

VDFR 600-10 Appendix G

Identification Cards Version August 2022

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1. Purpose and Administrative.

a. Purpose. This VDF Regulation (VDFR) 600-10, Appendix (APDX) G establishes 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 Virginia Department of Military Affairs (DMA) regulations. The provisions of this regulation will apply to officers, warrant officers, and enlisted personnel.

b. Replacement This regulation cancels and replaces VDFR 600-8-14, “Virginia Defense Force Identification Cards”, dated 15 December 2015.

c. Proponents. The joint proponents for regulation are: (1) the Assistant Chief of Staff for Personnel and Administration (G1); and (2) VDF Active Detachment (ACTDET). The proponents have the authority to recommend to the Commanding General (CG) exceptions to this regulation, so long as the exceptions are consistent with controlling law and good order.

2. Responsibilities.

a. The G-1 will (1) prescribe policy, procedures, and implementing instructions on issuing identification (ID) cards.

b. The VDF ACTDET Unit Administrator shall supervise and manage ID card issuance.

c. 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 accountability purposes.

3. Policy.

a. VDF ID Card Usage. The VDF card identifies the soldier as an active member of the VDF. It cannot be used for entry to, or privileges and/or services at any Department of Defense installation.

b. Issuance and Retrieval.

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(1) Initial Issuance. Only the ACTDET may issue ID cards. 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. ID Cards will be issued *only* to VDF personnel who have completed the Recruit Sustainment Program (RSP) – whether prior service, or non-prior service. The RSP administrative support staff will request ID Cards from ACTDET.

(2) Reissue. Subsequent ID cards are issued for change of rank, to replace unserviceable ID cards, or to replace lost ID cards. Subsequent ID cards are issued for change of rank are at no cost. Replacement of lost or mutilated cards is \$10.00.

(3) Retrieval. ID cards are *state property* and must be recovered from the VDF member leaving or who has left the VDF and sent to the G1.

4. 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>. Attach the form to a VDF Action Request (VAR) per **VDFR 600-10, APDX D. Administration and Correspondence Standard Operating Procedures**.

b. 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.

c. Form Completion Requirements. All information must be filled completely in order to process an ID card request.

(1) Unit, Date, and Information Blocks (IB) 1-17 are clearly marked and self-explanatory. All areas must be filled in.

(2) The member's rank will be checked at Force Headquarters (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.

(3) 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.

(4) 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.

d. Photograph.

(1) 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. *A new digital image of the individual is required for any and all reissues.* Images must be received at the same time as the VDF Form 600-8-14 in order for the application to be processed. Note that Department of Homeland Security contends that the law makes no allowances for the exclusion of facial photographs based on religious or other beliefs.

(2) This photo is a "mug" shot. A full facial *color* 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. Color digital images for the purpose of the VDF ID card only can be taken with: (a) a cell phone; (b) a digital camera; or (c) a webcam. 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.)

(3) 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.

(4) Include in the image a minimum of 2-3 inches above and on either side of the head. Try not to include any more than 1-2 inches below the neck (Adam's Apple).

(5) Applicant's appearance must conform to VDF's grooming regulations for their ID card photograph. Females must have their hair pulled back. No veils, headdresses, or eyewear are allowed.

(6) The applicant should wear a VDF Class C uniform blouse for the photo.

(7) The individual shall not be smiling in the photo.

(8) Images will be archived for a period of no less than 5 years in compliance with the Department of Homeland Security.

e. Submission of Application Packet. The scanned ID application form and the accompanying ID photograph must be sent with a VAR to the ACTDET. ACTDET will advise when the email address idcards@vdf.virginia.gov is available.

(1) 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.

(2) Each file name must have the individual's complete name and VDF ID number included in the name.

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f. Record in Personnel Record. A photocopy of all VDF ID cards (both front and back) issued to the individual shall be maintained in that individual's FORHQ Personnel Record and may be maintained at the member's unit temporary personnel files per **VDFR 600-10, APDX M, Personnel Records Management.**

JUSTIN P. CARLITTI
BG (VA)
Commanding General

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