed in DoD Directive 1304.19 (April 2, 2002 revision).

(3) The GSDF Chief of Chaplains may request a waiver to those who do not meet the graduate study requirement providing they meet all other requirements and present proof (resume) of at least 5 years of full time or equivalent ministry experience as a pastor or similar role within their denomination.

(4) To be eligible for an appointment as a GSDF Chaplain, there must be a Table of Organization position available for assignment to GSDF Chaplaincy duties.

(5) Initial entry Chaplain grade appointments will be determined by the GSDF Personnel Board upon consultation with the GSDF Chief of Chaplains.

(6) The standard, non-prior service initial entry grade for a Chaplain candidate with less than 15 years pastoral or pastoral equivalent service at an accredited religious institution is 1LT (02). A Chaplain applicant with 15 or more years of successful pastoral or pastoral equivalent service may, upon recommendation of the GSDF Chief of Chaplains be considered by the Personnel Board for initial entry appointment to the grade of CPT (03). A Chaplain applicant that has by virtue of years of dedicated service and contribution to his religious faith achieved a position of recognized ecumenical seniority or patriarchy may, upon recommendation of the GSDF Chief of Chaplains, be considered the Personnel Board for appointment to the grade of MAJ (04) or LTC (05), as determined appropriate.

(7) Prior to certification as a GSDF Chaplain and assignment to duty as an officer of the GSDF, a chaplain candidate must have successfully completed the GSDF Chaplains Corps Officer Basic Course (ChOBC). Subsequent advancement beyond initial entry grade will be based upon efficacy of Chaplaincy performance, demonstrated contributions to the organization and fulfillment of the time in grade and PME requirements set forth in GSDFR 624-1 (Promotions).

(8) In circumstances where there are no Chaplain position vacancies available in the GSDF Table of Organization (TO), a Chaplain applicant may upon recommendation of the Personnel Board be assigned to the GSDF Ready Reserve from where he/she may be called upon to serve in non-chaplain, administrative type duties until such time as a Chaplain position vacancy becomes available.

(9) GSDF Chaplains, regardless of grade, will not be assigned to or assume command of GSDF units with exception of the GSDF Chief of Chaplains who shall exercise command and administrative responsibilities relative to the in-processing, professional education and training, and coordination of duty position assignments of members of the GSDF Chaplains Corps.

**d. Band Musicians:** The GSDF Personnel Board may approve special appointments for qualified non-prior service recruits to the GSDF Band.

(1) Individuals must possess the musical education, training or experience and skills required for service in this special field.

(2) The standard, non-prior service initial entry grade for a Bandmaster with a degree in music from an accredited institution is 2LT (01). A non-prior service Bandmaster candidate or designee may after Board review and acceptance be assigned the status of OCS Candidate pending attendance at the next available GSDF OCS class. Upon successful completion of OCS, he/she will be appointed to the grade of 2LT (01).

(3) The standard, non-prior service entry grade for a musician selected for assignment to the GSDF Band is CPL (E4), subject to the following conditions:

(a) Individual must meet the bands technical proficiency requirements.

(b) Must be auditioned by the Bandmaster, the Group Leader or Section Leader, at the Bandmaster's discretion.

(c) Must be recommended for enlistment by the Bandmaster and have completed IET.

(d) A Table of Organization position is available for assignment into the GSDF Band.

(4) Subsequent advancement beyond initial entry grade will be based upon musical proficiencies, demonstrated commitment to the organization and fulfillment of time in grade and PME requirements set forth in GSDFR 624-1 (Promotions).

**9. MAINTAINING PROFESSIONAL STATUS:** Professional category individuals must maintain in current status those professional eligibility criteria upon which their initial grade appointment or assignment was based, fulfill their assigned duties and conduct themselves in an exemplary manner. If at any time an individual fails to meet the eligibility criteria upon which his/her appointment was based, administrative reassignment or separation action may be initiated.

**10. APPOINTMENT REVIEW:**

a. An initial appointment or assignment of grade may be reviewed by the Personnel Board upon recommendation of an individual's commander or supervisor, and supported by presentation of additional information of a level of significance to substantiate reconsideration. Should the Personnel Board approve re-appointment, the individual will be administratively terminated from his/her current grade, and re-appointed to the new grade with date of rank effective as of the date of initial entry appointment.

b. The Appointment Review process is not to be construed or used as a means to subvert normal GSDF promotion standards and policies as set forth in GSDFR 624-1.

**11. INITIAL ENTRY TRAINING REQUIREMENTS:** All newly recruited personnel with exception of those listed in paragraph 12 below are required to complete GSDF Initial Entry Training (IET) and Unit Indoctrination.

a. Brigade Level Commanders will be responsible for conducting and assuring that non-exempted, newly recruited personnel in their commands complete the GSDF Standardized IET Course.

b. HQ, GSDF Staff Section Chiefs will be responsible to arrange and assure that non-exempted, newly recruited personnel under their supervision attend and complete a Brigade Level IET Course.

c. All Unit Commanders and Staff Section Chiefs are responsible to provide monitored Unit Indoctrination for newly recruited personnel. The purpose of Unit Indoctrination is to familiarize and train the new recruit in the unit's or staff element's role and functions, the individual's specific duties therein, and the overall culture and responsibilities of membership in the GSDF.

**12. INITIAL ENTRY TRAINING EXEMPTIONS:**

a. IET may be waived for new recruits with 6 or more months of prior military service.

b. IET may be waived for those medical professionals listed in paragraphs 8.a. (2) and 8.a. (3), above, with the stipulation that the individual attend and complete the next available Professional Officers Basic Course (POBC).

c. Unit Indoctrination will not be waived. If IET is waived, the individual shall still be required to undergo a Unit Indoctrination process that contains sufficient information to give the recruit the capability to meet GSDF military bearing and appearance standards, and function effectively in his assigned duties. (See paragraph 11.c, above).

**13. APPOINTMENT PROCEDURES:**

a. Prior Service Personnel.

(1) Brigade Level Commanders, Separate Unit Commanders, HQ Staff Section Chiefs or the HQ Recruiting Officer will submit to ACofS, G1 a completed GSDF Form 601-2A (Appendix A) together with copies of the individual's DD Form 214 or the equivalent from a legally authorized State Defense Force of another state, Civilian Educational documentation and any pertinent Current Licenses.

(2) Evidence of U.S. Citizenship for prior service officers of the military forces of an allied foreign nationality.

b. Non-Professional Personnel.

(1) The standard grade for non-professional category, non-prior service newly recruited personnel is PVT (E1) until graduation from IET at which time they are assigned to a unit or staff activity with the grade of PVT (E2).

(2) The Brigade Level Commander, Separate Unit Commander or HQ Staff Section Chief should submit to the ACofS, G1 prior to the individuals graduation from IET a GSDf Form 601-2A (Appendix A) where valid justification exists for recommending the appointment or assignment of an IET graduation grade higher than PVT (E2). Any supporting documentation not already contained in the individuals 201 File at HQ, GSDf should accompany the recommendation.

c. Professional Category Personnel.

(1) The standard grades for professional category personnel selected for assignment to GSDf duties in their professional areas of endeavor are listed in paragraph 8, above.

**14. APPOINTMENT ANNOUNCEMENTS:**

a. All appointments will be announced in official orders published by the ACofS, G1. Individuals will not be appointed or assigned to a grade by subordinate commanders until official orders announcing the grade appointment or assignment have been received from the ACofS, G1.

b. The ACofS, G1 will prepare Appointment Certificates for Officer, Warrant Officer and Command Sergeant Major appointments.

**15. DATE OF RANK:** The effective date of appointment or assignment of grade (date of rank) will be the date the appointment/assignment is approved by the Commanding General or the Adjutant General (see paragraph 5c, above). Time in grade will be calculated from that date.

**16. WEARING OF RANK INSIGNIA:**

a. Wearing the insignia of a designated grade is only authorized after official HQ, GSDf appointment or promotion orders have been published.

b. The practice of "Frocking" (allowing the wear of the rank insignia of a higher rank and grade pending publication of official orders) is strictly prohibited.

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

BY ORDER OF THE GOVERNOR

OFFICIAL:

DAVID B. POYTHRESS  
Lieutenant General  
The Adjutant General



LYLE E. LETTEER, JR.  
Colonel, GSDf  
Chief of Staff

Distribution: GSDf-A

Georgia State Defense Force <b>NEW RECRUIT APPOINTMENT</b>		<b>FORM 601-2A</b>
<b>Name:</b> _____		<b>Date:</b> _____
<b>SSN:</b> -     -	<b>Unit:</b> _____	<b>Proposed Position:</b> _____ <b>Par:</b> _____ <b>Lin:</b> _____
Proposed Rank and Grade (from Table of Organization): _____		
Is this person between the ages of 18 and 64: <input type="checkbox"/> Yes <input type="checkbox"/> No    If no, do not complete this form and contact the G1 office.		
Did this person successfully complete Initial Entry Training (IET) ? <input type="checkbox"/> Yes <input type="checkbox"/> No (prior military waiver) <input type="checkbox"/> No (did not complete)		
If yes, attach Form 350-10. If no, explain: _____		
Is this person prior military: <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, attach DD Form 214 and answer the following questions:		
a) Branch of Service: _____	b) Length of Service: _____ years	
c) Type of Discharge: _____	d) Rank at Discharge: _____	
e) List key military education programs completed: _____		
What is this person's civilian education: <input type="checkbox"/> High School <input type="checkbox"/> Vo-Tech <input type="checkbox"/> AA/AS <input type="checkbox"/> BS/BA <input type="checkbox"/> Masters <input type="checkbox"/> PhD / JD / MD		
What is this person's highest level of civilian work experience ( 1=entry level and 10=executive ):		
1	2	3
4	5	6
7	8	9
10		
Originating Officer Comments:		
<b>Certification:    I certify that the new recruit named above is eligible and deserving of this appointment in accordance with GSDF policies; and that all information contained herein and attached hereto are correct:</b>		
Name: _____		Signature: _____
Endorsing Officer Comments:		
<input type="checkbox"/> <b>CONCUR</b> <input type="checkbox"/> <b>NON-CONCUR</b>		
Name: _____		Signature: _____
Academically Qualified: <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> Comments:	<b>Signature:</b> _____ (Personnel Officer, GSDF)	
<input type="checkbox"/> <b>CONCUR</b> <input type="checkbox"/> <b>NON-CONCUR</b>	<b>Signature:</b> _____ (Review Board President, GSDF)	
<input type="checkbox"/> <b>CONCUR</b> <input type="checkbox"/> <b>NON-CONCUR</b>	<b>Signature:</b> _____ (Commander, GSDF)	

**Review Board Comments**