

VDFR 600-8-14

Virginia Defense Force Identification Cards

Virginia Defense Force Headquarters
5001 Waller Road
Richmond, Virginia 23230-2915

15 DECEMBER 2015

SUMMARY of CHANGE

VDFR 600-8-14
Identification Cards
15 December 2015

o This new regulation is an extensive revision of VDF Regulation 600-10 01 October 2006 Chapter 7 (Personnel Service,) pages 21-23.

o New to this regulation is incorporating the instructions and directives for the issuance of VDF ID cards into a single regulation.

**Headquarters
Virginia Defense Force
5001 Waller Road
Richmond, VA 23230
15 December 2015**

Personnel/Administration Identification Cards

Summary. This regulation prescribes policies and procedures governing the issuance of Virginia Defense Force Identification Cards. It prescribes the procedures for submitting the VDF ID Card application and accompanying ID photo, issuance of the card, and responsibility for retrieving a VDF ID card from a discharged member.

Applicability. This regulation applies to the entire VDF. During mobilization for state active duty, procedures in this publication can be modified to support policy changes as necessary.

Suggested Improvements. Users are invited to send comments and suggested improvements directly to Attn: G-1, Force Headquarters, Virginia Defense Force, 5001 Waller Road, Richmond, Virginia 23230-2915.

Distribution. Distribution is intended for all VDF units down to, and including, Company-level.

Contents (Listed by paragraph and page number)

Virginia Defense Force Identification Cards, page 1

Chapter 1

Introduction, page 1

Section I – Introduction, page 1

Purpose • 1-1, page 1

Authority • 1-2, page 1

Effective Date • 1-3, page 1

Proponent • 1-4, page 1

References • 1-5, page 1

Chapter 2

Policies and Procedures, page 2

General • 2-1, page 2

Card Issuing Procedure • 2-2, page 2

Photograph • 2-3, page 3

Photograph (General) • 2-3a, page 4

Photograph (Guidelines) • 2-3b, page 4

Submission of Application Packet • 2-4, page 4

Reissue of VDF ID Cards • 2-5, page 4

Record in MHRR • 2-6, page 4

Chapter 1 Introduction

1-1 Purpose

The purpose of this section is to establish the procedures, responsibility, and authority for the issuance of Identification Cards (ID) within the VDF so that they may be issued in a standardized and systematic procedure and conform to all applicable Department of Homeland Security and VANG Regulations. The provisions of this regulation will apply to officers, warrant officers, and enlisted personnel.

1-2 Authority

The primary authority for issuing of Identification Cards is assigned to the Assistant Chief of Staff, G-1. The G-1 will maintain records reflecting the issuance and recovery of all Force ID cards.

1-3 Effective Date

This regulation is effective upon receipt and supersedes any previous instructions, which conflict herewith.

1-4 Proponent

The AC of S, G-1 is the proponent of this regulation. Suggested changes will be forwarded to VDF HQ, Attention G-1.

1-5 References

Required and related publications and prescribed and referenced forms are listed below:

- a. Title 44, Code of Virginia (Military Laws of Virginia)
- b. AR 600-8-14

Chapter 2 Policy and Procedure

2-1 General

- a. **ID CARDS ARE STATE PROPERTY.** Commanders are responsible for retrieving ID cards from all personnel who resign, are discharged, or otherwise separated from the VDF. These cards will be forwarded to VDF Headquarters, ATTN: G-1, for record keeping purposes.
- b. The VDF card merely identifies the soldier as an active member of the VDF and is not able to be used for any privileges and/or services at any Department of Defense installation.
- c. ID cards are issued by VDF G-1 only.
- d. ID Cards will be issued *only* to VDF personnel who have attended three (3) consecutive drills after enlistment in the VDF.
- e. ID cards are for members of the active VDF, the Active Reserve, and the Individual Ready Reserve. Members of the Standby Reserve will not be issued VDF ID cards unless called to active duty. No cards are issued for retirement/retirees.

2-2 Card Issuing Procedure

- a. Use VDF form 600-8-14 (formerly VDF Form 428,) which can be found at:
<http://www.vdf.virginia.gov/pdf/FORMS/VDF%20FORM%20600-8-14%2031AUG2015.pdf>.
- b. All information must be filled completely in order to process an ID card request.
- c. Forms should be filled in electronically. However, those forms completed by hand and scanned are acceptable. It is preferred that scanned forms be submitted in .pdf format. Illegible forms shall be returned for resubmission.
- d. Unit, Date, and Information Blocks (IB) 1-17 are clearly marked and self-explanatory. All areas must be filled in.
- e. Individual's Rank will be checked at FORHQ before processing the application. The rank shown on the Official VDF Force MTO will be the Rank that is shown on the ID card. Rank discrepancies must be corrected by the individual's Unit forwarding required documents to VDF Headquarters.
- f. There must be a readable Signature of Approving Authority in order for applications to be processed. The approving authority is the individual's Unit Commander or his/her designee. Applications will be returned to the requesting unit if there is no signature in the Signature of Approving Authority box.
- g. The applicant's signature must be **within** the borders of the provided signature block on the bottom left of VDF Form 600-8-14. **Do not sign directly on the bottom line of the box.** If able to insert a scanned signature onto the form, please do so.

2-3 Photograph

a. General

The applicant's image must be sent along with the properly filled out ID Card Application and may or may not be within the same file. Images must be received at the same time as the VDF Form 600-8-14 in order for the application to be processed.

b. Guidelines

- a. This photo is a "mug" shot. A full facial digital image of the face should be taken in diffused lighting over the full face eliminating shadows or "hotspots," from the top of the head to the base of the chin and from ear-to-ear.
- b. The background should be that of a neutral colored wall; white is preferable. **Do not** use any colored backdrops for these images. There are to be no objects of any kind in the background.
- c. Include in the image a minimum of 2-3inches above and on either side of the head. Try not to include any more than 1-2 inches below the neck (Adam's Apple).
- d. Females must have their hair pulled back.
- e. The applicant should wear a VDF BDU blouse for the photo.
- f. Applicant's appearance must conform to VDF's grooming regulations for their ID card photograph.
- g. No veils, headdresses, or eyewear are allowed.
- h. The individual shall not be smiling in the photo. (NOTE: Department of Homeland Security contends that the law makes no allowances for the exclusion of facial photographs based on religious or other beliefs.)
- i. Color digital images for the purpose of the VDF ID card only can be taken with:
 - a cell phone
 - a digital camera
 - a webcam
- j. All images of personnel must be submitted in color.
- k. The image can be in .jpg, .tif, or.pdf format ONLY. The resolution of the image must be as high as possible with the equipment available to you. (NOTE: Most cell phones and digital cameras allow one to change these settings.)
- l. Images will be archived for a period of no less than 5 years in compliance with the Department of Homeland Security.

2-4 Submission of Application Packet

- a. The scanned ID application form and the accompanying ID photograph must be sent to:
idcards@vdf-mail.org .
- b. The items (application, and ID photo) may be submitted as one file, *however it is preferred* that they be submitted as individual files for each item.
- c. Each file name **must** have the individual's complete name and VDF ID number included in the name.

2-5 Reissue of VDF ID Cards

- a. Replacement of lost or mutilated cards is \$10.00
- b. A new digital image of the individual is required for any and all reissues.

2-6 Record in MHRR

- a. A photocopy of all VDF ID cards (both front and back) issued to the individual shall be maintained in that individual's Military Human Resource Record (MHRR, formerly known as a 201 or MPRJ) at the Regimental and FORHQ level and may be maintained at the company level.