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 Personnel, Administration, Operations, and Training

**PENNSYLVANIA STATE DEFENSE FORCE**

**VOLUNTEER MILITARY ORGANIZATION**

The drafting and publication of this regulation has been assessed and an Environmental Impact Statement, pursuant to the National Environmental Policy Act (NEPA 91-190), is not required.

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 **PENNSYLVANIA STATE DFENSE FORCE**

 100-1 Addendum

 15 May 2006

 Changes (now to read)

**1-11 MEMBERSHIP REQUIREMENTS**

All person’s male or female form the age of 17 years of age with parental consent, 18years of age and above having amendatory retirement date of 65. The exception being 70 years of age for staff, Chaplin, and medical officers and enlisted. No applicant may be commissioned or enlisted who has been dishonorably discharged from any state military organization, or from the Uniformed Services of the United States, or who has been convicted (includes a plea of nolo contendere), either military or civilian, for which the charge is a felony. In the case of a misdemeanor (assault, endangerment, etc.) the Recognition Board will submit their recommendation to the CMDR and the matter will be determined on case by case basis according to the circumstances by the CMDR.

**1-18 RECOGNITION BOARD**

The CMDR, PASDF will appoint a Recognition Board which will meet as required to review all appointment, promotion and awards recommendations. The Board will consist of a Chair, an officers and two senior NCO’s. When determining enlisted matters, the Command Sergeant Major, PASDF or in his/her absence their designated enlisted alternate. Approved Board actions and published orders will be submitted to the Chief of Staff, PASDF, for authentication and approval.

 Additions:

* 1. GENERAL

**Purpose of the Pennsylvania State Defense Force (PASDF) and relationship to the Board**

PASDF exists as the operational and command entity. All decisions relating to PASDF will be made within the command structure PASDF. The Board exists to support PASDF and ensure its financial stability (income, operating capital, etc.) as well as supporting the social network of PASDF (dining in, dining out, banquets, etc.). The relationship of the two entities should be for the common goal of service to the Commonwealth.

**Discretionary fund for the Commander**

The CMDR shall be allotted a discretionary fund of up to $250.00 per expense. At the request of the CMDR the Treasurer of PASDF will dispense the funds up to the amount of $250.00. The CMDR (or their designee) will submit receipts to the Treasurer for the expense authorized.

George K. Karelas LTC (PA), PASDF Commanding

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 CHAPTER 1

 General

* 1. PURPOSE
1. This regulation prescribes criteria and guidance for personnel, administrative, operations, and training for the organized State Defense Force, other than the National Guard. It applies to the PENNSYLVANIA STATE DEFENSE FORCE (PASDF). The PENNSYLVANIA STATE DEFENSE FORCE (PASDF) and RESERVE (Minutemen), and unless otherwise ordered, to any other such State Defense Force or organization as hereafter may be formed, collectively referred to herein as the PENNSYLVANIA STATE DEFENSE FORCE.
2. It also prescribes various terms of membership that are adopted with the consent or agreement of volunteer members.
3. For the purpose of this regulation, the terms “Minuteman” or “Minutemen” refer to inactive members (male and female) of the PASDF. In the event of the organization of a separate Reserve Defense Force, use of those terms will be applicable to members of that Defense Force and individuals of the PASDF in such a status may thereafter be termed Inactive Members.
	1. REFERENCE: Pennsylvania Consolidated Statutes; Pennsylvania State Statue 103, Title 51: Military Department.
	2. DEFINITIONS: As used in this regulation, the following words/terms have the meaning indicated:
4. **Active Member**: an individual who regularly participates in unit activities and fills an authorized Table of Organization (T/O) position.
5. **Grade**: Grade refers to pay grade, such as 0-6 or E-5. PASDF grades follow the regulations and customs of the U.S. Army, unless otherwise provided.
6. **HQ, PASDF**: Headquarters, Pennsylvania State Defense Force.
7. **PANG**: Pennsylvania National Guard.
8. **PEMA**: Pennsylvania Emergency Management Agency.
9. **Member**: Refers to officers, warrant officers, and enlisted personnel, both active and Minuteman status, but not to retired reserve.
10. **Minuteman**: An individual member (male or female) who agrees to serve on state active duty, if and when ordered, but who is not required to participate in regular training activities, other than the annual muster.
11. **Officer**: A person commissioned or appointed as such by the Commander of the PASDF after the application has been screened by a review board, and unless otherwise indicated, officer includes warrant and chief warrant officers.
12. **Prior Service**: Service in any of the Uniformed Services of the United Sates, the National Guard, Reserves, or an active State Defense Force.

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1. **Rank**: The title of a grade, such as Colonel or Sergeant. Rank or order of precedence in the PASDF follows the regulations and customs of the U.S. Army, unless otherwise ordered.
2. **Reassignment**: The change of a member from one to position to another in the same unit.
3. **Retired Member**: A member of the PASDF who has been transferred to the Retired List (Reserve) per paragraph 1-8.
4. **Roster**: A roll of personnel of a unit.
5. **Status**: The level of participation in the PASDF, i.e. Active, Minuteman, or retired
6. **Table of Organization (T/O)**: The document which prescribes the organizational and personnel structure of a PASDF unit, by position, rank, and strength level.
7. **TAG**: The Adjutant General of the Commonwealth of Pennsylvania.
8. **Transfer**: The change of an individual from one unit to another.
9. **Unit**: The organization with in any level of command. Unless otherwise used in context, “unit” refers to an active unit.

1-4. POLICY ON NON-DISCRIMINATION: Actions of the PASDF will be accomplished without regard to race, color, religion, sex, or national origin, and unless clearly applicable to only one sex, the terms person, applicant, individual member, Minuteman, and personnel apply to both men and women. See Appendix F and G.

* 1. MISSION: The mission of the PASDF is two-fold: to support civil and civic organizations. When requested by the Governor; to serve as an adjunct force to the PANG when ordered by the Governor:
1. Provide support to civic and civil organizations for local requirements when requested by local authorities, agencies, or organizations as authorized;
2. As an adjunct force to the PANG to provide an adequately trained and organized state defense force under the exclusive control of the Governor, through the State Military Department or as the Governor or Legislature might otherwise direct. The PASDF would be capable of accomplishing those State emergency responsibilities normally assigned to the PANG, when and if the PANG is Federalized or otherwise not available, and when ordered by the Governor and or the Adjutant General. The PASDF may also be deployed during emergencies while the PANG is still available and under State control.
3. The major PASDF mission categories include: supporting the PANG, performing community service activities, and conducting emergency response operations. In addition, the PASDF would be available to perform any such missions as the Governor directs, within Federal and State laws concerned. A detailed PASDF Mission Statement is located at Appendix B.
	1. ORGANIZATION:
4. The major components of the Military department of the Commonwealth of Pennsylvania

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are: the Pennsylvania Army National Guard (PAARNG), Pennsylvania Air National Guard

(PAANG), Pennsylvania State Defense Force (Provisional) (PASDF), and the Pennsylvania Emergency Management Agency (PEMA) under the direction of the Lieutenant Governor, Pennsylvania. Any part or all of the State Defense Force may be called to State active duty at any time by the Governor of Pennsylvania, who is Commander-in-Chief under the State Constitution.

1. The approved organizational structure, levels of command, and authorized positions, ranks, and strength levels of the various units within the PASDF shall be according to the PASDF Table of Organization (T/O) shown in Appendix D. Specific unit locations, authorized strength levels, and organizational boundaries are also provided in Appendix D.
2. The T/O, unit composition, strength levels, unit locations, and organizational boundaries may be revised, when necessary, in response to changes in operational and mission requirements. Recommendations for changes to the T/O and strength authorizations will be coordinated through the director, Plans, Operations and Training, PASDF i.e. (G-3) and can only be approved by the Commander, PASDF. All changes in unit composition or location, and organizational boundaries, will be as directed by the CMDR, PASDF.
3. Appointments and enlistments in the PASDF are voluntary. Any member may be separated or reassigned to Minuteman status at any time, upon approval of the CMDR, PASDF, with or without cause. Members in Minuteman status may not be reassigned to active status without their consent, unless ordered to active state duty by the Governor or Commander, PASDF.
4. Members (including Minutemen) are subject to call to state active duty by the Governor at any time, and may be ordered to training duty when a call to state active duty appears imminent. PASDF members may also serve on state active duty in an unpaid, voluntary status at the discretion of the CMDR, PASDF. Activation in a paid status will be at the sole discretion of the Governor.

1-7 MINUTEMEN:

1. Minutemen agree to serve when called or ordered to state active duty. Such members will be ordered to attend annual musters. Minutemen may also participate in PASDF approved training activities, community service missions, and emergency response operations on a voluntary basis (see paragraph 4-2 for further details).
2. An individual may be appointed or enlisted and assigned directly to Minuteman status (unless otherwise note herein) after completing the PASDF Basic and Advanced Individual Training.
3. Minutemen in the grade/ranks of Lieutenant Colonel (LTC O-5) and below will be assigned to the Organization Headquarters nearest their residence.
4. Medical personnel will be assigned to HQ, MEDCOM. All General Officers, Colonels, and former General Staff personnel will be assigned to HQ, PASDF.
5. All units will include assigned Minutemen in a separate section of their Unit Manning Roster

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and Minutemen will be included in all Unit Alert Plans. The Deputy Chief of Staff for Personnel and Administration (G-1) will maintain a master list of the Minutemen in the PASDF Personnel database.

1-8 RETIRED RESERVE

1. Officers and enlisted personnel of the PASDF who desire retirement may be transferred to the Retired List (Reserve), at the highest grade held during PASDF service, unless a reduction in grade for disciplinary action has occurred, in which case the highest grade obtained after reduction will apply.
2. Those eligible for transfer to the Retired List are persons who:
3. Complete 10 years of PASDF service; or:
4. Have at least five years of PASDF service, and sufficient years’ prior military service equal to 10 years, and are at least 55 years of age; or:
5. Become disabled during their PASDF service.
6. Retired members may be recalled to active status by the CMDR, PASDF with t their consent.
7. The PASDF Deputy Chief of Staff for Personnel and Administration will maintain the Retired List.

1-9 MANDATORY RETIREMENT: All members of the PASDF will retire from the PASDF upon attaining the age of 65 years. Waiver approval to remain beyond 65 years of age is from the CMDR, PASDF. Members who meet the criteria of paragraph 1-8 (above) may be transferred to the Retired Reserve.

1-10 RESPONSIBILTY

1. Recruitment and retention, leadership and management, training and operations, supply accountability, and unit administration are command responsibilities, and as such, each unit commander at every command echelon is responsible to the next higher commander in his/her chain-of-command, for the performance of the unit.
2. PASDF units and members are subject to orders of the Governor, TAG, or the CMDR, PASDF, and to regulations of the State Military Department and those of the PASDF. Unless otherwise ordered by appropriate authority, no other agency or governmental jurisdiction will command or direct the operation of any PASDF unit or individual. PASDF units may; however, be assigned to support missions and be placed under the operational control (OPCON) of another agency or governmental jurisdiction, so long as chain-of –command integrity is retained by the PASDF unit commander at the scene.

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1-11 MEMBERSHIP REQUIREMENTS

1. Citizenship: Applicants must (1) be a citizen of the United States or (2) an alien who has declared an intent to become a U.S. citizen.
2. Applicants must be of good mental and personal character which will be evaluated during the interview process with the respective Commander, reviewed by the PASDF Recognition Board and approved by the CMDR, PASDF. Assignment of PASDF Headquarters personnel will be approved by the PASDF chief of Staff.
3. Medical: The applicant must sign a statement that he/she is physically able to perform the duties of the position to which assigned and must reveal any physical limitations that would prevent such performance. Membership of personnel having medical limitations or disabilities, must be approved by the PASDF Command Surgeon, prior to approval for appointment or enlistment.
4. Ineligible Persons: No applicant may be commissioned or enlisted who has been dishonorably discharged from any state military organization, or from the Uniformed Services of the United States, or who has been convicted of a felony, either military or civilian, for which the authorized sentence or punishment may include incarceration for a year or more notwithstanding any sentence or punishment actually received by the applicant.
5. Application: Each applicant must disclose relevant information as to their personal history and health. Misrepresentation or nondisclosure of material facts may be regarded as fraudulent entry and may be grounds for rescission of appointment or enlistment.
6. When claiming prior service or a college/university or a technical degree, copies of discharge certificates, DD Form 214, NGB Form 22, diplomas, transcripts, or other official documentation, must be attached to all recommendations for enlistment/appointment. All decorations claimed by an individual must be supported by proper documentation.
7. Appointment or enlistment of all non-prior service applicants must be recommended by the PASDF Recognition Board and approved by the CMDR, PASDF.

1-12 EXCEPTIONS TO CRITERIA

1. Exceptions or waivers to the criteria for appointment, enlistment, promotion, or any other personnel actions for enlisted personnel and officers established by this regulation will be reviewed by the PASDF Recognition Board and must be approved by the CMDR, PASDF.
2. Medical personnel will be appointed to the rank equivalent to that awarded to Federal component medical personnel, commensurate with their training, education, and professional experience. Assignment and rank given to medical personnel will not be limited by the PASDF Table of Organization (T/O).

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1-13 UNDER ORDERS: Upon **State** recognition, members are considered to be on duty while participating in, or travelling to or from, authorized state active duty, drills, meetings, musters, training activities, or operational missions, whether paid or unpaid, and whether or not attendance is voluntary, and as such, are subject to the State Defense Force Law and discipline. Authorization must be documented in the form of: a) Training schedules which must be approved by the Unit Commander, or b) Official Orders, authenticated by PASDF Headquarters.

1-14 OATH AND TERMS OF MEMBERSHIP (Upon State Recognition) )

1. An oath to support the United States of America and the Commonwealth of Pennsylvania and to obey the lawful orders of the CMDR, PASDF, as prescribed by applicable regulations shall be taken by each member and sworn to or affirmed before an officer of the PASDF. The terms of membership are stated in Appendix C.
2. The oath and terms of membership are intended to apply to membership in the Pennsylvania State Defense Force regardless of organizational name, herein referred to as the PENNSYLVANIA STATE DEFENSE FORCE.
3. Membership dates from the time an officer or enlisted person takes the oath, and terminates at the end of the day of the effective date of separation.

1-15 FEDERAL SERVICE (PRE-EMPTION): Appointment or enlistment in the PASDF does not exempt or excuse a member from call or order as an individual to the service of the United States under the Selective Service Act or other competent authority.

1-16 PUBLIC OFFICIALS (PRIORITY OF SERVICE): Public officials and judges, etc., may be members of the PASDF, provided that no call or order under State Defense Force authority shall require any such person to perform any duty at any time that conflicts with the service or duties of the member as a public official or judge.

1-17 ORDERS PUBLICATION

1. HQ, PASDF will publish orders for all enlisted/warrant and officer appointments, promotions, reassignments, separations.
2. All requests for orders shall be submitted to HQ, PASDF, Director Personnel and Administration (G-1) for authentication.

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1. Copies of all recommendations/requests for personnel action (i.e., appointment, enlistment, promotion, transfer, awards, etc.) will be submitted on PASDF Form (#TBA) through command channels to HQ, PASDF for appropriate action and placement in the member’s official permanent record (201 file).
2. State Active Duty Orders (with or without pay) for approved training, routine support missions, or emergency response operations will be published by the State Military Department. Requests for mission authorization will be submitted for approval before official orders will be prepared. Chapter 6 provides detailed procedures for requesting and authorizing State Active Duty for PASDF personnel and units. All personnel participating in approved activities (both Minuteman and active status) require State Active Duty Orders.

1-18 RECOGNITION BOARD: The CMDR, PASDF will appoint a Recognition Board which will meet as required to review all appointment, promotion and awards recommendations. The Board will consist of a chairman, an officer, and two senior NCO’s, when determining enlisted matters, the Command Sergeant Major, PASDF, or his/her designated enlisted alternate. Approved board actions and published orders will be submitted to the Chief of Staff, PASDF, for authentication.

1-19 WORKMAN’S COMPENSATION

1. Upon official “State” sanction, and pursuant to state law, e.g., Unconsolidated Pennsylvania Statutes: Title 77—the Workman’sCompensation Act, Applies to all members of the PASDF if injured while participating in PASDF training or operational activities. Therefore, if any activity is deemed authorized “training” or “operations,” IAW paragraph 1-13 above, the PASDF members involved in these activities will be covered by the Pennsylvania State Workman’s Compensation Act. Upon “recognition”, regulations require the Adjutant General to maintain workers compensation insurance for members of the PASDF. Travel to and from approved drills, musters, training, operational activities, and sate active duty by the most direct route is also covered by the Act.
2. Prior to, or during, regularly scheduled unit training assemblies, (Pending State recognition),; or when on a self-initiated basis, employing their training into practice during a unit drill or during an actual emergency response mission, members of the PENNSYLVANIA STATE DEFENSE FORCE (PASDF) are deemed to be “volunteers’ and not employees of the state, or the local host government or jurisdictions or other civil emergency agencies such as fire and police departments.

As such, PASDF “volunteers” are not entitled to any privileges, immunities, or insurance coverage afforded “employees” of the state or local jurisdictions etc. That is “volunteers are not covered by or under the Commonwealth of Pennsylvania’s or local jurisdiction’s Workers Compensation, Unemployment Compensation, or Hospital/Medical or Liability Coverage”. 1-7

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However, PASDF “volunteers” have certain immunity from civil liability under the Pennsylvania Good Samaritan Laws e.g. under Pennsylvania Consolidated Statute Title 42; Judiciary and Judicial Procedure Chapter 83, Particular Rights and Immunities, 8331 “Good Samaritan” , PA. CSA 42 8331 and “Volunteer–in Public-Service Negligence Standard” which is PA. CSA 42 8332. 4. (see Appendix H).

1-20 TORT CLAIMS

1. Under the Tort Claims Act, PASDF members, as “volunteers” are immune from personal liability, (check PA. CSA 42 8332.4 above). The scope of this immunity covers “volunteer” liability for a tortious act or omission that is within the scope of the public duties, without malice or gross negligence, even if the damages exceed the limit established under waiver of sovereign immunity. Under the Tort Claims Act, immunity extends to a volunteer who is either participating in a formal volunteer program, or is formally recognized as a volunteer.
2. A PASDF member who commits a tort while acting within the scope of his or her official duties under the provisions of paragraph 1-13 above, is not liable, except that they do not have immunity from suit and liability if it is proven that the member’s action constituted actual fraud, actual malice, was intended to harm, or was a criminal act involving moral turpitude, or was in violation of the Federal Civil Rights Act.

1-21 CIVIL RIGHTS LIABILTY: Under 42 United States Code, 1983, a PASDF member may be held liable when he or she deprives another individual of a Federal right “under the color of state law”. In a case such as this, damages are a permissible remedy for violation of a Federal right (see Appendix F).

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CHAPTER 2

 ENLISTED PERSONNEL

2-1 SCOPE OF CHAPTER: Unless there is a waiver by the CMDR, PASDF per paragraph 1-12, this chapter applies to the enlistment, eligibility, rank, transfer, assignment, promotion, and demotion of enlisted members.

2-2 GRADE STRUCTURE: The following enlisted grades are authorized by the PASDF:

 RANK ABBREVIATION GRADE

 Command Sergeant Major CSM E-9 Sergeant Major SGM E-9 First Sergeant 1SG E-8 Master Sergeant MSG E-8 Sergeant First Class SFC E-7 Staff Sergeant SSG E-6 Sergeant SGT E-5 Corporal CPL E-4 Specialist SPC E-4 Private First Class PFC E-3 Private-2 PV2 E-2 Private-1 PV1 E-1

2-3 ENLISTMENT REQUIREMENTS

1. Upon belief that an applicant will likely be a good member of the PASDF, a Company Commander may recommend a person for enlistment as a member upon receiving all of the applicant’s required documentation and submitting the complete application package to the PASDF Recognition Board for review and approval of the CMDR, PASDF, prior to administering the prospective member the taking of the oath and with consent to the Terms of Membership (see Appendix C).
2. Age: Applicants must be between the ages of eighteen and sixty-five on initial enlistment, except those who are under age eighteen may enlist with the written permission of their parent(s) or legal guardian(s). The enlistment of applicants younger than 15 with parental consent. Or older than 65 are subject to waiver under provisions of paragraph 1-12.
3. Period of Enlistment: Enlistmentsare for a two-year period; however, a member may normally be separated from the PASDF upon request after serving a minimum period of thirty days (see paragraphs 4-6 and 4-7 for detailed separation criteria and procedures). 2-1

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2-4 INITIAL ENLISTMENT:

1. The **approving authority** for all enlisted ranks is the **CMDR, PASDF.**
2. **Unit Commanders may only recommend** that an applicant to be enlisted at an appropriate rank. The commander will submit a **complete** application package to the PASDF Recognition Board whose members will review the application. **The Unit Recognition Board has the authority to either concur with, or revise, the Unit Commander’s recommendation** before submitting the final enlistment package and rank determination for approval by the CMDR, PASDF.
3. Prior service enlisted applicants may be enlisted one rank higher than the rank at which they were discharged or retired. An initial grade above that may be approved IAW paragraph 1-12, where qualifications and other factors indicate a higher rank is both appropriate and beneficial to the PASDF.
4. Junior ROTC personnel who have successfully completed at least three years of High School JROTC and former members of the Civil Air Patrol may be initially enlisted in a rank up to PFC after taking age, education, experience, and leadership potential into consideration.
5. Non-prior service personnel will normally be enlisted in the grade of PV1. However, both prior and non-prior service persons with professional skills and/or educational achievements must be compatible with the duties and requirements of the T/O position to be filled. An applicant’s professional skills, education, and/or achievements must be verified and determined to be compatible with the duties, responsibilities and requirements of the T/O position that the enlistee or appointee will fill.
6. An initial enlistment may be as a Minuteman at an appropriate rank, is subject to the same approval process as that of an active member enlistee.
7. All enlistments at initial ranks require approval of the CMDR, PASDF. Therefore a unit commander must inform the applicant that the applicant’s initial rank is considered to be **conditional**, and is subject to final determination by the CMDR, PASDF and confirmation by the publishing of orders by the G-1. Pending this final approval, the prospective enlistment remains in effect unless vacated. If disapproved, the enlistment terminates unless a lower grade is offered and accepted.

2-5 PROMOTIONS:

1. The approving authority to promote members is the CMDR, PASDF.
2. Unit Commanders will notify their next higher headquarters commander of all promotion recommendations and must submit the PASDF Form 105 (Personnel Action Form) to the PASDF Recognition Board for review and concurrence (see Paragraph 2-4 b) prior to the approval by the Commander, PASDF.

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1. Official orders will be authenticated and published by the G-1 for all enlisted promotions. Copies of all PASDF forms 105 will be submitted by the originating level of command, through channels, to HQ, PASDF for placement in the individual’s permanent personnel record (201 file).
2. Promotions will be made one rank at a time and only to the maximum rank which is authorized for the T/O position occupied.
3. Promotion guidelines may include performance of duty, conduct, appearance, and attendance at training courses, or correspondence with same, and unit drills. Unless waived in accordance with paragraph 1-12 the following minimum time-in-grade requirements apply:

FROM TO TIME

 MSG/1SG SGM/CSM 4 Years SFC MSG/1SG 3 Years SSG SFC 2 Years SGT SSG 18 Months SP4/CPL SGT 12 Months PFC SP$/CPL 6 months PV2 PFC 6 months PV1 PV2 4 months

1. Time spent in a particular grade while a member of the Uniformed Services of the United States may be used to count towards the minimum time requirement.
2. Unit Commanders must verify that any member whom they are considering for selecting for promotion after the member’s initial enlistment (regardless of rank), that the selectee must have successfully completed the PASDF Basic Training Program (BTP). Commanders will not recommend to promote any member who has not completed the PASDF BTP. The failure of a member to complete the BTP within the first six months of a member’s initial enlistment shall be grounds for separating the member without cause.
3. Unit commanders must verify that any member whom they are recommending for promotion to Specialist 4 (SP4), corporal (CPL), Sergeant (SGT), or to Staff Sergeant (SSG), that in addition to satisfying the requirements of paragraph 2-5 g (above) must also have successfully completed the PASDF Basic NCO Course (BNCOC). Commanders will not recommend to promote any member within their command who has not satisfied this criteria.
4. Unit Commanders must verify that any member whom they are recommending for promotion to Sergeant First Class (SFC), Master Sergeant (MSG), First Sergeant (1SG), Sergeant Major (SGM), or Command Sergeant Major (CSM) must have successfully completed the criteria established in paragraphs 2-5 (g and h) and further, they must also have successfully completed the PASDF Basic Officer, Warrant Officer, and Senior NCO Leadership and Management Course (BLMC). Prior service enlistees will be given credit for equivalent training received while assigned to a component of the U.S Armed Forces.

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1. Recommendations for enlistment at, or promotion to, grades SP4/CPL through CSM for non-prior service personnel should not be submitted to, and will not be considered for review by the PASDF Recognition Board until the member meets the aforementioned criteria as stated above. And further, these requirements are in effect when considering promoting current enlisted members.

2-6 REDUCTION IN GRADE/RANK:

* 1. Unit commanders may reduce members who are CPLs or below one rank without prior approval. This reduction action must be forwarded to the G-1 for notation in the member’s official personnel file. Demotion of higher grade members requires review by the Recognition Board and the approval of the CMDR, PASDF.
	2. Reduction in grade/rank may be ordered upon proper cause and the CMDR, PASDF may appoint an investigating officer or convene a Review Board for fact finding and recommendation.
	3. In the event of voluntary grade change to accept an active T/O assignment, the same will be recorded and time-in-grade in the lower grade may be counted as if it were accumulated at the higher grade.

2-7 TRANSFERS AND REASSIGNMENTS:

1. Transfers for enlisted personnel will be by the “order of the commander” at the lowest headquarters common to both gaining and losing units. These personnel actions must be forwarded to the G-1 for orders publication.
2. For transfer requests which originate with an enlisted member, approval of both the losing and gaining unit/detachment Commander is required. Once the transfer is approved, the request for orders will be initiated by the losing commander and submitted to the G-1 as stated in 2-7a.
3. Reassignment of enlisted personnel within a unit is upon order of the Unit or the Detachment Commander. Unit and Detachment Commanders will provide notification of all transfers and reassignments by submitting PASDF Form 105, through command channels, to HQ, PASDF. 2-4

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2-8 EMERGENCY ENLISTMENT: In times of emergency or call to state active duty, or during a period of rapid expansion, unit commanders may be authorized to recruit on a temporary or an emergency basis. Express authority for such recruiting is required and unless included with orders or call to state active duty or otherwise ordered by TAG, there is no such extra or temporary recruiting authority.

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 CHAPTER 3

 OFFICERS AND WARRANT OFFICERS

3-1 SCOPE OF CHAPTER: Officers and Warrant Officers are commissioned and appointed by order of the CMDR, Pennsylvania State Defense Force and serve at the pleasure of the CMDR. Unless there is a waiver by the CMDR, PASDF per paragraph 1-12 (Exceptions to Criteria), the provisions of this chapter govern selection, eligibility, appointment, assignment transfer, promotion of officers.

3-2 RANK STRUCTURE: The following officer ranks are authorized for the PASDF:

 RANK ABBREVIATION GRADE Brigadier General BG O-7 Colonel COL O-6 Lieutenant Colonel LTC O-5 Major MAJ O-4 Captain CPT O-3 First Lieutenant 1LT O-2 Second Lieutenant 2LT O-1 Chief Warrant Officer CW5 W-5 Chief Warrant Officer CW4 W-4 Chief Warrant Officer CW3 W-3 Chief Warrant Officer CW2 W-2 Warrant Officer WO1 W-1

3-3 ELIGIBILITY REQUIREMENTS:

1. Leadership: Applicants should have qualifications as potential leaders. An officer representing the PASDF is a highly visible member of the community. Therefore, an applicant must be able to effectively and harmoniously interact with superiors, peers, and subordinates alike in a military environment. As officers in the PASDF, applicants must realize that in discharging their duties that they are periodically required, depending on the duty or mission, to interact with outside agencies in the discharge of these assigned duties and responsibilities. This is why the PASDF seeks applicants for commissioned appointments who have attained professional status as a doctor, chaplain, attorney, or people from other professions.

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1. The following criteria will be considered when determining a candidate officer’s initial rank or appointment:
2. Prior Service Personnel: Former officers of the Uniformed Services of the United States may be initially appointed at no higher than their Federally recognized rank. After a minimum of one-year’s satisfactory service, the member may be promoted to rank above their Federally recognized rank. Credit for enlisted service may also be considered in determining an individual’s initial rank.
3. College ROTC Personnel: Successful completion of at least two years of college-level ROTC training may be considered for appointment as Second Lieutenant.
4. Non-prior service personnel restricted to Doctors, Ordained Members of the Faith, or Lawyers licensed and on the BAR for the State of Pennsylvania who hold at least an Associate’s Degree, or equivalent civilian education, i.e. 60 semester hours, may be commissioned a Second Lieutenant. A higher rank may be recommended based on advanced educational credentials; however, education shall not be used as the sole factor in determining initial rank of appointment. Candidates must complete the PASDF OCS course. Additional factors such as age, experience, and level of responsibility attained in the private sector should be considered.
5. For initial appointment as a commissioned or warrant officer, candidates must successfully complete a basic Training Program (BTP) and the PASDF Officer OCS and Senior NCO Basic Leadership and Management Course. Prior service candidates will be given credit for equivalent training received while assigned to a component of the Uniformed Services of the United States.

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1. A designee who is otherwise qualified for initial appointment, may be conditionally appointed in a (temporary) rank while undergoing the PASDF BTP and BLMC training. Time served in a temporary rank will count towards the total time-in-grade required for the next promotion. The temporary appointment will expire one-year from the date of initial appointment. During this one-year period, the member must successfully complete BTP and BLMC, otherwise, their temporary appointment will be revoked, and the member will be separated. Upon completion of the BTP and BLMC, the appointment recommendation will be reviewed for final approval by the PASDF Recognition Board who will then submit to the CMDR,PASDF who will appoint the designee as “permanent” officer or warrant officer. The G-1 will publish the permanent appointment orders after final concurrence from the Recognition Board and approval by the CMDR, PASDF. Appointment orders will be retroactive to the date of initial “brevet” appointment.
2. Specialists: Chaplains will meet the requirements of their church for ordination. Judge Advocates and Medical Doctors will be from those admitted to practice in Pennsylvania. Medical Officers (all specialties) may be appointed ata rank equivalent to that awarded to Federal component medical personnel, commensurate with their professional experience and education, without regard to rank and strength levels authorized by the PASDF Table of Organization (T/O).
3. Warrant Officer appointments shall be based on special qualifications and expertise required for a particular T/O position.

3-4 INITIAL APPOINTMENT

Applications for commission as an Officer or appointment as a Warrant Officer will be reviewed by the PASDF Recognition Board. Applicants will be notified if they are to appear in front of the Board. Approved Board actions and published orders will be submitted to the CMDR, PASDF.

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1. The effective date of the appointment will normally be the date the applicant signs the oath of office.
2. At the time the oath is administered there will be an acknowledgement by the applicant that he/she understands the terms of membership and accepts the appointment at the rank approved. The original oath of office will apply to all future promotions and need not be re-administered.
	1. PROMOTIONS
		* + 1. Officers may be recommended for promotion by their immediate commander when a T/O position is available and the officer meets the requirements of this regulation. The recommendation will show the requested effective date of promotion and will be approved or disapproved by the intermediate commanders. The recommendation will be forwarded through command channels to HQ, PASDF for consideration by the next scheduled PASDF Recognition Board. Upon approval if the Recognition board and the CMDR, PASDF, orders will be published by HQ, PASDF.
				2. Recommendations for the promotion of Medical Officers will be reviewed and authenticated by the PASDF Command Surgeon prior to action by the PASDF Recognition Board Medical Officers may be promoted and assigned to positions without regard to rank and strength levels authorized by the PASDF T/O. Upon approval of the Recognition Board and the CMDR, PASDF, orders will be published by HQ, PASDF.
				3. Recommendations for promotion will be based on the officer’s demonstrated satisfactory performance, potential for performance in the next higher grade, and record of a formal professional development, i.e. OCS, and Officer Advance Courses
				4. All currently assigned officers who have not completed the PASDF Basic Training Program (BTP), PASDF Officer, Warrant Officer and Senior NCO Basic Leadership and Management Corse (BLMC), and Command and Staff Course (CAS3) or its equivalent, i.e. the on-line National Guard Professional Education Center Pre-Command and Leadership Course, must successfully be complete this training before being promoted to next higher grade. Prior service members will be given credit for equivalent training received while assigned to a component of the Uniformed Armed Services of the United States. Commanders will not submit recommendations for designee promotions to the PASDF Recognition Board until the designee successfully completes the PASDF BTP, BLMC, CAS3 or on-line National Guard Professional education Center Pre-Command Course. This requirement is effective for all promotions and appointments which occur after 1 August, 2014. 3-4
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	* + - 1. Unless waived pursuant to paragraph 1-12, minimum time-in-rank will be as follows; FROM TO TIME COL BG 15 Years LTC COL 12 years MAJ or CW4 LTC or CW5 9 Years CPT or CW3 MAJ or CW4 7 years 1LT or CW2 CPT or CW3 5 years 2LT or WO1 1LT or CW2 4 Years
				2. Time spent in particular grade during prior military service as a Federally recognized officer may be used to count towards the minimum time-in-grade requirement for promotion to the next rank in the PASDF.
				3. If an officer accepts demotion to fill an active T/O position, his/her time in rank at the lower grade will be counted as though served in the higher grade.
	1. TERM OF SERVICE: Officer appointments are an indefinite period, subject to discharge or reassignment to Minuteman status at any time, and with the right to resign or to be voluntarily reassigned as a Minuteman, as otherwise provided in this regulation.
	2. BRANCH OF SERVICE:

Officers commissioned in the PASDF will wear the Branch of Service insignia (BOS) appropriate for their position. For example, officers on the PASDF General Staff wear the General Staff BOS insignia. Personnel Officers will wear Adjutant General (AG) BOS insignia, Medical Officers will wear BOS insignia appropriate for their medical specialty, Chaplains will wear the Chaplain BOS insignia appropriate for their faith, Aviation Officers will wear Aviation BOS insignia, etc. Warrant Officers will wear standard Warrant Officer BOS insignia. For those officers who do not have a specific BOS, State Guard Insignia (Crossed Saber and Musket) will be worn.

PASDF Branch designation will not be included in the signature block of a PASDF Officer. Signature blocks will contain the officer’s abbreviated rank and the abbreviation of the Pennsylvania State Defense Force “PASDF” (example CPT, PASDF). Professional titles of medical officers will follow the officer’s last name (example, David M. Walters, MD or Joyce M. Johnson, RN).

* 1. TRANSFERS AND REASSIGNMENTS:
1. Reassignment of officer personnel within a unit is effected only upon order of the CMDR, PASDF.

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1. When an officer requests a transfer, approval of both losing and gaining commanders is required. Once the transfer is approved, the request for orders will be initiated by the losing command.
2. Transfers will be effected upon order of the appropriate commander who is the lowest commander common to both the losing and gaining units.
3. All transfers and reassignments of officers under this section will be temporary and subject of the approval of the CMDR, PASDF. HQ, PASDF will publish transfer and reassignment orders. 3-6

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 CHAPTER 4

 ACTIVE AND MINUTEMAN STATUS

4-1 REASSIGNMENT TO MINUTEMAN STATUS:

1. Voluntary: Reassignment to Minuteman status will be made upon request by an active member subsequent to approval by the CMDR, PASDF. The reassignment may become effective with not less than 60 days’ notice.
2. Involuntary: Unit Commanders are authorized to reassign an individual to Minuteman status at any time, without the individual’s consent. The G-1 must be informed and orders requested.
3. Pool: Minutemen in the ranks of LTC and below will be assigned to the Brigade, Aviation, or Battalion Headquarters nearest the member’s residence without regard to T/O positions. All medical personnel in Minuteman status will be assigned to HQ, MEDCOM. All Colonels and personnel assigned to HQ, PASDF at the time of transfer to Minuteman status will be attached to HQ, PASDF. Unit Manning Rosters will contain a section listing assigned Minuteman personnel.
4. Reassignment: Orders reassigning an active member to Minuteman status, or a Minuteman to active status, will be published by HQ, PASDF. Reassignment orders will designate the unit to which the Minuteman is assigned IAW paragraph 4-1.c. above.

4-2 MINUTEMAN ACTIVITY:

1. Personnel assigned to Minuteman status may volunteer to participate in all approved PASDF activities available to active status members. Examples of activities in which Minutemen may engage include: augment established T/O organizations; serve on special task forces or project assignments, attend courses and training programs; assist with youth mentoring programs; perform liaison or recruiting duties; and participate in unit drills and training activities, field training and command post exercises, community service missions, and actual emergency response operations. Service may be performed in any unit, regardless of assignment.
2. Minutemen desiring to voluntarily participate in PASDF activities may do so upon approval of the Commander of their assigned unit (Battalion or MEDCOM) or Chief of Staff for those assigned to HQ, PASDF. The CMDR/ Chief of Staff will determine the scope and period of service, and designate the chain-of-command to which the Minuteman is accountable. Minutemen will serve in the grade they held at the time of their transfer to Minuteman status.
3. The same requirements for training or support missions apply to both Minutemen and active status personnel. Minutemen may participate in all PASDF activities which are 4-1
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authorized by an approved Unit Training Schedule or State Active Duty Orders. Minutemen will be included on all Mission Personnel Rosters (PASDF Form 302) that accompany submission of Mission Authorization Requests (PASDF Form 301). See Chapter 6-4 for details.

4-3 PROMOTION OF MINUTEMEN: Accrual of time-in-grade for promotion is suspended while an individual is a Minuteman except that credit for school attendance, training activities, and special assignments as stipulated in paragraph 4-2 above, may be allowed.

4-4 REASSIGNMENT TO ACTIVE STATUS: Reassignment from Minuteman to active status must be to a vacant T/O position and with the consent of the individual concerned. Reassignment from Minuteman to active status on a voluntary basis is not authorized.

4-5 TRANSFER OF MINUTEMEN:

1. A Minuteman may be transferred: Officers pursuant to paragraph 3-8 and Enlisted pursuant to paragraph 2-7.
2. If the transfer also involves reassignment to active membership in the gaining unit, the active status will be with the consent of the gaining Unit Commander. Such reassignment must be against a vacant T/O position at the rank authorized.
3. If the transfer is of a Noncommissioned Officer, rank CPL through CSM with their rank currently pending approval based on enlistment or other waiver, the approval authority is the Commander PASDF prior to the individual being transferred to the gaining unit chain of command.

4-6 REASONS FOR SEPARATION OR REASSIGNMENT:

1. Separation for cause may be ordered because of:
2. Physical or mental disability: when an individual is found to be physically or mentally unable to perform duties on any position available to him/ her.
3. Conduct Unbecoming: When an individual demonstrates a discreditable or unsound conduct.
4. Fraudulent Entry: Concealment or misrepresentation as to prior service, age, convictions by civil or military courts, or concealment or misstatement of material facts.
5. Conviction by a Courts Martial or by a civil court for offenses involving moral turpitude or a crime for which the authorized sentence or punishment may include incarceration for a year or more, notwithstanding any sentence or punishment actually received.
6. Continued Absence from PASDF duty without valid reason.
7. Inefficiency or failure to perform satisfactorily.
8. Ineligible for membership under paragraph 1-1.
9. Resignation in accordance with the Terms of Membership.
10. Ordered to Federal Active Duty.

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1. Failure to attend 75% of scheduled drills within a calendar year, unless excused by the unit commander. No communication from the member as to their drill status, i.e. individual’s request for excusal from active status due to personal or family hardship.

b. Separation or reassignment to Minuteman status may be ordered because of:

 1) Administrative reasons based on such actions as reorganizations, elimination of T/O positions, or disbandment/inactivation of a unit.

 2) Relinquishment of a T/O position to permit others to serve.

 3) Occupational conflict.

 4) Temporary medical condition.

 5) Non-participation

 6) Any other reason indicated for the convenience of the PASDF or for the best interest of the Commonwealth, the unit, or the individual concerned.

4-7 SEPARATION PROCEDURES:

1. A member may be involuntarily separated within his/her chain of command, at any time, with or without cause by a Unit Commander with the review by the PASDF Recognition Board and the approval of the CMDR; or a member may be involuntarily reassigned to Minuteman status.
2. Unless otherwise ordered, the order for involuntary separation or reassignment will be by order of the CMDR, PASDF and published by the Deputy Chief of Staff, Personnel and Administration (G-1).
3. A copy of the order will be forwarded to the member who may thereafter appeal the action pursuant to paragraph 8-2. If no appeal is requested within 30 days from the date that the notification was given to the member, the action will be deemed as final.
4. A member has the right to resign at any time following his/her initial enlistment after providing at least 30 days’ notice prior to the effective date of the intended separation. However, if any unit of the PASDF has been called to state active duty, the right to resign is postponed until 30 days after the last PASDF unit has been relieved from state active duty.
5. An honorable separation or the equivalent order will be given to the separated member even though that member remains subject to the provisions of this regulation and when recognized by the “State” then the Pennsylvania Consolidated Statutes, Title 51: Military Department (State Defense Force Law) will also apply.
6. A dishonorable separation or dismissal from the PASDF is a separation without honor and may be given only upon sentence of a General or Special Courts Martial, with the approval of the CMDR.
7. Administrative, general, and other separation forms which indicate possible undesirability or prejudice to the record of the individual will not be used.

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4-8 TERMINATION DATE AND PROCEEDURES:

1. Termination of membership will be effective at the end of the day specified on the resignation or in the order for separation.
2. Upon separation, an individual’s records will be posted to date, to include a copy of the final Personnel Action Form (PASDF Form 105). The closed file will be forwarded through command channels and retained by HQ, PASDF.

4-9 CONTINUING JURISDICTION: Members remain subject to Court Martial for military offenses committed prior to the effective date of separation. Any responsibility for property of the PASDF, the Commonwealth of Pennsylvania or the U.S. Government continues after separation and until the property is returned and/or any property account is settled.

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 CHAPTER 5

 ADMINISTRATION

5-1 REGULATIOS: HQ, PASDF will maintain and make available to all PASDF units and members such regulations (REGS), Standard Operating Procedures (SOP), Administrative, Operations and Training, Logistic and Supply Directives, and state orders as are currently in effect. Other military regulations and publications may be useful or instructive but are not deemed binding as PASDF regulation or standing orders.

5-2 STANDARD OPERATING PROCEDURES (SOP): HQ, PASDF will prepare SOP’s to provide command policy and procedural guidance on a variety of matters, such as personnel management, awards, uniforms, supply accountability, logistics, safety, operations, and training programs.

5-3 BLANK FORMS:

1. All PASDF Forms will be registered with and managed by the PASDF Forms Control Officer, who will be appointed by the PASDF, Deputy Chief of Staff for Personnel (G-1).
2. Blank forms are available upon request from HQ, PASDF.
3. Local reproduction of forms, except for identification cards, is authorized.
4. All forms may be typewritten, legibly handwritten, or printed. Signature blocks will include the first name, middle initial, last name, rank, and title of each authenticating individual.

5-4 CORRESPONDENCE: Correspondence means all forms of typed or written communication between units and/or individuals. Internal communications within the PASDF may be in such form as the sender selects. Preparation will be on 8 ½ by 11 inch paper or preprinted forms. Written memoranda will be prepared on standardized PASDF letterhead IAW current U.S. Army military correspondence procedures.

5-5 PERSONNEL FILES:

1. An official Personnel File (OPF) for each member will contain copies of all orders and personnel records. The OPF will be maintained by HQ, PASDF.
2. The OPF will also contain the member’s service record which will serve as an historic log of personnel actions, such as their initial appointment/enlistment, assignments, reassignments, separations, promotions, awards, state active duty, and other achievements.
3. Every member should review their “Field Service record” each year, between 1 July and the Annual Muster. Battalion and higher level HQ will maintain each assigned member’s Field Service record and will certify that entries for the fiscal year ending 30 June are correct and complete.

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5-6 AWARDS AND DECORATIONS:

1. PASDF Decorations/Awards and Honors: Recommendations for PASDF awards and decorations will be prepared in accordance with PASDF Regulation 672-1 and PASDF SOP Number 96 will be submitted for review through the Recognition Board, HQ, and PASDF for approval of the CMDR.
2. Recommendations for PASDF level decorations, awards, and honors, will be submitted through command channels in accordance with the PASDF Regulation 672-1 and the PASDFawards Program SOP number 96. Approval authority for all PASDF awards is delegated to the CMDR, PASDF. Commanders and leaders at all PASDF command levels should familiarize themselves with PASDF Regulation 672-1 and PASDF SOP 96. This Regulation and SOP contains specific criteria, etc., for the award of all PASDF decorations, awards, and honors.

5-7 ACCIDENT, LINE OF DUTY, AND SERIOUS INCIDENT REPORTS:

1. Accident and Line of Duty Reports: Members injured during PASDF activities will be transported to the nearest medical facility capable of treating the injury. Such injuries will be immediately reported by the Unit Commander to HQ, PASDF. All Accident Reports will be forwarded by HQ, PASDF to G-1 as expeditiously as possible. An investigating officer will be appointed by HQ, PASDF to determine Line of Duty status. Investigation procedures and forms to be completed will be in accordance with PASDF LOD SOP (No. 21 TBD).
2. Serious Incident Reports: A serious incident is an actual or alleged incident, accident, misconduct, act, or condition (either criminal or non-criminal) that warrants timely notice to the PASDF or to the State military Department because of its nature, gravity, publicity, or potential consequences. Any serious incidents involving PASDF personnel should be reported immediately to HQ, PASDF. All Serious Incident Reports will be forwarded by HQ, PASDF to the appropriate authority as expeditiously as possible. Examples of reportable serious incidents are listed below:
3. Terrorist activities, sabotage, or incidents initiated or sponsored by known groups that occur on an installation or involve PASDF or PAANG personnel or property.
4. Theft, suspected theft, or illegal diversion of government property or funds.
5. Racially motivated acts or incidents of racial or sexual harassment.
6. The discharge, loss, theft, or misappropriation of any weapon or ammunition.
7. Murder, kidnapping, or physical assault.
8. Major fires or natural disasters involving death, injury, or property damage.
9. Breach of discipline or incidents requiring law enforcement intervention.
10. Any accident resulting in death or serious injury requiring hospitalization.

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5-8 UNIT FILES: The following are the minimum files to be maintained by active PASDF Units:

1. Service Records: A service record will be initiated and maintained for each member of the organization. Each Battalion and higher HQ will maintain “Working Field Files” that must be inspected periodically to ensure completeness and compared to the member’s official personnel file yearly to ensure that the working field file and the individuals’ official service record contain the same information. A copy may be maintained at the company level, but are not required, and are not subject to inspection. Official service records will only be maintained by HQ, PASDF.
2. Alpha Rosters: A copy of the PASDF “Alpha” Roster listing each member’s name (Last, First, and MI), rank, PASDF SSN, and unit (in that order), and will be maintained by the G-1 HQ, PASDF. All Commanders will submit a current Alpha list monthly to HQ, PASDF. The G-1, HQ, PASDF will publish and distribute the revised Alpha List on a Quarterly basis to all units. All PASDF units will maintain a current Alpha Roster.
3. Unit Manning Rosters: Each Company, Battalion, MEDCOM, and HHD, PASDF will maintain a current Unit Manning Roster (UMR). The UMR will be based on the Unit’s authorized T/O, and will list the rank and name of individuals assigned to each T/O position. The UMR may also include members’ phone numbers and other optional information as desired. Copies of updated UMR’s will be submitted to HQ, PASDF on a periodic basis as required by the PASDF Deputy Chief of Staff for Personnel G-1).
4. Alert Plans: Units at all levels will maintain a current Alert Plan. The plan will provide for notice to each member of when and where to report if ordered to state active duty on an emergency basis. The Unit Alert Plan may provide for implementation of a call to state active duty upon certain disasters or other contingencies (without individual order or notice to report). Copies of Battalion and MEDCOM level alert Plans will be submitted to the Deputy Chief of staff for Operations and Training (G-3) on a quarterly basis if an update is warranted. Unit Alert Plans are subject to periodic inspection by HG, PASDF.
5. Unit Status Reports: Each Battalion, MEDCOM, and HHD, PASDF will maintain copies of Unit Status Reports (both Consolidated and Feeder reports) for the current fiscal year and for the preceding fiscal year. Unit status reports will be prepared IAW paragraph 6-5. These reports are subject to periodic inspection by HQ, PASDF. Companies and Detachments are not required to maintain official records, but may maintain a working field file, if desired. The PASDF G-3 will maintain record copies of consolidated Monthly Unit Stats Reports.
6. Unit Training and Readiness Records: The PASDF G-3 will establish requirements and procedures for maintaining and reporting unit readiness and individual training status. PASDF Command Training Policies and procedures are contained in PASDF SOP NO. 35- The PASDF UNIT TRAINING SOP. Individual training records will be maintained at each Brigade, Aviation, and Battalion, MEDCOM unit and, HHD, PASDF. These records will be used to determine unit readiness status, to assess unit training needs, develop unit training programs. Unit Training Schedules will be submitted to the PASDF G-3 on a quarterly basis and will be maintained by each Company, Battalion, MEDCOM, Aviation, and Brigade Headquarters. Unit training and readiness records are subject to periodic inspection by HQ, PASDF.

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1. Property and fiscal Records: These records will be maintained by each Company, Battalion, MEDCOM, Aviation, and Brigade unit as prescribed by the Deputy Chief of Staff for Supply and Logistics (G-4) to ensure accurate property accountability. Unit property and fiscal records are subject to periodic inspection by HQ, PASDF.

5-9 PRIVACY ACT:

1. Information contained in personnel files or rosters is protected by the Privacy Act. Home addresses, telephone numbers, and Social Security numbers of members will not be revealed to anyone outside of the PASDF without the permission of the member concerned. Requests for information will be referred to the custodian of the records who will follow regulatory guidance on disclosure of information and post a record of the request for information in the member’s file.
2. Unless otherwise ordered, it is necessary to cite the Privacy Act on all rosters. Personnel with protected information will take necessary precautions that such information on PASDF rosters, files, etc., remains private.
3. As a rule, rosters which are prepared for general distribution to large numbers of personnel (i.e. Alert Plans, membership lists, and unit manning rosters) normally should not contain individual Social Security Numbers.

5-10 ANNUAL MUSTER:

1. Attendance at the Annual Muster is mandatory for all active members. The Annual Muster will serve as an annual inspection for those attending, with in so far as feasible, for all active members present. Any and all Minutemen may also be ordered to attend. HQ, PASDF will publish the muster order.
2. When funds are available and authorized: Aside from any pay vouchers or tax forms which may be required, the payroll will be for those members in attendance by the roster or report of the Company Commander or by specifically appointed Muster Officers. Sign-in sheets will also be required. In order for an individual to be paid, a copy of the member’s enlistment/appointment must be on file with the State Military Department, and funds must be authorized on state active duty orders.
3. Copies of Service Records (maintained by each Brigade, Aviation unit, Battalion, and MEDCOM) of all personnel will be certified as reviewed and correct as of the end of the preceding fiscal year and will be made available for inspection at the Annual Muster.

5-11 EXPENDITURES: No unit member is authorized to incur any obligation or charge against the Pennsylvania State Defense Force, the Commonwealth of Pennsylvania or the U.S. government, unless requested for approval by HQ, PASDF or when applicable, by the Commonwealth of Pennsylvania’s State military Department. Authorized reimbursements will be in accordance with either the PASDF or the State Finance Officer guidance. 5-4

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5-12 PROPERTY:

1. Even though uniforms and other property may be furnished or donated by individual members or private sources, uses of such items will be in accordance with this and other governing PASDF regulations and standard operating procedures (SOPs).
2. State or federal property, to include PAARNG equipment, GSA vehicles, and other items, is prohibited for loan to PASDF units, unless authorized by the State Military Department and the CMDR, PASDF.

5-13 COUNSELING: PERFORMANCE AND PERSONNEL: TO BE DEVELOPED (TBD). (MOS 4-4)

5-14 PASDF OFFICER AND WARRANT OFFICER EVALUATION REPORTS: (TBD)

 PASDF Form 67-8

 PASDF Form 67-8-1

5-15 PASDF NONCOMISSIONED OFFICER EVALUATION REPORTS: (TBD).

 PASDF Form 2166-7

 PASDF Form 2166-7-1

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 CHAPTER 6

 OPERATIONS AND TRAINING

6-1 OVERVIEW:

1. Operations and Training od PASDF units and personnel will be consistent with the general focus and intent of the PASDF Mission Statement located on Appendix B of this regulation. The implementation of training programs and execution of missions will be in response to changing operational requirements, presently, under the direction of the CMDR, PASDF and additionally, will be provided by the State Military Department upon “State recognition” for any future revisions to the PASDF Mission statement or to the provisions of this regulation.
2. Three broad mission categories to beperformed by the PASDF are: 1) Support the PABG, 2) Provide Community Service, and 3) assist other jurisdictions and agencies with Emergency Response. The list of missions provided in the Missions Statement is not all inclusive, but provides a representative sampling of typical missions the PASDF would be expected to perform under each of these categories. Specific tasks to be executed by the PASDF will be dictated by the assigned mission, the uniqueness of each operational situation, and the capability and proficiency of available PASDF units and personnel.

6-2 RESPONSIBILITIES:

1. The operational environment and mission requirements will directly influence the focus and direction of the PASDF Qualification System training program (PASDFQS). The PASDF Deputy Chief of Staff for Operations and Training (G-3) is responsible for analyzing mission requirements and developing an effective training program to meet operational needs. The G-3 will develop standardized training programs and materials; establish training standards and qualification criteria; monitor unit readiness and training/qualification status; and provide policy guidance on training and operations conducted by all PASDF units. The G-3 will also support the HHD training program.
2. Aviation, Brigade, Battalion, MEDCOM, and other Company/Detachment Commanders are responsible for the planning and conduct of effective training programs and exercises by their units, and will ensure that training conducted by their personnel meets established PASDF standards and criteria. Company and Detachment Commanders will develop Quarterly Training Schedules, unless the Brigade, Aviation, MEDCOM, or Battalion Headquarters prepares consolidated schedules. Unit Commanders at all levels will ensure that appropriate “Safety Briefings” are presented to their unit prior to any training or operational activity that might pose a potential health or safety risk. 6-1

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1. Each Aviation, Brigade, Battalion, and MEDCOM Operations and Training Officer (S-3) will develop Annual training Plans and Quarterly Training Schedules; supervise implementation of the PASDF Basic training Program, the PASDF Basic NCO Course, the PASDF Basic Senior NCO/ Officer Leadership and management Course, and Command and Staff Course 3 (CAS3) and/or monitor the individual’s progress while taking the National guard’s Professional Education Center on-line Pre-Command and other relevant courses within their respective units; coordinated intra and inter-Brigade, Aviation, Battalion, MEDCOM training exercises; and assist al company, detachment and squadron commanders with developing and executing dynamic and operationally relevant individual and collective training programs for their assigned personnel.

6-3 TRAINING

1. Individual or (Institutional) training Programs will only be developed, identified, staffed, and implemented by the PASDF G-3. This will ensure that all PASDF members are trained to meet acceptable standards and thus are properly prepared to conduct training and operations safely. This will enable PASDF individuals and units to successfully complete the various missions that may be encountered. The PASDF G-3 will identify and develop all requisite training standards and operational guidelines for individual training programs and periodically review and update them, as required. Formal training of individual PASDF members will consist of the following programs:
2. Basic Entry Level Training (BELT)
* Basic training Program
* NCO/Officer Basic Leadership and Management Course
1. Advanced Level training
* Basic noncommissioned Officers Course
* Senior NCO Leadership Management course
* Command and Staff Course (CAS3)
* National guard On-Line Professional Education Center’s Pre-Command Course
1. Advanced Individual Skill Training
* Search and rescue Qualification Courses
* Community Emergency Response Team (CERT) Training
* Red cross Disaster Services Courses
* FEMA and/or Emergency Management Institute Courses
* Advanced Medical Training (i.e. First Responder, EMT, Paramedic0
* Advanced Communications Training
* Security Training Program
* National guard On-Line Professional Education center, FEMA, EMI, SGAUS, or other “credentialed” First Responders or Emergency Operations Courses

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1. Basic Entry Level Training Program (BELTP): All PASDF personnel are required to successfully complete the PASDF BELTP within six months of their initial appointment/enlistment. Completion of the BELTP is also required before a PASDF member can be recommended for promotion to the next higher rank following their initial appointment of promotion. Members completing the BELTP will be awarded the PASDF Basic Training Ribbon (reference: PASDF Awards Program SOP No. 96). The PASDF BELTP will consist of the following entry-level training subjects.
* Drill and Ceremonies
* Military Customs and Courtesy
* Legal Basis for the PASDF
* History of the PASDF
* PASDF Mission and Organization
* Wear of the PASDF uniform
* Basic/Standard First Aid
* Land Navigation Techniques
* Radio communication Procedures
1. PASDF Basic NCO Course
* The purpose of the PASDF Basic NCO Course (BNCOC) is to prepare our junior CPL-SSG leaders to lead by example and to be able to comply with organizational regulations and SOPs. This course prepares the junior and mid-level NCO at each basic command level to seek responsibility; to assume more stringent duties; and to accept their role, autonomy, and authority as non-commissioned officers in the PASDF as they attain higher levels of duties and responsibilities within the PASDF.
1. Basic Officer OCS , Warrant Officer, and Senior NCO leadership and Management Course (BLMC):
2. The purpose of the PASDF BLMC is to provide a foundation of knowledge in the basic leadership and management skills needed by our Officers and Senior NCOs to function effectively in various command and staff positions at all levels In the Pennsylvania State Defense Force.
3. All officers (commissioned and warrant) and all senior NCOs SFC through Command Sergeant Major are required to successfully complete the BLMC within one year of their initial appointment in the PASDF. Additionally, all current PASDF Officers and Senior NCOs (SFC and above) must complete the BLMC prior to promotion to the next higher grade. Chapter 2 and 3 of this regulation provides detailed guidance regarding all enlisted, warrant, and officer appointment and promotion procedures. Completion of the BLMC is also required for enlistment at/ or promotion to the rank of SFC or higher. Chapter 2 provides detailed guidance regarding NCO enlistment and promotion procedures. All officers and Senior NCOs (SFC and above) must complete the BLMC in addition to other BELTP tasks to become eligible for the award of the PASDF NCO and Officer Training Ribbon. The PASDF BLMC will consist of the following leadership 6-3

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 and management topics:

* School of the Soldier Skills
* Command and Staff Functions
* Unit Administration
* Leadership Principles
* Professional Ethics and values
* PASDF Missions and Operations
* Training and Training Management
* Volunteerism and Community Service Outreach
1. Unit Mission Training: Collective training will be conducted by units at all levels to integrate the combination of individual and unit level skills needed to perform the wide range of missions that a PASDF unit may be called upon to execute. Mission Oriented Training may involve formal courses presented by outside agencies such as FEMA or the American Red Cross, or may be developed by individual PASDF units. Mission Oriented Training may also include formal instruction, or may be in the form of a Field training Exercise (FTX), command Post Exercise (CPX), or a combination of training formats. Training can be conducted at the Brigade, Aviation, MEDCOM, Battalion, Company, Detachment, or Team level, and may include other Emergency Response Agencies. Examples of unit level Mission Oriented Training include, but are not limited to:
2. Emergency Response Team training Topics:
* Advanced and Specialized Search and Rescue Operations
* Damage Assessment Survey Operations
* Disaster Relief and Recovery Operations
* Shelter management Support Operations
* HAZMAT Perimeter Security Operations
* Forest and Field Fire Suppression Operations
1. Medical Detachment Training Topics:
* Medical triage Procedures
* Medical Evacuation Techniques
* Medical Aid Station Operations
* Mass Casualty Operations
1. Staff Training Topics:
* Command and Staff Procedures
* Preparation of OPLANs and OPORDs
* National Incident Command and Staff System
* Search and Rescue Staff Operations
* Operating Emergency Operation Centers (EOC) 6-4

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* Operating PASDF tactical Operations Centers (TOC)
* Mobilization and Demobilization Operations
* Interagency Coordination and Support
* FEMA Emergency Management Courses
* And Others TBA
1. All training conducted by PASDF units will be focused on accomplishing our Emergency Response Missions and should incorporate as much hands-on, “Performance Oriented Training” techniques as possible, to achieve realism and to maintain the interest of each member. Classroom instruction and lectures will be employed only to the minimum extent necessary, and with the exception of staff and senior staff units, should be reserved by the lower echelons, i.e. Battalion, Squadron, Company, etc., for the cold weather months and only for those subjects that require that this type of training format.
2. Unit Training Schedules
3. Training and Training Schedules are used IAW with PASDF SOP No. 35, and will be prepared using PASDF Form 304 for each quarter of the Fiscal Year, beginning on 1 October. Schedules may be prepared for individual Companies/Detachments, or may be consolidated at Brigade, Aviation, Battalion, and MEDCOM level, at the discretion of the Unit commander. Training Schedules will be submitted to the PASDF G-3 not later than thirty (30) days prior to the start of each quarter (i.e. schedules are due by first day of September, December, March, and June). The PASDF G-3 will provide information copies of approved Unit Training Schedules to the Chief of Staff on a quarterly basis.
4. Training Schedules will be signed by the Unit commander of “*for the commander”* by the S-3 officer, and will contain the statement “*Units and personnel designated are ordered to attend PASDF training activities as indicated.”*  Approved training schedules, which contain this statement, are considered the equivalent of official orders, and require no additional documentation. Routine training activities, drills, field exercises, courses, or practice missions which appear on approved Unit Training Schedules will not require separate approval by the State Military Department. This includes training activities (not operational missions) that are conducted in coordination with other agencies as defined in the PASDF Mission Statement. Participation of PASF personnel or units in Routine Support Missions or an actual Emergency response Mission will presently require specific approval by the CMDR, PASDF and upon “STATE” recognition, most likely by the State military Department (see para. 6-4). 6-5

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1. PASDF/ PANG Joint Training
2. PASDF personnel may support, and participate in a PANG unit’s scheduled training, when invited and/or authorized, which is consistent with the activities permitted by the PASDF Mission Statement.
3. PASDF units are not presently authorized to coordinate directly with PANG units located in their local areas to obtain training support, which is consistent with the PASDF Mission Statement. All such requests should be presently coordinated through the HQ PASDF G-3 and the local PANG Unit Commander, who will determine the nature and extent of support to be given the PASDF unit, based upon the unit’s capabilities and availability of PANG personnel and resources. The PANG unit will only support the PASDF unit to the extent allowable by PANG regulations, and only to the degree that its unit training and readiness will not be adversely affected.
4. PANG units and personnel may participate in PASDF training activities and field exercise when approved by the PANG chain-of0command. An example of PASDF training which might be beneficial to participating PANG personnel is the PASDF Basic Search and Rescue Qualification Course, Basic Leadership Management Course, etc.
5. Restricted Training Activities:
6. Marksmanship and weapons orientation or safety training will be permitted only by the Pennsylvania Army National Guard. Operator training on military vehicles and other Federally controlled PANG equipment may only be performed if allowed by Federal regulations, and will be considered by the Chief of Staff, PASDF, on a case by case basis. Under no circumstances will training be permitted in civil disturbance operations or the use of lethal force, unless presently, specifically approved by the CMDR, PASDF or when “recognized” by the proper authority within the State Military Department.
7. Training activities which pose a potential health or safety risk (e.g. rappelling), but are necessary for advanced qualification in Search and Rescue operations, or other approved Emergency Response Missions, may be conducted IAW regulations and guidelines; however, prior approval by the HQ PASDF G-3 will be required.
8. Requests to perform such restricted training activities will be coordinated through the HQ PASDF G-3 for submission to the Chief of Staff for review by the CMDR.

6-4 OPERATIONS:

1. General: 6-6

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1. Operations performed by PASDF units or personnel will be in accordance with the general intent of the PASDF Mission statement (Appendix A). PASDF missions are classified as either “Routine” or “Emergency”. Routine Support Missions include most PANG Support and Community Service operations. Examples of Emergency Response Missions include Disaster relief and Recovery, Search and Rescue, EOC Support, Damage assessment, and 4x4 transportation of medical personnel and patients during snow emergencies but only when authorized as in Section 6-3.
2. Requests for unit support may come from a variety of channels, including directly to the local PASDF Unit Commander from an outside agency or other local governmental jurisdiction. In an emergency situation, the local PASDF Unit commander might even initiate a mission request in response to a situation that suddenly presents itself.
3. All missions performed by PASDF personnel must be approved in advance by the G-3, HQ PASDF. Prior approval is necessary to ensure that participating PASDF personnel are covered under Pennsylvania Consolidated Statutes, Judiciary and Judicial Procedure, Title 42 Chapter 83- Particular Rights and Immunities Re: PA. CSA 8331, 8331.1 and .2, 8332, 8332.2 and 8332.4. These statutes pertain to the Pennsylvania Good Samaritan Civilimmunity and Volunteer- In – public- Service Negligence Standards and cover the general guidelines of the Commonwealth of Pennsylvania’s Workman’s Compensation and tort Claims Acts. (See Appendix H).
4. Procedures for obtaining mission authorization are similar for both Routine support and Emergency Response Missions, except that emergency situations may often require expedited processing of mission requests. PASDF Unit commanders using PASDF Form 301 will prepare Mission Authorization requests. Whenever practical, a Mission Personnel Roster (PASDF Form 302) will be attached to the Mission Authorization Request.
5. Upon completion of a mission, Unit commanders will submit an After Action Report (AAR) using PASDF form 303. Normally, AARs should be attached to the Monthly Unit Status Report, which is submitted to HQ PASDF. Specific guidance for processing Routine and Emergency Missions Authorization Requests is provided below. The PASDF G-3 will maintain a Mission Log and copies of all mission requests and supporting documentation.
6. Routine Support Missions:
7. Unit Commanders will submit one copy of PASDF Forms 301 and 302 to the PASDF G-3 (or designated Staff Officer) at least 30-dyas prior to the scheduled event. Routine mission requests received less than 30 –days prior to an event will be processed if the HQ PASDF G-3 determines that there is sufficient time to coordinate mission approval. 6-7

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1. Mission requests will be screened by the PASDF G-3 for completeness and consistency with the PASDF Mission Statement, then forward to the Chief of Staff, HQ PASDF prior to review by the CMDR. The G-1, HQ PASDF will publish Active Duty Orders for all approved missions. Orders will designate if Active Duty is in a paid or unpaid volunteer status. Only the Governor can authorize State Active Duty in a paid status.
2. Unit Commanders are only authorized to commit their units and personnel on routine missions that are approved on orders prepared by the HQ PASDF or are designated by the CMDR, PASDF as assigned missions in direct support of the PANG.
3. Emergency Response Missions:
4. In the event of an Emergency Response Mission, Unit commanders may mobilize their personnel and place them on stand-by prior to obtaining mission approval. Only in an imminent life-or-death situation should a Unit Commander deploy their unit without prior approval of the HQ, PASDF.
5. The decision to deploy PASDF personnel would be at the discretion of the Unit Commander, based on the given situation at hand. However, final approval or disapproval for deployment of PASDF units or personnel is delegated to the CMDR, PASDF. Should a mission be disapproved after deployment, the Unit Commander will be directed by the CMDR, PASF, or by the CMDR’s designated representative, to immediately recall his/her personnel from the scene.
6. Authorization for an Emergency Response Mission will follow the same general procedures established for requesting a routine support Mission. Information required on PASDF Form 301 may be transmitted verbally by PHONE or sent by e-MAIL / FAX to HQ, PASDF for possible forwarding to the controlling authority using the PASDF Emergency Notification Roster, which is periodically updated and distributed by the PASDF G-3 to all Unit Commanders at the Brigade, Aviation, MEDCOM, Battalion, and Company/ Squadron and detachment levels.
7. To obtain authorization to perform an Emergency Response Mission, the Unit commander will first contact the designated HQ, PASDF Operations Officer (G-3) or his (G-3) deputy. If unsuccessful, the Unit Commander will then contact, in turn, the Chief of Staff, HQ PASDF, and if unsuccessful, then the CMDR, PASDF.

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1. HQ, PASDF will then forward the mission request for review by the coordinating authority. If none of the HQ, PASDF personnel listed above can be reached, then the Unit Commander should directly contact the controlling authority or the “incident” or on-scene commander.
2. When prior approval cannot be obtained under emergency conditions, the PASDF Unit Commander must notify HQ, PASDF “**As Soon as Possible”.**
3. Categorically Excluded Activities:
4. Routine Activities, which do not directly involve supporting another organization, and require individual, rather than unit, participation may be performed without obtaining prior approval.
5. Examples of categorical exclusions include: participation in PASDF recruiting activities; attendance at unscheduled coordination meetings with local community officials, other agencies, and PASDF personnel; performance of CMDR duty or administrative functions at an PANG Armory; presentation or receipt of decorations, awards and honors; participation in routine training activities (including FTX, CPX, and formal training courses) which are listed on the approved unit training schedule; representing the PASDF at graduations, patriotic events, or other forms of public ceremonies; and participation in military or veterans organization meetings and/ or at other social functions.
6. Members who participate in such activities will be assumed to be “under orders” for purposes of liability coverage as discussed in paragraphs 1-19 through 1-21 of this regulation. Participation in these activities will continue to be reported in the Unit Status Reports, in accordance with paragraph 6-6, below.

6-5 COMMAND RELATIONSHIPS:

1. PASDF Units and personnel may participate in a wide range of activities which support the PANG, local community and municipal governments, and a variety of civic organizations and public or private emergency response agencies. Examples of these activities and agencies are contained in the PASDF Mission Statement (Appendix B).
2. During a routine Community Service Mission, a PASDF unit will often be in a support role to another organization. As such, the PASDF Commander on the scene may be assigned tasks and duties for their personnel; however, the PASDF Unit Commander will retain command responsibility over his/her assigned or attached personnel at all times. 6-9

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1. During an Emergency Response Mission, the supporting PASDF unit may be placed under the Operational Control (OPCON) of another organization or agency. The PASDF Commander of an OPCON unit will accept direction and tasks from the supported/supporting agency, so long as these tasks are within the unit’s resources and capabilities.
2. The PASDF Commander assigned to any support mission will reserve the right to reject any task or mission assignment which his/her unit “is not qualified” to perform, which places PASDF personnel in harm’s way, or which is inconsistent with the PASDF’s authorized mission, or which might be in conflict with any law or regulation. Presently, unless ordered to duty by the CMDR, PASDF, or to State Active Duty by the Governor, any PASDF personnel participating in such a support mission do so in/on a voluntary basis, and are only required to perform those duties and tasks they agree to perform.

6-6 UNIT STATUS REPORTS:

1. Each company/Detachment/Squadron level unit will prepare a Unit Status Feeder Report (PASDF Form 306) for submission to their immediate higher headquarters by the 7th day of each month. Each HQ Staff Directorate will also submit a Feeder report to the HHD Commander. Feeder Reports will contain unit strength information and a summary of the preceding month’s drill, training exercises, operational missions, and any other noteworthy activities. After Action Reports (PASDF Form 303) of training activities, community service projects, and emergency response operations should also be attached to the Feeder Report.
2. Consolidated Monthly Unit Status Reports (PASDF Form 307) will be submitted by each Battalion/Squadron Headquarters, Medical Command, and HHD, PASDF to the PASDF DCOS for Operations and Training (G-3) by the 15th day of each month. Unit Status Reports should include After Action reports and will consolidate information taken from the Feeder Reports prepared by each subordinate unit as described in paragraph 6-6 a above.
3. Unit Status Feeder Reports from Company or Detachment level units should be retained by the parent headquarters, but will not be forwarded to HQ, PASDF. Only consolidated reports will be submitted to the G-3. Feeder reports will be maintained by the Brigade, Aviation, MEDCOM, and battalion level Operations and Training (S-3) section.
4. The PASDF G-3 will prepare an Annual PASDF Activity Summary, which will be submitted, to Chief of Staff by 1 December of each year. The Annual Summary will include training and operational assessments and a personnel summary for the preceding fiscal year (1 October – 30 September). The report will be prepared using information contained in Monthly Unit Status Reports and input from the PASDF Command Group and Staff Directorates. 6-10

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6-7 ADMINISTRATIVE REQUIREMENTS:

1. Emergency Notification: The G-3 HQ, PASDF will maintain and periodically publish an Emergency Notification Roster of key command and staff personnel down to the Company level. Each Battalion and MEDCOM will maintain a current Emergency Notification Plan for all assigned personnel and their subordinate units. All “Emergency Notification Plans” will be updated at least twice each year, with copies submitted to the G-3, HQ PASDF on the first day of October and April.
2. Unit training and readiness Records: The PASDF G-3 will establish requirements and procedures for maintaining and reporting unit readiness and individual training status. Official training records will be maintained by each Aviation and battalion, MEDCOM, and HHD. Each Aviation, Battalion, MEDCOM, and HHD is required to submit a Consolidated Monthly Unit Status Report to the G-3 HQ PASDF (see paragraph 6-6). Individual Companies, Squadrons, and Detachments may maintain a working training file, if desired. The G-3 HQ PASDF will maintain records of Unit Status Reports Submitted by the Battalions, MEDCOM, and HHD.
3. Correspondence Courses: The G-3 HQ PASDF will assist other units with enrollment in military, FEMA, and other emergency management courses, whether resident or correspondence programs, and other like formats.
4. Training Aids and Reference Materials: The G-3 HQ PASDF will provide support to subordinate units by obtaining, or coordinating the acquisition of, training aids and reference materials (i.e. Field and Technical manuals, Training Outlines, and Lesson Plans) from appropriate training or supply sources. Individual units are also encouraged to obtain training aids and references from local PANG units and other sources when convenient.
5. Operations Plans (OPLAN) and Operations Orders (OPORD): The G-3 HQ PASDF is responsible for preparation of OPLANs for emergency response contingencies to which the PASDF is likely to respond. The G-3 will prepare and issue OPORDs for emergency deployments and field training exercises involving more than one battalion. Battalion Operations and Training Officers (S-3) are responsible for preparing and issuing appropriate OPORDs for their affected unit deployments involving more than one company, aviation flight, or group, for both actual emergencies and field training exercises.
6. Communications: The G-3 HQ PASDF will establish standards and requirements for all command-wide communications equipment, procedures, training, and frequency management. The G-3 will develop a Communications Standard operating Procedures (SOP) and publish the PASDF Communications and Electronics Operating Instruction (CEOI) containing unit Call Signs and approved frequencies. The G-3 will coordinate frequency 6-11

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requirements with the PANG, PEMA, FCC, and other emergency and civil organizations. The G-3 will also establish and maintain the PASDF Emergency Notification Roster and PASDF E-Mail Directory.

1. Training and Service Awards: Recommendations for the following training and service awards will be submitted, using the TBD PASDF Form indicated, to the G-3, HQ PASDF for verification prior to processing by the DCOS for Personnel (G-1) HQ PASDF:
2. PASDF (PASDF Form 114)
3. PASDF Search and Rescue Award
4. Community Emergency Response team Task Force Award
5. Aid to Civil Authority Award
6. Military Qualification Award
7. Proficiency Award
8. Honor graduate Award
9. Officer Training Graduate Award
10. NCO Training Graduate Award
11. Basic Entry Level Training Completion Award
12. CMDR’s Outstanding Citation Award
13. CMDR’s Meritorious Unit Service Award
14. TABS, Badges, etc.: SAR, CERT, QRST, WINGS
15. Operational Equipment and Individual Field Items: The G-3, GQ PASDF in coordination with the DCOS for Supply and Logistics (G-4), will establish requirements and criteria for mission essential operational equipment, individual field uniforms and accessories, and field rations which are necessary for the safe and successful accomplishment of approved PASDF training exercises and operational missions.

6-8 MEDICAL SUPPORT: The PASDF Medical Command (MEDCOM) will assist HHD, PASDF and field units (Battalions, Squadrons, Companies, and Emergency Response Teams) throughout the state by providing support in the following areas:

1. Medical Training: MEDCOM personnel will serve as instructors and technical resources for coordinating or presenting training in basic and advanced medical skills for PASDF units and individual members. MEDCOM personnel will be encouraged to become certified as instructors by the American Heart Association and American Red Cross, in order to provide qualified instruction of PASDF members in First AID and CPR certification courses.
2. Field Medical Support: MEDCOM will provide medical support to all units conducting field training exercises or operational missions which present a potential health or safety risk. Units conducting or participating in Field Training Exercises, Search and Rescue field courses, or operational missions, which involve sustained physical activity in a field environment, are encouraged to obtain medical support for these activities. Restricted training activities,

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such as rappelling or marksmanship, even if approved by the CMDR, PASDF or by the State Military Department, may not proceed unless qualified medical personnel are present (see paragraph 6-3-h for further guidance on restricted activities). Requests for medical support will be submitted directly to Commander, MEDCOM by Unit Commanders planning training or operations that require such support.

1. Medical Supplies and Equipment: MEDCOM in coordination with the G-4, GQ PASDF, will develop standard supply lists for First Aid Kits to be required of, or issued to, all PASDF members who are engaged in field training or operational mission. MEDCOM will also establish requirements and guidelines in coordination with the G-4 HQ, PASDF for the procurement, distribution, storage, and maintenance of organizational and individual medical supplies and equipment for each Medical Detachment and assigned medical personnel.
2. Medical Screening: The Commander, MEDCOM/Command Surgeon will establish a program to screen all PASDF personnel who would participate in rigorous field training and operational activities. Participation in these activities will require annual certification by the Command Surgeon, or designated medical personnel approved by the Command Surgeon.

6-9 AVIATION SUPPORT: The PASDF Aviation Command will assist HQ and HHD, PASDF to include all PASDF units throughout the state by providing organizational aviation service and support in the following areas:

1. Aviation Group Goal: To have a mission capable and effective Air Mobile Force within the PASDF that is mission ready, deployable, and that can effectively support emergency and/or routine operations anywhere within the Commonwealth of Pennsylvania within twelve tot twenty-four hours.

The PASDF Aviation Group Commander is responsible for the further development and augmentation of this aviation section. He/she will coordinate through the G-1/G-3/G-4/G-5 sections of HQ, PASDF to assist the PASDF Aviation Group in the development of the following guidelines and parameters

1. Aviation Group Objective: to develop concept of PASDF Aviation unit operations
2. Identify Realistic Unit Objectives
3. Define Missions in support of PASDF Air and Ground Operations
4. Identify Specific Aviation Unit Movement Operations
5. Identify the following Unit Movement Roles and Responsibilities for : Commanders: Staff Coordination and Planning:
* Address unit limitations 6-13

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* Translate operational requirements into detailed and realistic movement operations

 Personnel Augmentation:

 Designate:

* Unit Movement Officers:
* Unit Movement Coordinator:
* Brigade Movement Coordinator:
* Mobility Warrant Officer:
* Air Load Planners:
* Unit Loading and Unloading Teams:
* Operations for Intra-County Unit Movement;
* Operations for Inter-County Movement:
1. Movement Plans:
* Develop, Prepare and maintain the Plan in coordination with the G-3, HQ, PASDF: What needs to be moved?
* Identify Personnel and Equipment:
* Which personnel and what equipment is needed immediately and who and what is needed but can wait. What needs to be moved by air? Identify hazardous or sensitive material(s).
1. Unit Member readiness and Unit Training
2. Define Aviation Mission Essential Task List (METL)
3. Individual Training and Skill Qualification
4. Collective training, Task Driven, Performance Oriented
5. Establish Unit Standards and Objective Criteria
6. Personnel Qualifications
7. Facilities (Planes)
8. Airfields
9. Logistics, Service, and Maintenance
10. Support
11. Initial Notification Activities
12. Movement Order Activities:

 Unit Deployment:

* Air Movements:
* Tactical or administrative: Develop Unit Commanders and Key Personnel Checklists for the following:
* Actions to be taken at Assembly and Marshalling Areas to include:
* Unit Reception, Personnel, Equipment, and Traffic

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* Management at the Aerial Port of Embarkation
* (APOE) and/or Debarkation (APOD)
* Actions to be Taken at Staging Areas: (See Above)
* Actions at Holding Areas
* Prepositioning of items
* Establishment of and Liaison with Aerial Port hosts
* Integration of Host Assets and Augmentation of Host Personnel, PASDF or Local host Government, Agency, or Organization
* Personnel and Cargo Manifests
* Responsibilities and Expected Sequence of Actions During Operations
* Personnel and Asset Accountability
* Consolidation and Distribution before, during, and after the mission
* Maintaining Accurate and Detailed Mission Logs
* After Action Reviews and Reports

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 CHAPTER 7

 UNIFORMS AND INSIGNIA

7-1 REFERENCE: The wear of distinctive service, dress, and field uniforms for the PASDF will be in accordance with the National Guard Regulation 10-4, and Army Regulation (AR) 670-1, and PASDF Regulation 672-1.

7-2 AUTHORIZED UNIFORMS: Members of the PASDF may wear the Army Green Service Uniforms, Army Dress Uniforms, Army Combat Uniforms (ACU), and Flight Uniform Items as prescribed by the CMDR, PASDF and/or the State Military Department, subject to the restrictions and modifications described herein.

7-3 PROHIBITED INSIGNIA: The following distinctive U.S. Army insignia will not be worn on the PASDF uniform.

1. U.S. Army Cap Device
2. “U.S.” Lapel Insignia
3. “U.S.” ARMY Organizational Tape
4. Plastic Name Plate without the organization engraved thereon
5. Distinctive U.S. Army Buttons from the Army Service and Dress Uniforms
6. Insignia which includes “United States”, “U.S. Army”, or the U.S. Great Seal

7-4 AUTHORIZED INSIGNIA: The following insignia items are authorized for wear on PASDF uniforms. Unless otherwise specified, insignia will be worn as prescribed in AR 670-1.

1. PASDF Shoulder Sleeve Insignia (SSI): The PASDF (SSI) is a…………….
2. Former Wartime Unit Insignia: personnel who are authorized to wear U.S.Army Wartime Unit Shoulder Insignia may wear the full-colored version of this insignia on the right sleeve of the Class A Blouse, subdued on the Class C Coat, Filed jacket, and Flight Suit one-half inch below the seam and centered on the sleeve.

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1. State Lapel Insignia: Officers will wear the gold letters “PA” in lieu of the “U.S.” insignia on both lapels of the CLASS A BLOUSE. Enlisted members will wear a one inch gold disk containing the letters “PA” on the right lapel. The Enlisted Branch of Service Insignia will be worn on the left lapel. Lapel insignia will positioned as prescribed by AR 670-1.
2. Branch of Service (BOS) Insignia:
3. Line Officers commissioned in the PASDF will wear the appropriate BOS insignia for their assignment. Others shall wear the “State Guard” BOS insignia (i.e. Gold Crossed Sabre and Musket). Enlisted members will wear a one inch gold disk containing the appropriate BOS insignia. Others shall wear the “State Guard” insignia, or if unavailable, may wear a one inch gold disk containing the letters “PA” in lieu of the BOS insignia.
4. Rank Insignia: Standard U.S. Army rank insignia is authorized for wear on PASDF uniforms, subject to the following modifications and guidelines:
5. Officers will wear bright, full-sized, pin-on rank insignia on the shoulder loops of the Class A Blouse, Black Windbreaker, and Black All-Weather Coat. Officers rank insignia will be centered on each shoulder loop, 5/8 inch from the shoulder seem. Pin-on rank insignia will also be worn centered on the flash of the black beret. Enlisted personnel will wear a full-color embroidered rank insignia on the sleeves of the ClassA Blouse, and will wear bright, pin-on rank insignia on both collars of the Black Windbreaker and Black All-Weather Coat.
6. Officer and Enlisted shoulder Marks will be worn on the shoulder loops of the Class B Shirt and Black Pullover Sweater. Males will wear the long shoulder marks, females will wear the short shoulder marks. Enlisted members in grades E-2 and E-3 will wear pin-on rank insignia on both collars of the Class B Shirt, since shoulder marks are not made for these grades.
7. Subdued pin-on rank insignia or subdued sew-on rank insignia will be worn on the Class C Uniform as specified in paragraph 7-7.
8. PASDF Distinctive Unit Insignia (DUI): The PASDF DUI (i.e. the shield from the Great seal of the Commonwealth of Pennsylvania) will be worn centered on the shoulder loops of the Class A Blouse. On Officers uniforms, the DUI will be centered between the top of the rank insignia and the button on the shoulder loop. The DUI is worn by all PASDF personnel above the PASDF Name Plate on the Black Pullover Sweater. The DUI will be worn By Enlisted members on the flash of the black beret. The DUI is designated as the PASDF Regimental Insignia and will be worn as described in paragraph 7-4.h. 7-2

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1. Regimental Affiliation Insignia: Prior Service members who are affiliated with a U.S. Army regiment through service in either the Active Army, Army Reserve, or Army National guard are authorized to wear their regimental Insignia above the right pocket of the Class A Blouse and Class B Shirt. Non-Prior Service members and Prior Service members who served in another component of the Uniformed Services (i.e. USN, USAF, USMC, USCMDR, Public Health,etc.) are not authorized to wear regimental insignia of any army Regiment. Members who are not affiliated with an army Regiment are authorized to wear the PASDF DUI (i.e. Pennsylvania Shield) as the PASDF Regimental Insignia.
2. Personal Awards and Decorations: The wearing of U.S. and foreign military awards and decorations on PASDF uniforms will be in accordance with AR 670-1. The wear of NG and PASDF awards and decorations will be in accordance with appropriate NG regulations and the PASDF Regulation 672-1 Decorations, Awards, and Honors, and PASDF Awards Program SOP No. 96 respectively. Decorations and awards received, such as medals, ribbons, qualification badges and tabs, may be worn provided proper documentation is provided in the individual’s 201 file.
3. Combat and Special Skill Badges: Members authorized to wear Combat or Special Skills Badges awarded while a member of the Uniformed Armed Services of the United States (e.g. Combat Infantryman’s Badge, Combat Medic, Parachutist, Aviator, Air Combat Crew, Submariner, etc.) may wear bright pin-on badges on the Class A Blouse and Class B Shirt. Subdued pin-on or subdued sew-on badges may be worn on the Class C Coat and Field jacket. Marksmanship Badges and Vehicle/Equipment Operator Badges will only be worn on Class A and Class B uniforms. Badges will be worn in the manner and order of precedence prescribed in AR 670-1.
4. Skill Qualification Tabs; members who have be awarded the U.S Army Ranger, Special Forces, and Airborne Tabs and the PASDF Search and Rescue (SAR) Qualification Tab may wear may wear full-color versions of these tabs , placed one-half inch below the shoulder seam, and immediately above the PASDF Shoulder Sleeve Insignia (SSI) on the Class A Blouse. If worn with the U.S. Army Ranger, Special Forces, or Airborne Tabs, the SAR, CERT, or QRST TAB will be located below the these insignia. Metal Replicas of the ranger, Special Forces, Airborne, SAR, CERT, or QRST Tabs may be worn on the Class B Green Shirt and Dress Uniforms as prescribed in AR 670-1 this regulation. PASDF members who have completed Search and Rescue Course, Community Emergency Response Team Training (CERT), or the PASDF Quick Response Security Team Training are eligible to wear the subdued version of the appropriate tab on the Class C Field Uniform and the full-color version on the Class A Blouse.

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7-5 PASDF SERVICE UNIFORMS:

1. The PASDF Class A and B Service Uniforms will consist of the same components as the Army Green Service Uniform (male and female). The basic uniform components include the Class A Green Blouse, Green Trousers, Slacks, or Skirt; Green Shirt (long and short sleeved), Black Beret, and Black Low-Quarter Dress Shoes and Black Nylon Dress Socks (males) or Black Nylon Stockings (females).
2. Authorized Class A and B accessories include a Black Neck Tie or Tab; Black Web Belt with Brass Buckle and Tip; Black Pullover Sweater;Black Windbreaker;and Black All-Weather Coat. Optional items may include Black Dress Gloves; Black Wool Scarf, Black Purse or Pocketbook (females only).
3. Officer’s Service Uniforms will include black strips on the sleeves of the Class A Blouse, and trouser legs. Detailed Guidance on the proper wear of the Class A and B uniforms is contained in AR 670-1.
4. The PASDF Service Uniforms will have the following distinctive modifications:
5. Red Plastic Name Plate embossed with the member’s last name in white uppercase block letters on top line and “Pennsylvania State Defense Force” on bottom line.
6. DistinctiveState lapel Insignia with letters “PA” in lieu of “US” insignia.
7. Distinctive State Buttons which contain the Pennsylvania Coat of Arms.
8. Distinctive Full-Color PASDF Sleeve Insignia.
9. PASDF DUI will be centered on the shoulder loops of the ClassA Blouse.

7-6 PASDF DRESS UNIFORMS: Members of the PASDF may purchase and wear, at their option, Army Dress Uniforms, subject to the following modifications:

1. All restrictions described in paragraph 7-3, and uniform modifications contained in paragraph 7-4 apply to wear of dress uniforms by Officers and Enlisted members of the PASDF.
2. The branch colors to be worn on a PASDF Line Officer’s Dress Uniform (i.e. lapel facings, sleeve stripes, shoulder straps, and dress cap) will be the appropriate branch colors. These branch colors are contained in AR 670-1 and can also be found in the Army Officers Guide Book, which is available for purchase. Those who wear the PASDF “Musket and Sabre” BOS will wear the Branch Colors of the Military Police—the colors are Green and Yellow: Teal 7-4

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blue and White indicate “Branch Immaterial” but these colors are not available anywhere. Officers will also wear the “PA” lapel insignia and the appropriate BOS insignia together with the appropriate branch colors on the PASDF Dress Uniform.

1. Retired and honorably Discharged Army Officers may continue to wear their basic branch colors, if they so desire, to avoid maintaining two separate dress uniforms. However, all other PASDF uniform modifications described in this chapter will be adhered to, including wearing of the “PA” lapel insignia, and state buttons in lieu of the “U.S.” lapel insignia, and U.S. Army buttons, respectively.
2. The PASDF Class A Uniform, with White Shirt and Black Bow Tie or Tab is an acceptable substitute at social functions and ceremonies that normally require a dress uniform.

7-7 PASDF FIELD UNIFORM:

1. General: The PASDF Field Uniform (“Class C” Uniform) will consist of the ACU Patrol Cap in both the garrison and field environments unless otherwise directed to wear the Black Organizational Beret by the CMDR, PASDF. The PASDF ACU uniform includes ACU Coat, Trousers, Field Jacket, and/or Anorak, Tan Tee Shirt, Tan Web Belt, Tan Combat Boots and Green Wool Socks. Distinctive modifications to the PASDF Field Uniform, regardless of style and color, are describe below.
2. Organizational Tape: The subdued **U.S.ARMY**  tape will be replaced with a one-inch wide subdued tape with the letters **PASDF** embroidered in ¾ black block letters, to be worn over the left pocket of the Class C coat and field Jacket.
3. Name Tape: The subdued name tape with the member’s last name embroidered in ¾ inch black block letters shall be worn over the right pocket of the Class C coat and Field Jacket. On the Anorak, the subdued name tape shall be ½ inch wide with ¼ inch black letters of the last name worn on the left sleeve pocket flap.
4. Patrol/ACU Cap: the PASDF ACU cap is to be worn in garrison. The Black Patrol Cap is acceptable to wear in the field. Bright pin-on insignia will be worn centered on the front of the Patrol Cap by Officers and Enlisted. Officers and Enlisted personnel will wear subdued rank insignia centered on the front on the front of the ACU Cap in garrison or in the field.
5. Placement of Rank and Branch Insignia: All rank and branch insignia worn on the PASDF Field Uniform will be subdued pin-on, or subdued sew-on insignia except as noted above. Pin-on and sew-on rank and branch insignia will not be mixed on the Class C Uniform. Officers will wear rank insignia on the right collar of the Class C Coat and branch insignia on the left collar. Officer’s rank insignia will be worn on both shoulder loops of the Field Jacket, 7-5

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5/8 inch from the shoulder seam. Enlisted rank insignia will be worn on both collars of the Class C coat and Field Jacket. Subdued rank insignia will be worn on the front tab of the Anorak by all personnel.

7-8 PASDF FLIGHT UNIFORM

1. General: The PENNSYLVANIA STATE DEFENSE FORCE Aviation Uniform shall be authorized for wear by PENNSYLVANIA STATE DEFENSE FORCE pilots and Aerial Observers while participating in flight missions, training, or other aviation-related activities. The uniform will consist of a Black or ACU Patrol Cap (garrison environment) or ACU Patrol Cap (field environment), Tan Tee-shirt, flight suit, Nomex or non-Nomex, flight jacket (MA-1 type or newer), and combat boots. The colors of the flight suits vary from dark to lighter shades of sage green and the wearer will not blouse the boots.
2. Black leather Velcro-attached nameplate shall be worn on both flight suits and flight jackets. It shall consist of the appropriate wing designation, pilot’s name followed by rank and PASDF lined up on the left and right margins of the name.
3. Placement of rank Insignia: For Officers, rank insignia worn on the flight suits will be full-sized, subdued sew-on insignia, worn on the shoulders, 5/8 inch form the shoulder seam. Full-sized, bright pin-on rank insignia will be worn centered on the front of the Black or the ACU Patrol Cap. Enlisted personnel will wear bright pin-on rank on the Black Patrol or ACU Cap.

7-9 UNAUTHORIZED ITEMS: The Wear of any Military Police or “MP” Brassards or arm bands or Brassards the have SF or Security Force, to include other types of badges, or markings, will only be worn when specifically authorized by the CMDR, PASDF. These items include, but are not limited to:

1. Riot batons (night sticks, etc.)
2. Holsters
3. Hand Cuffs/Holders
4. Ammunition Belts/ Holders
5. Electric Stun Devices
6. Chemical Agents, i.e. Tear gas, Mace, Pepper Spray, etc.
7. Combat and Non-Folding Knives i.e. Bayonets, K-Bars, Survival Knives, Bowie, etc.

However, members may wear the U.S. Army’s load Bearing Equipment Belt (LBE) with suspenders. See paragraph 7-10 below. 7-6

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7-10 CEREMONIAL UNIFORM ITEMS: The Class A, B,and C Dress Uniforms may be modified with the following items when participating in a ceremonial detail such as an Honor Guard, Color Guard, Military Funeral, Wreath Laying Ceremony, Escort Duty, or visitor assistance. Equipment and accessories would be as appropriate for a given situation. Following are some common accessories authorized for wear or use with the PASDF uniform:

1. White gloves
2. White or Teal Blue Scarf (Ascot)
3. White or Green Pistol Belt
4. Ceremonial Helmet
5. Bloused Boots (with Black or White Laces)
6. U.S., State, City, and PASDF organizational Standards, Flags, and Guide-ons
7. Standard holders
8. Ceremonial Rifles (with Blank Ammunition for Funeral details)
9. Flash Light with Safety Cone
10. Safety vest (Blaze Orange with Reflective Markings)
11. Arm Brassards containing the PASDF Shoulder Insignia and/or the letters “PASDF”

7-11 OPTIONAL FIELD ITEMS: Safety and survival equipment is authorized for wear when required to supplement the basic uniform in support of field operations such as a Search and Rescue mission,etc. Optional uniform or clothing items are intended only for use during field training exercises and actual operational missions. These items would not normally be worn in a garrison environment. Optional filed items may include, but are not limited to:

1. Pistol belt
2. Rain Poncho
3. Canteen(s) with Cover(s)
4. Compass with case
5. First Aid Kit with Case
6. Flash Light with Case
7. Pocket /Utility Knife with case
8. Survival Knife- only when in the Field
9. Utility Pouches
10. Whistle with Lanyard
11. Map case
12. Field Pack
13. Black Field Gloves
14. Patrol cap with Ear Flaps
15. Brown Sweatshirt or Brown Turtleneck (worn under Class C Coat)

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1. Brown fatigue / Field Sweater (worn under Class C Coat)
2. Water-proof (Gortex) Anorak
3. Safety Vest (Blaze Orange with Reflective Markings)
4. D Rings

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 CHAPTER 8

 MISCELLANEOUS

8-1 IDENTIFICATION CARDS: When a PASDF ID card is completed and issued, the member’s name and ID card number will be recorded. ID cards are PASDF property and will be returned by a member on re-issuance of a new card or upon separation.

8-2 APPEALS:

1. While involuntary discharge or reassignment as Minuteman of any member is within the discretion of the commander, appeal for fact finding or for review of discretionary action is authorized.
2. The appeal is to the CMDR, PASDF. If no appeal to the commander is received within 30 days from the date the affected member receives notice of the order, the appeal may be refused.
3. If the action of the commander under paragraph 8-2.b above is unfavorable, the member, upon notice of the action, may request further appeal to a Board of Review consisting of three or more members appointed by the IG, PASDF.
4. The finding of the Board will be reported for final disposition to the CMDR, PASDF.
5. Action unfavorable to the member may be ordered only if:
6. The Review Board members were senior in grade to the appellant and in the case of enlisted members, the Command Sergeant Major or his enlisted alternate must be a part of the Review Board.
7. The review proceedings provided an opportunity for the appellant to testify and present any relevant information.
8. A majority of Board members concur with recommending the unfavorable action.

8-3 COMPLAINTS AND REQUESTS FOR REDRESS OF GRIEVANCES:

1. Complaints may be made initially to the immediate commander. If no redress of the complaint or grievance is affected at that level, the complaint may be taken to the next higher echelon unit commander in the PASDF chain-of-command.
2. Any member may call or address a personal letter to the Inspector General PASDF stating the facts of his/her complaint. PASDF members may have access to the Inspector General at any time.
3. Boards for review or fact-finding may be appointed.

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8-4 CODE OF CONDUCT: Personnel of the PASDF, as members of a “volunteer military” organization, are subject to the regulations and command policies of the PASDF and if “recognized by the Governor, legislature, or TAG and the State Military Department, the as members of the State Defense Force of the Commonwealth of Pennsylvania and as such, and at that time, will also be subject to the Pennsylvania consolidated Statutes PA. Title 51, which is the “Military Law” of the Commonwealth of Pennsylvania. All PASDF Commanders are responsible for the maintenance of good order and discipline within their respective commands.

8-5 MILITARY JUSTICE:

1. Members are subject to the penalties of PASDF Regulation 100-1 when on duty or ordered to duty by the CMDR, PASDF, and upon “recognition” to the Pennsylvania Consolidated Statutes, title 51: (State Military Law) when on state duty or having been ordered to state duty.
2. The CMDR, PASDF may appoint officers to conduct a Summary Courts-Martial. A Special Courts-Martial may be convened by and under the direction or order of the CMDR, PASDF; PASDF Officers must be tried by a General Courts-Martial.

8-6 UNIT FUNDS: Individual Units will not contain unit funds unless authorized by the CMDR PASDF. All authorized respective unit funds will be maintained by the Treasurer of PASDF, Inc. and used solely for the benefit of all members of the PASDF organization. The unit commander that chooses to maintain such “funds” with “permission” will appoint a “Unit Fund” custodian.

8-7 THE ADJUTANT GENERAL’S REPRESENTATIVE: N/A

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 APPENDIX A

 STATE

 OF

 PENNSYLVANIA

 CONSOLIDATED STATUTES

 TITLE 51:

 Numbers\_\_\_\_ Through\_\_\_\_\_

 The

 PENNSYLVANIA STATE MILITARY STATUTES

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APPENDIX B

MISSION STATEMENT

MISSION OBJECTIVES

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 **APPENDIX B**

 **PENNSYLVANIA STATE DEFENSE FORCE**

 **MISSION STATEMENT**

**COMMUNITY SERVICE**

Provide local communities and county or municipal governments with a trained, organized, and disciplined force to assist them in performing the following functions:

* Visitor assistance and guidance during community festivals and other civic events
* Vehicle direction in parking areas at community festivals, county fairs, and similar activities
* Provide medical teams to augment local Emergency Medical Services at public gatherings
* Furnish personnel to augment local EOC and Communications Centers during declared emergencies
* Support charitable organizations and environmental/community clean-up activities

**SUPPORT THE PANG**

Support the Pennsylvania National Guard, within the capabilities and resources of the PASDF, as directed by the Governor and/or the Adjutant General, by providing trained and experienced volunteers to assist the PANG with the following missions:

* Provide security at PANG facilities vacated during mobilization or extended training
* Assist PANG families and dependents of state military personnel called to active duty
* Provide administrative, legal, and medical support to units deploying for Federal service
* Provide administrative and logistic support to PANG At-Risk Youth (Challenge) Programs
* Augment PANG units to answer phones; maintain personnel, equipment, and mission status boards; and perform other administrative duties during declared states of emergency
* Perform ceremonial functions such as Color Guards, Funeral Details, and Honor Guards

**EMERGENCY RESPONSE**

Provide trained volunteers and units to support various State, and County Police, Fire and Rescue, and Emergency Medical services during local or statewide emergencies by performing the following missions in coordination with other agencies such as the PANG, PEMA, Pennsylvania State Police, Department of Natural Resources, Civil Air Patrol, Coast Guard Auxiliary, and American Red Cross:

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* PerformDamage Assessment Surveys by Red Cross Qualified survey Personnel
* Conduct Ground Search and Rescue (SAR) Operations using qualified SAR Teams
* Provide medical, legal, administrative, and logistic support at Shelters and Processing Centers
* Coordinate and provide 4x4 vehicle transportation of dialysis patients and medical personnel
* Deliver meals, medications, and other emergency supplies to shut-ins and stranded individuals
* Assist state and local authorities by manning control points along evacuation routes, etc.
* Relieve police at detours, roadblocks, and evacuated areas to free them for more critical duties
* Provide certified Community Emergency Response Teams
* Provide other identified services as trained to perform

 **PENNSYLVANIA STATE DEFENSE FORCE**

**MISSION OBJECTIVES**

1. Recruit, organize, and deploy a PASDF unit in every Pennsylvania State Armory, and in every community willing to support a unit throughout the state of Pennsylvania.
2. Assign and rain a PASDF unit capable of providing internal security and assumption of control of facilities located throughout the State as designated by the Pennsylvania State Military Department.
3. Provide administrative and logistical support to all other components of the Organized Pennsylvania State Defense Forces.
4. Provide assistance to all units of the Organized State Defense Forces of the Commonwealth of Pennsylvania.
5. Provide communications support to the Pennsylvania State Military Emergency Radio Network and the Pennsylvania Emergency Management Office (PEMO).
6. Provide trained Family Assistance Personnel, i.e., chaplains, attorneys (JAGs) etc.
7. Provide personnel and units trainedand certified in Community Emergency Response Team (CERT) functions; Urban, Rural, and Aerial Search and Rescue (SAR); military Emergency Management, FEMA. American Red Cross courses; and Nuclear, Biological, and Chemical monitoring, survey and exposure control procedures in aid to support the PEMO and the PANG.
8. Provide qualified personnel to augment the joint news and communications centers.
9. Provide qualified personnel to augment and support the PEMO state, regional, and district headquarters.
10. In cooperation with the Pennsylvania department of Military Affairs (DMA) to establish liaison and support with governmental and other public and private emergency support agencies.
11. Develop, maintain, and implement the PASDF Emergency Alert and Mobilization Plans B-3

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1. Train to standard to perform selected (state) mission tasks currently assigned to the other components of the Organized State Defense Forces of the Commonwealth of Pennsylvania, i.e., the Pennsylvania Army National Guard and the Pennsylvania Air National Guard (PAARNG & PAANG).

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 APPENDIX C

**TERMS OF MEMBERSHIP**

**OATH OF OFFICE**

**AGREEMENT OF UNDERSTANDING**

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 APPENDIX C

 PENNSYLVANIA STATE DEFENSE FORCE

 TERMS OF MEMBERSHIP

The terms and conditionsrequired of service in the PENNSYLVANIA STATE DEFENSE FORCE (PASDF) are in addition to the Oath and any application a member may have filed in conjunction with appointment or enlistment in the PASDF. These “Terms of membership are as follows”:

1. Reference chapter 2, Paragraph 2-3 for Enlisted and chapter 3, Paragraph 3-6 for Officers this regulation:

Enlisted Personnel- Enlistments are for a two-year period, however, a member may be separated from the PASDF upon request after serving a minimum period of thirty days.

Officer Personnel: Officer appointments are for an indefinite period, subject to discharge or reassignment to “Minuteman” status at any time, and with the right to resign or to be voluntarily reassigned as a “Minuteman:, as otherwise provide in this regulation.

PASDF Enlisted and Officer personnel should refer to Chapter 4 paragraphs 4-6 Reasons for Separation and 4-7 Separation Procedures of this regulation for detailed separation criteria.

1. Active PASDF members are expected to perform training level duty for a minimum of eight hours per month, and to serve on “State Active Duty” when ordered to do so. An active member may, upon not less than sixty days’ notice, exercise their right to be reassigned to the Minuteman or Retired List.
2. Retired Reservists agree to serve when called or ordered to state active duty. They may be ordered to attend the PASDF Annual Muster, but are not otherwise required to attend training, unless a call to state active duty is imminent. A Retired Reservist is to be included in the Alert Plan of their assigned units, and their current address and other relevant information will be furnished and recorded as directed.
3. Upon proper, authority, an active member may be reassigned to the PASDF Retired List at any time. A minuteman, only with their consent, may be reassigned to active status. C-2

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1. You may be called to state active duty by order of the Governor or as otherwise ordered to by The Adjutant General, Pennsylvania (TAG, PA). Upon such notification, you are to report as directed by the order or the Alert Plan of your unit and you will remain in active service to the State until you are relieved from duty by proper authority.
2. Pursuant to Pennsylvania Consolidated Statutes, Title 51, The Pennsylvania State Military Law, you are subject to Pennsylvania State military Law and the Uniformed Code of Military Justice (UCMJ) while in performance of your duty or when ordered into service for State active duty by proper authority. Members are subject to trial by courts-Martial and other forms of Non\_ Judicial Punishment (NJP) for violations of the aforementioned laws and/or articles of these laws and statutes and to the Regulations of the PASDF. You are considered to be in a “military status” while serving on “state active duty”, whether in a paid or unpaid status, and while en-route to, or returning from, any place of duty.
3. Even though discharged, you remain subject to trial by Courts-Martial for any offenses committed prior to discharge, and responsibility for “State and PASDF property continues until all property accounts are settled.
4. Physical fitness is by self-certification. Any limitation or duty restriction regarding your fitness to service must be noted on your application or enlistment appointment form, and any future health restriction must be reported to your unit commander.
5. You are not, by appointment or enlistment in the PENNSYLVANIA STATE DEFENSE FORCE, exempt or excused from call or order as an individual into the service of the United States Government under the Selective Service Act or as a member or as a member of the Reserve and National Guard or other Uniformed Services and components of the Forces of the United States. Unless, pursuant to an Act of congress, your PENNSYLVANIA STATE DEFENSE FORCE unit is called into “Federal Active Service” or unless some other provision is hereafter enacted, you are not considered to be in the military service of the United States and therefore you are not entitled to Federal benefits and/or entitlements by virtue of, and on account of, your service with, or membership in the PENNSYLVANIA STATE DEFENSE FORCE (PASDF)

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 **APPENDIX C**

 **PASDF**

 **OATH OF OFFICE**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (First Name) (Middle Name) (Last Name)

Do solemnly swear that I will support and defend the Constitution of the United States of America, and

the Constitution of the Commonwealth of Pennsylvania; against all enemies, foreign and domestic; and

that I will bear true faith and allegiance to the same; that I will obey the orders of the Governor of the

State of Pennsylvania and the Officers put over me; and that I make this obligation freely, without

mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rank) (PASDF Branch of Service)

of the PENNSYLVANIA STATE DEFENSE FORCE of the Commonwealth of Pennsylvania upon which I am

about to enter, according to the best of my ability; so help me God.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

Sworn to and subscribed before me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Location)

This \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rank) (Branch of Service) C-4

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 **APPENDIX C**

 **PASDF**

 **AGREEMENT OF UNDERSTANDING**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (First Name) (Middle Name) (Last Name)

Agree and understand that my commission as an Officer, Warrant Officer, or Chief Warrant Officer in the Pennsylvania State Defense Force (PASDF) is contingent upon, and subject to, a complete background history review; and I hereby affirm that should such review or investigation establish derogatory information disqualifying me under the law and regulations from this appointment and commission or warrant, shall let this document serve as my resignation from the Pennsylvania State Defense Force. I also understand that my service with the Pennsylvania state Defense Force is at the pleasure of the Governor of Pennsylvania and the Commander, PASDF, and as such, I may be involuntarily relieved from my duties, commission, warrant, and affiliation with the PENNSYLVANIA STATE DEFENSE FORCE at any time.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rank) (PASDF Branch of Service)

Received and acknowledged by me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rank) (PASDF Branch of Service)

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 **APPENDIX F**

 **PASDF Equal Opportunity Policy**

The Pennsylvania State Defense Force (PASDF), along with the rest of the nation, faces many new challenges as we continue to provide service toand leadership in an environment where technology, ideology, and the demographic composition of our society is changing at an unprecedented rate.

Our greatest resources for meeting these challenges of change are themen and women volunteers who comprise our organization and respond when called upon, unselfishly, in their support roles, to carry out the various missions of the Pennsylvania State Defense Force. The PASDF is committed to seeing that all of our units, inclusive of our Minutemen and retired members, are afforded the opportunity to work and to develop so as to achieve their full potential. The PASDF, with its limited resources and multiple missions, must fully utilize all of its human volunteer resources.

Therefore, we must take positive steps to avoid any vestige of discrimination based on race, color, religion, gender, age, national origin, mental or physical handicap in any thoughts or actions affecting our personnel, those seeking membership with us, or those entitled to benefits under any PENNSYLVANIA STATE DEFENSE FORCE sponsored programs. In addition, we must become pro-active in working with communities around the state to ensure the smooth assimilation of all PASDF personnel when we are tasked to perform missions. To do less, would weaken our noble service and our ability to respond to the needs of our state and local communities. Remember this “we exist to serve the citizens of Pennsylvania”.

This policy is important to maintain a PASDF where each of us is morally committed to ensuring equality of opportunity for each individual, and where we all assume a personal responsibility for assuring that this concept works throughout this organization. This means that each of us must not only practice nondiscriminatory behavior, but we must also educate others regarding the benefits of a nondiscriminatory environment as it relates to the PENNSYLVANIA STATE DEFENSE FORCE’S ability to function effectively.

Let us lead by example in ensuring a command environment that fosters equal opportunity and fair treatment for all, as we continue to provide service to the citizens of this great state.

 George K. Karelas LTC (PA) PASDF Commanding

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 APPENDIX G

 PASDF SEXUAL HARASMENT POLICY

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 PASDF Sexual Harassment Policy

It shall be the policy of the PENNSYLVANIA STATE DEFENSE FORCE (PASDF), to provide equal opportunity and treatment of all personnel without regard to race, color, religion, gender, age, or national origin and to provide an environment free of sexual harassment.

The PENNSYLVANIA STATE DEFENSE FORCE is an organization comprised of people, and its success is based on their ability to perform in an environment of mutual respect, dignity, and fair treatment. To accomplish this means zero tolerance for any form of sexual harassment.

Sexual harassment is defined as “any unwelcome sexual advances; requests for sexual favors; and any other associated verbal comments, including inappropriate touching or physical contact or conduct, which can be construed to be of sexual nature”; and which is made as a term, or condition of, a person’s job; is used as a basis for employment, enlistment or appointment decisions; or in promotion considerations; and that unduly cause harm by affecting that person; or which creates a hostile environment; which interferes with the member’s “performance of duty” as a member of the PENNSYLVANIA STATE DEFENSE FORCE.

All officers and noncommissioned officers are challenged to be constantly on the alert to what is happening within their areas of control, and to take appropriate action and a pro-active approach in eliminating all forms of sexual harassment. The most effective way to demonstrate your support for this policy is through personal example, ensuring that your behavior is above reproach at all times.

This policy is not to be taken “lightly”. Any individual who perceives that they are being sexually harassed, should report the offensive behavior immediately through their chain of command, or to any trusted member of this organization, for investigation and appropriate corrective, and when necessary, proper disciplinary action against the offender.

 REPORTING SEXUAL HARASSMENT

Any member who hasa complaintof sexual harassment against someone in the PASDF at any PASDF sponsored training activity, by anyone, whether it be another member, supervisor, instructor, leader in the chain of command, or employee, should bring the problem to the immediate attention of the appropriate supervisor within the chain of command. The supervisor should obtain the name of the accused person, any witnesses and a description of the incident. The matter will be immediately reported to the CMDR, PASDF. Members are encouraged to utilize their chain of command but if the complaint concerns a leader in your immediate chain of command, you need to report the incident directly to the PASDF Inspector General (IG), PASDF Judge Advocate General (JAG), or the Chaplain.

George K. Karelas

Major (PA)

Commanding G-2

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 APPENDIX H

 PENNSYLVANIA STATE CONSOLIDATED STATUTES

 No. 42

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 APPENDIX H

 Pennsylvania Consolidated Statutes No. 42 Judiciary and Judicial Procedure

PA 42 Chapter 83 Particular Rights and Immunities

 8331. Medical Good Samaritan Civil Immunity

 8331.2 Good Samaritan Civil Immunity for Use of Automated External Defibulator

 8332. Non-Medical Good Samaritan Civil Immunity

 8332.2 Officer, Director, or Trustee of Non-Profit Organization Negligence Standard

 8332.4 Volunteer-In-Public-Service Negligence Standard

1. General Rule- Except as provided otherwise in this section, no person who, without compensation and as a volunteer, renders public services for a Non-Profit organization under 501 C 3 or 501 C 4 of the Internal Revenue Code of 1986 (68 A Stat. 3, 26 U.S.C. 501 C 3 or 4) for a Commonwealth or local government agency conducting or sponsoring a public service program or project shall be liable to any person for any civil damages as a result of any acts oromissions in rendering such service unless the conduct of such person falls substantially below the standards generally practiced and accepted in like circumstances by similar persons rendering such services and unless it is shown that such person did an act or omitted the doing of an act which such person was under a recognized duty to another to do, knowing or having reason to know that such an act or omission created a substantial risk of actual harm to the person or property of another. It shall be insufficient to impose liability to establish only that the conduct of such person fell below ordinary standards of care.
2. Exceptions-
3. Nothing in this section shall be construed as affecting or modifying the liability of such person for the acts or omissions relating to the transportation of participants in a public service program or project or others to or from a public service program or project.
4. Nothing in this section shall be construed as affecting or modifying any existing legal basis for determining liability, or any defense thereto, of any person not covered by the Standard of Negligence established by this section. H-2

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1. Assumption of Risk Or Contributory Fault—Nothing in this section shall be construed as affecting or modifying the doctrine of assumption of risk or contributory fault on the part of the participant.
2. Construction—The Negligence Standard as created by this section shall not be deemed to abrogate or lessen any immunity or other protection against liability generated by statute or court decision.
3. Definitions—As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

“Compensation” The term shall not include reimbursement for reasonable expenses actually incurred or to be incurred.

“Public Service Program or Project” An organized program, or other public service ordinarily conducted or rendered by volunteers.

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For the Commander George K. Karelas LTC (PA), PASDF Commanding

Official

SFC John Lutte Acting Chief of Staff PASDF