



MC 07 ~ Standards & Procedures for Personnel, Recruitment and Discharge

Militia Corps Operational Doctrine, Version 3-21-08

Supersedes previous versions - Destroy all obsolete copies.

7-1. RECRUITMENT STANDARDS.

- A. Applicant must complete MC-04 Form "A", 'Application for membership'.
- B. Applicant should provide all relevant documentation that will be included with their application, including as a minimum a copy of their Indiana handgun carry permit or application for permit.
 - (1) Membership will be considered 'provisional' in cases of handgun permit applications, until the individual receives the approved permit or a notice of rejection. If rejection is given, IMC will review the individual's case history and a board will determine whether the individual shall be separated.
- C. Applicant must certify that he/she does not hold membership in any subversive organization or maintain any relationship or association with individuals who espouse un-American ideology. Exceptions will be limited to family members, as long as applicant affirms he/she does not share the same views.
- D. Applicant must complete MC-04 Form "B", 'Certificate of Oath', with at least one witness present.
- E. Applicant should either attend no less than two meetings or be vouched for by two members, and have read the basic manual.
- F. Applicants not qualifying per 7-1.B will be referred to the Support Command.

7-2. ENLISTMENT / COMMISSIONING PROCEDURES.

- A. Applicant must complete requirements in Para. 7-1, and be interviewed by the unit commander or designee, before being assigned to a unit.
- B. Unit commander will forward to the Adjutant a copy of Forms A & B; with Form C, 'Personnel & Training Record', on top.
 - (1) Per MC-04, Member record will be organized in the following manner:
 - a. Form "C" – cover page
 - b. Form "A" – application
 - c. All attachments to Form "A"
 - d. Form "B" – Certificate of Oath
 - e. All subsequent additional documents
- C. Member shall be issued security card, initial unit patch allotment, and any other restricted materials as deemed necessary; at cost.
- D. After completing the above, member will be given their initial rank and unit assignment.
- E. Brigade commanders or any other designee shall have the authority to administer the Oath for all who shall enroll in the Militia, including officer appointees. Appointments of officers shall be forwarded to the Senior Brigade Commander (HQ) for final approval.
- F. Officer appointees shall have their record of appointment for commission submitted to the Secretary of the Continental Congress, at such time when the Continental Congress shall re-convene.

7-3. DISCHARGE STANDARDS.

- A. The IMC shall issue two types of discharges:
 - (1) Voluntary
 - (2) Involuntary
- B. Voluntary discharges shall be granted to any member of the IMC who submits a resignation using Form 'G', "Request for Personnel Action". Otherwise, a resignation must be submitted as a letter with signature affixed, stating the reasons for requesting the discharge. Anyone who is voluntarily discharged may rejoin at any time, but may be required to reapply and retake the membership oath. At no time shall someone, who has been voluntarily separated, be discriminated against for having been discharged.

C. Involuntary discharges shall be issued under the following circumstances, et. al:

- (1) Criminal Activity or violation of constitutional oath
- (2) Unbecoming conduct or inability to follow rules
- (3) Willful failure to follow legitimate orders
- (4) Fraudulent application for membership
- (5) Subversive association
- (6) Mental defect, emotional instability, et. al.

D. Discharges shall be issued by the appropriate unit commander and the cause shall be noted on the discharge certificate (Form "H").

7-4. DISCHARGE PROCEDURES.

A. Voluntary resignees shall submit Form "G", 'Request for Personnel Action', to their unit commander.

- (1) Unit commander will accept the request and advise the Adjutant of the Corps, and forward original copies of the necessary documents.
- (2) Unit Commander will complete the appropriate portions of Form "H", 'Discharge Certificate', and forward the original copies of "H" and "G" to the Adjutant.
- (3) Unit commander will return a copy of discharge certificate to the resignee.
- (4) In instances of officer resignations, a copy of the discharge certificate will be transmitted to the Secretary of the Continental Congress.

B. Involuntary discharges shall be issued by unit commanders upon the following:

- (1) The individual subject to discharge has acted inappropriately and has not responded to progressive discipline measures.
- (2) The individual has acted in such a way as to represent an immediate danger to the well-being or reputation of the militia, or when the individual presents a danger to his/her self or to others; c.f. "Emergency Discharge".
- (3) Recommendation of a board of review or appeal.
- (4) Upon confirmation of order from a higher authority, et. al.

C. Emergency Discharge [Per Para. 7-4 B(2)]

- (1) When a quorum of brigade commanders or regimental leaders has deemed it necessary, a review will be conducted.
- (2) Unit leaders conducting an emergency discharge will immediately report the personnel action up the chain of responsibility.
- (3) Any member may report to their unit leader any situation that qualifies as conditions for an emergency discharge.
- (4) Documentation of an emergency discharge will be completed immediately and forwarded to the appropriate command.
- (5) HQ INDMILCORPS will immediately forward all officer-grade emergency discharges to the Secretary of the Continental Congress.

D. Records Disposition:

- (1) The appropriate unit commander shall issue discharges and the cause shall be noted on the Discharge Certificate (Form "H").
- (2) Certificate and Personnel Record, once completed, will be forwarded to the Adjutant of the Corps. The Adjutant shall notify the dischargee.
- (3) The Adjutant of the Corps will place the record in a separate file, which shall be organized alphabetically.
- (4) In instances of involuntary officer discharges, a copy of the discharge certificate will be promptly transmitted to the Secretary of the Continental Congress.

7-5. STANDARDS OF CONDUCT FOR PERSONNEL.

A. Ongoing Standard. Personnel will maintain the same standard of conduct in their ongoing participation in the militia as when they were recruited, per Para. 7-1 C, and per General Orders.

B. Level of Participation. Active members should maintain their level of participation by attending all activities or (when attendance is not possible) by reporting to their chain of responsibility. In the event of notified absences, active members will be considered "accounted for" when the roll is called. Failure to report anticipated absences will be noted.

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- (1) An ongoing pattern of absences, either reported or otherwise, may be grounds for reclassification to reserve member status.
 - (2) Multiple unreported absences from scheduled events will cause a review and personnel action to be taken.
- C. Reserve Members. Reserves are classified as being not available for a majority of scheduled events during a 12-month period, but still kept on the unit roster in the event of a full mobilization. Reserve members shall maintain their status, as a minimum, by making themselves available for all necessary communication. This will include phone, pager, email, cellular, radio or other means of contact. Reserve members will respond to contacts in a reasonably timely manner.
- (1) Reserve personnel who fail to respond to contacts (or change address, phone number, etc. without forwarding info) may be discharged at the discretion of IMC.
- D. Periodic Reporting. It will be the responsibility of all personnel to report up or down their chain of responsibility on regular intervals, depending on the militia defense condition and specific events or activities, or as directed by superiors.
- E. Individual Discipline. Behavior will be maintained to reflect the professional image and proficiency that is expected of a modern, well-regulated citizen militia.
- F. Violations of Conduct. Refer to MC-09, "Disciplinary Procedures", for guidance dealing with violations of standards of conduct.
- G. This doctrine, and any amendments, will be applied according to common sense and good judgment.

7-6. GENERAL ORDERS FOR THE MILITIA.

1. All prospective Militia members must read, study and understand these *General Orders and Instructions for Militia*, PRIOR TO JOINING the Indiana Militia Corps.
2. Militia members must maintain a positive, proper perspective and focus as to what our purpose and goals are.
3. All participating members will be required to keep their personal Arms and equipment in a high state of readiness at all times, "*ready to go at a minute's notice*".
4. Members are to stay focused and not spend valuable time discussing and speculating about endless scenarios and "*what-if?'s*"; events will dictate our actions. Be informed and prepared.
5. For the safety of all, drug and alcohol use will not be tolerated at all. Anyone found to be using an illegal substance will be discharged and strongly encouraged to seek professional guidance.
6. Discharges will be given to persons who are deemed to be a danger to the physical well-being or image of the Militia, according to due process.
7. Militia members WILL NOT involve themselves with using, making, or possessing explosives, illegal conversion of Arms to machine guns, or collaborating with others with the intent of doing the same. This will result in IMMEDIATE discharge.
8. NO "stockpiling" of Arms and ammunition for UNITS at any level. All Arms & ammunition shall be individually owned. Violation of this may result in disciplinary actions.
9. Threats – written, spoken, or otherwise issued – are NOT our method of gaining respect and cooperation. Militia members will be held accountable for their conduct.
10. All Militia members are reminded that the *entire* Militia organization can and will be judged by the speech & actions of its' individual members.
11. Involvement with racists, their organizations and other subversive associations are strictly prohibited. Anyone who joins the Indiana Militia Corps by fraudulently denying involvement with these groups or persons will be involuntarily discharged.
12. Periodic nominations will be held for officers and NCOs. These positions should be rotated so as to maintain a pool of leadership – trained people who can be called upon for rapid expansion of units.

13. Persons restricted from firearms ownership are disqualified from active duty, but may be admitted upon the lifting of the restriction and a majority vote by the unit.
14. Each member should report violations of *General Orders and Instructions for Militia* in a prompt manner. Failing to do so could allow an incident to occur that discredits all the Militia. Reports should be run through the Chain of Responsibility.
15. BDE/RGT Commanders shall have the authority to investigate, and initiate the removal of any unit that violates or does not abide by *General Orders and Instructions for Militia*.
16. Only commanders and Militia members designated as *Public Affairs Officers* will be allowed to conduct interviews with the media. The reasons for this are obvious.
17. Members are reminded that *recruiting, organizing, and training* are the objectives we work towards. *Militia leadership, members, resources and time* are NOT to be used for other agendas.
18. Each Militia member must be prepared to *stand fast*, not letting fear and doubt overpower our *faith* in God, our Constitutions, and our *trust* in each other.
19. Militia members understand that our Bill of Rights enumerates and safeguards those Rights which are *given to us by God*, and cannot be taken away, given or voted away, ignored, or legislated out of existence.
20. Militia members understand and are prepared to apply the principles of the Minuteman Code of Conduct in their daily lives and in the field.
21. All Militia members affirm that they will defend our Republic from *all enemies*, both foreign and domestic, and uphold the Constitutions (US and Indiana) that we live by.

7-7. MINUTEMAN'S CODE OF CONDUCT.

1. I am an American minuteman. I belong to the militia, which is the whole people. We are committed to protecting our country and our way of life. I am prepared to give my life, my fortunes, and my sacred honor in their defense.
2. I will never surrender of my own free will. If in command I will never surrender my men while they still have the means to resist!
3. If I am captured I will continue to resist by all means available. I will make every effort to escape and aid my fellowmen to escape. I will accept neither parole nor special favors from the Enemy.
4. If I become a prisoner, I will keep faith with my fellow prisoners. I will give no information or take part in any action that may be harmful to my colleagues. If I am senior, I will take command. If not I will obey the lawful orders of those appointed over me and will back them up in every way.
5. When questioned, should I become a prisoner, I am required to give name, rank, and date of birth. I will evade answering questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and my fellowmen, our allies, or harmful to our cause.
6. I will never forget that I am an American minuteman, responsible for my actions under Almighty God, and dedicated to the principles that made my country free. I will trust in my God and in the united States of America.