

# California State Military Reserve

## REPORT OF DUTY

Name	Month/Year of Report
Grade/Rank	Unit

Drill Status: Check One:	Present	Present @ Alt Location	
Authorized Absence	SUTA Before The Drill	SUTA After The Drill	
<u>Type of Duty Hours</u>	Monthly Total	Previous Month's YTD Totals	Year To Date Total
Training:	1		
CMD Direct Support:	2		
Duty Position:	3		
ESAD:	4		

Total For Month:

Total Year to Date:

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Hours are accrued over a calendar year

\_\_\_\_\_  
Service member signature and date

\_\_\_\_\_  
Certifying supervisor signature & date

Comments:

\_\_\_\_\_  
Certifying supervisor name, printed

**Note:** Drill Status: For other than present, attach supporting documents, i.e. SUTA certificate, orders, leave forms, etc. where drill took place. Note the alternate dates above.

Outside of drill hours: Enter the number of hours in the category which most accurately describes the activity. Certifying Supervisor signature validates the time is in authorized support of CMD/CSMR activities.

- 1: Correspondence, class attendance i.e BOC.
- 2: Direct Support of CMD unit(s), social and family activities.
- 3: Direct Support of SM TDA Duty Position.
- 4: Missions where SM is in a paid status. (Excludes Full-Time SAD status)