



**ALABAMA STATE
DEFENSE FORCE**

Regulation 600-10



GENERAL PERSONNEL AND ADMINISTRATIVE PROCEDURES

**HEADQUARTERS
ALABAMA STATE DEFENSE FORCE
ACofS J1**

Headquarters
Alabama State Defense Force
Ft. Taylor Hardin
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ASDF Regulation 600-10

GENERAL PERSONNEL AND ADMINISTRATIVE PROCEDURES

By Order of the Governor:
Official:

Charles C. Rowe
MG ASDF
Commanding

Summary. This Regulation sets forth policy and guidance for General Personnel and Administration Procedures.

Supersedes. This regulation supersedes ASDF Regulation 600-10, 01 September 1998.

Applicability. This regulation applies to all components, elements, detachments, units and personnel of the Alabama State Defense Force.

Supplementation. Supplementation of this regulation are prohibited without prior written approval from the Commander, ASDF.

Suggested Improvements. Suggested improvements which may be considered for this regulation should be forwarded in writing to the proponent agency of this regulation, the Office of the ACofS J1, Ft. Taylor Hardin 1600 Northeast Blvd, Montgomery, Al.

RECOMMENDATIONS: Proposed changes and suggestions should be forwarded through channels to Headquarters, ASDF. Intermediate commanders may not disapprove proposed changes.

PURPOSE: This regulation establishes policies and procedures related to commissioning, enlistment, promotions, demotions, transfers, reassignments and state active duty. This regulation provides policies and procedures for the establishment and maintenance of basic personnel records. This regulation is effective upon receipt and supersedes all previous instructions.

Chapter 1
Administrative Procedures.

a. The Monthly Strength Report.

(1) The monthly strength report will be prepared by each unit and each HQ for each month and forwarded through channels in sufficient copies for the following distribution:

Unit File	1 Copy	Battalion HQ	1 Copy
Brigade HQ	1 Copy	HQ ASDF	1 Copy

The report will be forwarded so that the original will reach HQ ASDF no later than the 10th day of the month following the end of the month.

(2) The monthly strength report provides a history of each unit and careful attention must be given accuracy and detail in its preparation. On it is recorded the gains, losses, promotions and other personnel changes in the unit. Also, recorded, in the record or events section, is the training conducted and any other event affecting the unit. The number of officers and enlisted personnel attending will be noted at the end of each event. Some examples are community services, emergency missions, periods of State Active Duty, inspections and visits by personnel from a higher headquarters or civic official. Injuries to members of the unit sustained during training, should also be included

(3) The Battalion/Brigade Consolidation of the monthly strength report is prepared by each Battalion and Brigade headquarters. The Battalion report will list the Battalion headquarters and each subordinate company The Brigade report will include the Brigade headquarters an each subordinate Battalion. The completed report will be forwarded, through channels, so that it reaches HQ ASDF no later than the 10th of the following month

b. Military Orders.

(1) Orders are required for officer appointments reassignments, promotions, reductions, transfers, separations, and certain other personnel actions Orders are also required for unit organization actions.

(2) Unit commanders authorized to publish orders for all actions that they are allowed, by regulation, to accomplish. The authority to publish unit organizational orders will not be delegated below the HQ ASDF level.

(3) Orders will be numbered consecutively for each calendar year and will consists of 2 digits, followed by a dash and then 2 additional digits. The first 2 digits will indicate the sequence of orders published in a specific month. As an example if five orders were published in the same month (March) the numbers would be 01-03, 02-03, 03-03, 04-03, and 05-03 The second set of digits would indicate the month that the orders were publish. For example 01 would represent January, 02 would represent February, ect,.

(4) The effective date of an order will be the date specified in the order. Retroactive orders are not authorized.

(5) Orders will not be issued for the following

- * Assumption of command
- * Change of personal data
- * Appointment of a board
- * Leaves of absence
- * Training instructions

(6) Published orders will be distributed as follows

* Individual	1 Copy	* Personnel File	1 Copy
* Higher HQ	1 Copy	* HQ ASDF	1 Copy

c. Directive Letters - Letters of Instruction.

(1) Directive Letters will be published to announce all unit actions for which orders are not authorized.

(2) Commanders having authority to publish orders are also authorized to publish directive letters.

d. Correspondence.

(1) Correspondence includes all forms of written communications between units or individuals. However, for the purpose of this regulation, only two principal forms of correspondence utilized in the ASDF will be discussed. These are the *military* style letter and endorsements or comments to each.

(2) Correspondence will be prepared on 8-1/2" X 11" paper or preprinted forms. It may be typewritten, printed or written in black ink.

(3) Correspondence to which no reply is expected, should reach the addressee in two copies (original and one copy). If routed through channels, sufficient copies should be prepared to allow each intermediate headquarters a copy.

(4) The military letter will be used for correspondence within the ASDF as well as correspondence between the ASDF and other military services. Military correspondence will not be used between ASDF units and civilians or civil agencies or organizations. The standard non-military format will be used for letters of this nature.

(5) The reply or forwarding comments to a military letter may be made by an endorsement to the original letter. The endorsement may be placed on the original letter if sufficient space is available for the entire endorsement, including signature block. If sufficient space is not available, the endorsement will be prepared on a separate sheet.

Chapter 2 Officers

1. Selection of Officers. Officers selected must be of high moral standards and integrity and capable of accepting the responsibility of leadership. In addition, all officer candidates must meet each of the following criteria.

- a. Citizen of the United States
- b. Resident of the State of Alabama
- c. At least 21 years old – (17 with consent of parent/guardian).
- d. Sound of mind and free of mental disorders.
- e. Physically able to perform the duties of the position to which appointed.
- f. All officer candidates must have a minimum of 60 credit hours of college education.

(Brigade Commanders are authorized to waive this requirement.)

2. Commissions, Initial Grade, and Assignment.

a. Commissioning. All candidates for commission will complete ASDF Form 66/20 (Qualification Record), and submit it, along with a brief resume, through channels to HQ ASDF/J1 for processing. Candidates will not wear officer grade insignia until they have commissioning orders from their respective Battalion S-1. After Commissioning orders have been received, the oath of office can be administered. The local commander is the usual person to administer the oath but it may be administered by any field grade officer.

b. Initial Grade. Candidates without prior commissioned service in a federally recognized unit of the armed service will be, if otherwise qualified, commissioned as a second lieutenant. If candidate has prior commissioned service in a federally recognized unit of the armed service, appointment will be to the last grade held as indicated by a DD Form 214 or similar service record. Candidates for direct commission may be appointed to a higher initial grade by waiver if they possess unusual skills, outstanding educational or technical qualifications. All such waivers must be approved by the Commander, ASDF. Request should be submitted through channels to HQ ASDF/J1.

c. Assignment. All assignments will be to fill existing vacancies in the TDA-ASDF. All assignments will be made by the G1/S1 staff, who will fill vacancies according to the priorities for recruitment as set by the commander and in consultation with the candidate.

3. Persons Ineligible for Commission. The following persons are not eligible for a commission.

a. Subversive or disloyal persons, i.e., any person who is, or has been, a member of any group or organization advocating a subversive policy or seeking to alter the form of government by unlawful means.

b. Other Than Honorable Discharge. Persons separated from any component of the U S. Armed Services as a security risk, for other than honorable service, or who resigned for the good of the service.

c. Members of other military forces.

d. Convicted Felons

e. Failure to comply with the law. Any person knowingly not complying with the laws of the United States and the State of Alabama.

f. Individuals not registered with Selective Service, if required.

4. Application for Commissions.

a. Commanders at all levels may recommend qualified individuals for commissioning. All candidates will be screened to ensure that only those who are qualified; are recommended to be commissioned as officers.

b. Required Documents.

(1) ASDF Form 66/20 (Qualifications)

(2) DD Form 214 or other prior service documents

(3) Resume (Professional Qualifications)

(4) College Transcripts (Education Qualifications)

c. Preparation.

(1) All entries, except signatures on application documents will be typewritten or printed in black ink and include the first name, middle initial and last name.

(2) Military date system will be used i.e., 01 Dec 05.

(3) Required documents must be completely filled out.

(4) Each candidate must appear before an Officer Screening Board no lower than Battalion level. The screening board will consist of three officers, appointed by the Commander, who are members of the Alabama State Defense Force. The members of the board will interview the applicant and examine his/her application to determine qualifications for commissioning. If the board finds the candidate qualified, his application will be forwarded to HQ ASDF/J I for processing.

5. Officer Promotion.

a. Attainable grade levels are limited to the grade cap listed on the TDA-ASDF. Promotions to these grades will be based upon efficiency, leadership ability, potential and time in grade.

b. Recommendation for promotion will be submitted by the immediate commander through channels to HQ ASDF/J1.

c. Minimum Standards

(1) Only time actively assigned to a position authorized by TDA-ASDF will be considered time in grade. Minimum time in grade for each level is shown in Table I

(2) Promotion to field grade requires at least a Bachelors degree (Officers in the grade of Colonel and above are authorized to waive this requirement.)

FROM	TO	Mm Time In Grade
2LT	1LT	12 Months
1LT	CPT	18 Months
CPT	MAJ	2 Years
MAJ	LTC	3 Years
LTC	COL	3 Years
COL	BG	3 Years

Table 1

(3) All requests for promotion will be sent to a promotion board composed of at least three Officers, appointed by the ASDF commander. The promotion board will submit their recommendation to the G1 who will process the promotion or issue a letter of notification of rejection.

d. The effective date of the promotion will be specified in the promotion order. Officers are not authorized to wear insignia of rank prior to that promotion date.

e. In addition to all other requirements, promotion to 2LT requires completing ASDF Officer Candidate Course.

f. In addition to all other requirements, promotion from 2LT to 1LT requires completing ASDF Officer Professional Development Basic Course.

6. Officer Reductions. Officers may request reduction in grade to fill a vacancy of lesser grade. The request will be prepared in letter form and forwarded through channels to HQ Battalion S-1. Requests will be screened by the promotion board, and forwarded to HQ Brigade G1 for processing. If approved, reduction orders will be published.

7. Officer Reassignments.

a. Commanders may request reassignment of officers to fill vacancies in their manning tables.

b. Upon receipt of transfer orders, the losing unit will inventory officer's personnel records for accuracy and completeness, update them, and forward them to the gaining unit within ten (10) days.

Chapter 3 Warrant Officers

1. Warrant Officers shall meet the same qualification standards as commissioned officers except college education.

Chapter 4

Enlisted Personnel

1. Eligibility for Enlistment. All candidates for enlistment must meet each of the following criteria.

- a. Citizen of the United States
- b. Resident of the State of Alabama
- c. At least 18 years old (17 with parental consent)
- d. Sound of mind and free of mental disorders
- e. Physically able to perform assigned duties

2. Persons Ineligible for Enlistment

a. Subversive or disloyal persons, i.e, any person who is, or has been, a member of any group or organization advocating a subversive policy or seeking to alter the form of government by unlawful means.

b. Conscientious Objectors, persons separated from any component of the US Armed Services as a security risk, for other than honorable service, or who resigned for the good of the service.

c. Members of other military forces

d. Convicted Felons

e. Failure to comply with the law. Any person knowingly not complying with the laws of the United States and the State of Alabama.

f. Individuals not registered with Selective Service, if required.

3. Enlistment, Initial Grade and Appointment.

a. Unit commanders down to the Company level are authorized to enlist qualified applicants up to and including E-7 to fill vacancies in the Manning Table.

b. The following documents are required for the enlistment of qualified applicants

(1) ASDF 66/20 (Qualification Record)

(2) ASDF 66/20A (Parental Consent) If under 18

(3) DD Form 214 if applicable.

c. Applicants without prior military service will be enlisted in the grade of Private First Class, E-3. Applicants with prior military service will be enlisted at the last grade held as shown on their DD Form 214. Applicants with outstanding qualifications may submit request for grade determination to HQ ASDF/J 1.

d. Assignment will be made by G1/S1 based upon current manning needs and applicant abilities.

4. Application for Enlistment.

a. Commanders should make sure that all candidates are properly screened to be sure that only qualified persons are enlisted in the ASDF.

b. Orders for enlistment up to and including E-7 will be published by the local commander.

c. Copies of all enlistment records will be submitted through channels to HQ ASDF/G1 with enough copies for each higher echelon.

5. Enlisted Promotions.

a. Promotions will be made one grade at a time and the higher grade must be authorized by the current manning document.

b. Local commanders are authorized to promote enlisted personnel assigned to their commands up to and including the grade of E-7 if they have met all requirements. Request for promotion above the grade of E-7 will be submitted through channels to the Brigade Headquarters.

c. Minimum time in grade for enlisted personnel is shown in Table 2.

d. Promotion of enlisted personnel up to an including E-7 will be published by the Battalion Headquarters - S1.

e. The effective date of promotion is the date specified in the promotion order.

Retroactive promotions are not authorized.

FROM	TO	Mm Time In Grade
PFC	CPL	6 Months
CPL	SGT	6 Months
SGT	SSG	12 Months
SSG	SFC	18 Months
SFC	MSG	2 Years
MSG	CSM	3 Years

Table 2

6. Enlisted Reductions.

a. Commanders who have the authority to promote enlisted personnel, also have the authority to demote.

b. Reduction of enlisted personnel will be published on orders. Copies of all reduction orders will be forwarded through channels to HQ ASDF/J1.

7. Enlisted Transfers.

a. The transfer of enlisted personnel between units of the Alabama State Defense Force will be affected by the commander of the lowest headquarters common to both units involved.

b. Request for transfer may originate from the enlisted person through channels.

c. Commanders of brigades and battalions will issue orders to transfer enlisted personnel between units of their brigade or battalion. Copies of all transfer orders will be forwarded through channels to HQ ASDF/G1.

Chapter 5 Separations

1. This section provides for standard types of discharges. The person effected shall be furnished with a certificate of discharge bearing the character of his/her service.

2. Honorable discharge is a form of discharge to a member of the Alabama State Defense Force whose service has been honest and faithful.

3. General discharge is a form of discharge given under honorable conditions to a member of the Alabama State Defense Force whose service has been satisfactory, but does not qualify for an honorable discharge.

4. Administrative discharge is a form of discharge given to an officer due to reduction in strengths, reorganization, consolidation or conversion of units, a voluntary or involuntary relinquishment of office to permit other officers to serve. This type of discharge may also be given to an officer who, in the judgment of hi/her commander is ineffective or inefficient. This type of discharge must be reviewed by the Staff Judge Advocate General and approved by the ASDF Commander.

5. All involuntary separations will be pre-approved by the ASDF commander after review by the Staff Judge Advocate.

Chapter 6 Personnel Services

1. AWARDS PROGRAM.

- a. The purpose of the awards program is to provide recognition for acts of valor and for exceptional service or achievement in the State Military Forces of Alabama.
- b. The awards program is conducted under and will follow the requirements in ASDF Regulation 600-8-22.
- c. Request for awards will be forwarded directly to the approving authority on ASDF Form 638

2. Identification Cards.

- a. Alabama State Defense Force Identification Cards are available for issue from the individual's battalion S-1 section to eligible personnel, upon proper request.
- b. Blank ASDF ID Cards will be requested in writing by the local battalion commanders' to whom the member is assigned. An ASDF Form 66/20 (Qualification Record) must be on file with the ASDF before an identification card will be issued.
- c. Identification cards will be mailed to the commander concerned, who will issue the cards to the appropriate individuals without undue delay. Card issue will be recorded in section III of the ASDF Form 66/20.
- d. Identification cards will be issued I/A/W standing ASDF policy. New cards will be issued only for the following reasons
 - (1) Loss or destruction of the card.
 - (2) If changes in grade have occurred.
- e. All identification cards are fully accountable, and if lost or destroyed, an affidavit must be submitted to HQ ASDF fully explaining the circumstances of how the card was lost or destroyed before a new card will be issued
- f. When an individual is separated from the ALSDF, his/her identification card will be turned-in to the individual's unit and forwarded to HQ ASDF along with their personnel records.

3. Complaints and Request for Assistance.

- a. The processing of complaints, grievances, and requests for assistance are command responsibilities and should be resolved by the next higher commander where possible.
- b. The Alabama State Defense Force Inspector General is assigned to HQ ASDF, and all ASDF personnel must be informed of their right to contact him at any time on any complaint, grievance or request for assistance.
- c. ASDF personnel, as member of the State Military Forces, are subject to the Alabama Code of Military Justice All commanders are responsible for the maintenance of good order in their command. Persons having knowledge of violations of the law or regulations committed by individuals, while acting as members of the ASDF, should report such conduct to the commander concerned Serious offenses should be reported to HQ ASDE immediately and a determination will be made as to what action is required.

Appendix V (Recruitment of Officers and Enlisted personnel)

1. SCOPE:

a. Purpose The purpose of this Regulation is to prescribe policies and procedures that will assist unit recruiting personnel in the conduction of the recruiting program in the ASDF. Recruiting will be accomplished without regards to race, color, religion, sex or national origin.

b. Applicability: All personnel of the ASDF.

2. GENERAL:

a. Selection of highly qualified personnel is vital to the efficient accomplishment of this unit's mission. The objective of the unit's recruiting program is to retain on a long-term basis, the maximum number of highly trained, highly qualified personnel.

b. Interviewing and counseling of personnel will not be limited, but should be a continuing and concentrated effort.

3. RESPONSIBILITIES:

a. The unit commander will be the authenticating officer.

b. The unit recruiting officer will be responsible for accuracy of all entries made to the application forms for membership.

TAB 6-1 to Appendix III, Annex A, (Enlisted Report), and Appendix IV, Annex A, (Officers Report), Personnel Administration.

INDIVIDUAL PERSONNEL FILE (201)

1. All units of the ASDF are requested to follow the sequence indicated below in maintaining a individual personnel file, (201), preferably in a manila folder to be constructed as, labeled on the out tab, on left side, LAST NAME, FIRST, MIDDLE INITIAL, under last name enter SSN, typed or printed in ink, right side of outer tab, enter rank and time in grade, in pencil.

2. Sequence construction:

LEFT SIDE

- All orders, placed on top as issued.
- Training document provided. Training or Merit certificates. Decorations or awards earned, as a member of ASDF.

RIGHT SIDE

- Qualification record, ASDF 66/20
- Prior service documents. Supporting military training, such as Prior service military awards and decorations.
- Degrees civilian/military prior to service in ASDF.