

VDFR 600-10 Appendix G

Identification Cards **Version July 2026**

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1. Purpose and Administrative.

a. Purpose. This VDF Regulation (VDFR) 600-10, Appendix (APDX) G establishes the procedures, responsibilities, and authority for the issuance of Identification Cards (ID cards) within the Virginia Defense Force (VDF). The goal is a standardized, systematic issuance that conforms to applicable Department of Homeland Security photo and record retention requirements and Virginia Department of Military Affairs (DMA) regulations. This appendix applies to officers, warrant officers, and enlisted personnel.

b. Replacement. This regulation cancels and replaces VDFR 600-8-14, “Virginia Defense Force Identification Cards,” dated 15 December 2015, and prior versions of VDFR 600-10 Appendix G.

c. Proponents. The joint proponents are (1) the Assistant Chief of Staff for Personnel and Administration (G1) and (2) VDF Active Detachment (ACTDET). Proponents may recommend exceptions to the Commanding General (CG), provided they remain consistent with controlling law, DMA guidance, and good order.

d. References. This appendix is in accordance with (IAW) Title 44, Code of Virginia (Military Laws of Virginia); DMA guidance; Department of Homeland Security requirements for identification media; VDFR 600-10 and its appendices (particularly Appendix D for VDF Action Requests and Appendix L/M for Personnel Records Management); and VDFR 600-10 Appendix Q (Uniform Wear and Appearance).

2. Responsibilities.

a. The G1 will prescribe policy, procedures, and implement instructions for issuing ID cards IAW CG and DMA guidance, and in coordination with R&R and unit 1SGs when applicable.

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

c. Commanders at all levels are responsible for retrieving ID cards from personnel who resign, are discharged, or otherwise separate from the VDF. Recovered cards will be forwarded to VDF Headquarters, ATTN: G1, for accountability and destruction/disposal as appropriate. ID cards are state property.

3. Policy.

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

b. Issuance and Retrieval.

(1) Initial Issuance. Only ACTDET may issue VDF ID cards. Cards are issued to members of the active VDF and Individual Ready Reserve. No cards are issued to retirees. ID cards will be issued only after the member has completed initial onboarding whether prior-service or non-prior-service. Unit 1SGs or designees will request cards from ACTDET.

(2) Reissue. Subsequent cards are issued for rank changes (at no cost), to replace unserviceable cards, or to replace lost/mutilated cards (\$10.00 fee for lost or damaged cards, subject to CG/DMA guidance).

(3) Retrieval. Upon separation, ID cards must be recovered and returned to G1. Failure to return state property (including ID cards and uniforms) may result in administrative action.

4. Card Issuing Procedure.

a. Use VDF Form 600-8-14 (VDF Identification Card Application), available on the official VDF forms page.

b. Forms should be completed electronically when possible. Hand-completed and scanned forms are acceptable if legible (PDF format preferred). Illegible forms will be returned for resubmission.

c. Form Completion Requirements. All fields must be completed accurately.

(1) Unit, date, and Information Blocks (IB) 1-17 are self-explanatory and must be fully filled.

(2) Member rank will be verified at Force Headquarters (FORHQ) against the official VDF Force Modified Table of Organization (MTO). The rank on the MTO will appear on the ID card. Rank discrepancies must be resolved by the unit forwarding supporting documents to FORHQ.

(3) A readable signature of the approving authority (unit commander or designee) is required. Applications without this signature will be returned.

(4) The applicant's signature must fit within the designated block on the bottom left of the form (do not sign on the line itself). A scanned digital signature is preferred when possible.

d. Photograph.

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- (1) A new digital photograph must accompany every application (initial or reissue). The photo may be submitted in the same file or separately but must arrive with the form for processing.
- (2) The photo is a “mug shot” style: full facial color image in diffused lighting (no shadows or hotspots), from the top of the head to the base of the chin, ear-to-ear. Include 2–3 inches above and on either side of the head, and no more than 1–2 inches below the neck (Adam’s Apple). Neutral background (white preferred); no objects, colored backdrops, or props.
- (3) Acceptable sources: cell phone, digital camera, or webcam. Format: .jpg, .tif, or .pdf only. Use highest available resolution.
- (4) Grooming and appearance must conform to VDF regulations (per Appendix Q). Females: hair pulled back. No veils, headdresses, or eyewear (male and female). Wear a VDF Class C uniform blouse. No smiling.
- (5) Note: Per Department of Homeland Security guidance referenced in VDF policy, there are no allowances for excluding facial photographs based on religious or other beliefs for official identification media.
- (6) Images will be archived for a minimum of 5 years in compliance with Department of Homeland Security requirements.

e. Submission. Submit the scanned form and photo (preferably as separate files) to ACTDET. Each file name must include the member’s full name and VDF ID number. Use the designated email.

- (1) ACTDET will process and advise on status.

f. Record Keeping. A photocopy (or digital scan) of the front of each issued ID card will be maintained in the member’s FORHQ personnel record and may be kept in the unit’s temporary files IAW VDFR 600-10, Appendix L/M (Personnel Records Management).

RICHARD DIDDAMS
BG (VA)
Commanding General