

Headquarters  
California National Guard  
California State Military Reserve  
Sacramento, CA 95826  
January 1, 2013

California State Military Reserve  
Regulation 600-1

**ENLISTED PERSONNEL MANAGEMENT  
FOR THE  
CALIFORNIA STATE MILITARY RESERVE**

**FOR THE ADJUTANT GENERAL:**

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**OFFICIAL:**

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**History:** This regulation replaces CAL SMR REG. 600-1, dtd 17 August 1999.

**Summary.** This regulation prescribes the policies and procedures for initial enlistment, assignment, promotion, separation and other personnel actions relating to enlisted personnel of the California State Military Reserve (CSMR).

**Applicability.** This regulation applies to both the Army and Air components of the CSMR.

**Proponent and exception authority.** The proponent is the Commanding General, CSMR on behalf of The Adjutant General, State of California. The exception authority is the Commanding General, CSMR. Any revisions or exceptions to this regulation are prohibited without prior written approval from the Commanding General, CSMR.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to the Personnel Section, HQ, CSMR (CASR-PE), 9800 Goethe Road – P.O. Box 269101, Sacramento, California 95826.)

**Distribution.** Distribution of this regulation is CSMR – Army and Air.

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## **Chapter 1 General Provisions**

### **1-1 Purpose**

This regulation governs and establishes the criteria for Enlisted Personnel Management in the CSMR.

### **1-2 Supporting Authority**

This regulation is to be read and interpreted as a stand-alone document. If any provisions of another military service regulation / instruction / order conflicts with any provision herein, the provisions of AR 600-20 are controlling.

### **1-3. Policy**

The CSMR enlisted accession and personnel management system must produce serving enlisted personnel who are fully qualified, dedicated to selfless service, aggressive leaders who demonstrate sound, mature judgment and have high moral standards and derive job satisfaction from serving. The non-commissioned officer profession requires a strong professional and personal dedication to the highest ethical standards. Therefore, ethics and living the respective Army and Air Force core values must be a substantial factor in decisions required to sustain the excellence of both the quality and quantity within the enlisted ranks. All personnel actions prescribed herein will be made without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age as defined in Government Code, § 12926(b), or sexual orientation of any person.

### **1-4. Relative Rank**

Enlisted personnel of the CSMR will rank among enlisted personnel of the California National Guard (CNG), of the same grade, who are not on active duty in a federal status.

### **1-5. Enlisted Placement**

Enlisted personnel will be assigned to vacant positions in the CSMR Tables of Distribution and Allowances (TDA). The use of double or multiple slotting is prohibited.

### **1-6. Satisfactory Performance of Duty**

The minimum standard is attendance to twelve (12) – one (1) day drills, in addition to the one hundred (100) volunteer hours in a twelve month period.

## **Chapter 2 Enlistments**

### **2-1 Enlistments**

- a. Enlisted personnel in the CSMR are enlisted by the Governor upon the advice and recommendation of The Adjutant General, in accordance with section 550 of the CM&VC.
- b. Enlistment in the California State Military Reserve will normally be for an indefinite period unless sooner terminated by change in job status, discharge or retirement.

### **2-2. Eligibility Criteria**

- a. Assignment. Applicants must apply for assignment to a vacant authorized position in a CSMR Table of Distribution and Authorization (TDA), by paragraph and line number.
- b. Age. Minimum. No applicant will be enlisted who is less than 18 years of age.
- c. Citizenship.

(1) Applicants must be a citizen of the United States, and a resident of the State of California.

(2) Aliens who have made legal declaration to become citizen of the United States must present a completed U.S. Department of Homeland Security Form I-797C, Notice of Action, (or its replacement) and completed Form N-652, Naturalization Interview Results, (or its replacement). Those documents provide notice that the N-400 Application for Naturalization (or its replacement) has been initiated by the applicant.

d. Applicants without prior military service but who have specialized skills and education that are of direct benefit to the unit's support mission, may be enlisted with the approval of Headquarters, CA SMR. These individuals must fill a specific TDA vacancy which will assist materially in the accomplishment of the CA SMR mission of providing direct support to the California National Guard.

e. Civilian Education. Applicants must have demonstrated understanding and proficiency in the English language and must be a high school graduate, or have passed the General Education Development Test.

f. Character. Each applicant must be ethical and of good moral character.

g. Leadership. Applicants must possess demonstrated leadership qualities and have the ability to deal effectively with people. Such qualities are to be evaluated in terms of the applicant's age, education, personal and professional background, and military and or civilian management experience as evidenced by their application documents.

h. Medical. Applicants must be medically qualified for CSMR as prescribed in CSMR Regulation 40-501. A Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), Nurse Practitioner (NP), or Physician's Assistant (PA), possessing an unrestricted California license, will evaluate each applicant's medical condition and sign those medical forms currently required by HQ CSMR G-1 for an application. Each applicant's medical documentation will also be reviewed at HQ CSMR for compliance with CSMR Regulation 40-501.

### **2-3. Reinstatement After Active Duty**

Former members of the CSMR who resigned from the CSMR, were subsequently recalled to active duty and desire reinstatement into the CSMR after the completion of the active duty period must apply for reinstatement within 90 days of being released from active duty. No waiver will be granted after the 90<sup>th</sup> day of eligibility. Applicants must provide the following information to support the reinstatement action:

a. CSMR Form 10, listing rank, duty position with paragraph and line number, signed by the unit commander.

b. CSMR Form 1, with the following information filled out:

(1) Blocks #1 through block #11.

(2) Military experience since being recalled to active duty.

(3) Military education obtained while on active duty (Provide certificates or documentation).

(4) Signature and date.

c. A copy of all pages of the separation physical form from the active duty assignment. Include all medications being taken.

d. A letter from the applicant stating that the individual has incurred no new physical or psychological conditions or limitations since leaving the CSMR for active duty.

e. A copy of the complete Veterans Administration (VA) disability rating and all subsequent VA requests / correspondence concerning injuries or illnesses that occurred during the active duty period that could result in a new VA rating. Individuals with a 100% VA disability rating will not be considered for reinstatement.

### **2-4. Reinstatement - Request to Return After Separation and Discharge**

Prior CSMR SM can request to return within 12 months of Separation and Discharge if they were not discharged for medical reasons. SM must state that their medical condition has not degraded since Discharge.

## **2-5. Denial of Membership Criteria**

The following persons are denied appointment in the CSMR:

- a. Subversive or disloyal persons.
- b. Convicted felons.
- c. Applicants convicted of a misdemeanor crime involving moral turpitude by a civil or military court. This provision can only be waived by the CG, CSMR.
- d. Persons discharged, released, dropped from the rolls or separated from any component of the US Armed Forces and CSMR, for any of the following reasons:
  - (1) Under other than honorable conditions.
  - (2) For unsatisfactory service.
  - (3) Resignation in lieu of court-martial.
  - (4) Elimination for any form of corrective or disciplinary action, or for the good of the service.
  - (5) As a security risk.
- e. Individuals found to have committed forgery.
- f. Individuals found to have lied on their application.
- g. Individuals found to have embellished their civilian and/or military career accomplishments and those claims are not substantiated.
- h. Members of the following:
  - (1) Active members of any United States Armed Force.
  - (2) Any reserve component of the United States Military.
  - (3) Any military, militia or paramilitary organization not authorized by Congress.
  - (4) A State Defense Force of another state.
  - (5) A state of California resident who is employed by a foreign government.

(6) Active members of any US Armed Forces, that would be subject to involuntary separation under the Uniform Code of Military Justice.

- i. Individuals receiving any form of medical disability annuity exceeding 29%.

## **2-6. CSMR Participation Authority**

Applicants may not participate in the CSMR and are not considered members of the CSMR until they take the Oath of Office after official CSMR orders are published.

## **Chapter 3 Application Procedure**

### **3-1. Applicant Paperwork Flow**

- a. Applicant submits the required documentation listed in ATTACHMENT 1 (Required Application Documents) to the CSMR Recruiting Task Force (RTF).
- b. RTF assembles the packet until it is complete.
- c. RTF coordinates with the gaining Senior Command to determine proposed TDA paragraph and line assignment.
- d. Complete packet is forwarded by RTF to HQ CSMR for final medical and legal review.
- e. Once final medical and legal clearance is determined, the applicant is notified by RTF to proceed with the last action to be taken; the State of California Department of Justice (DOJ) LiveScan (fingerprint). Both, the DOJ and Federal Bureau of Investigation databases are checked for any criminal activity. The LiveScan process remains active for as long as the applicant remains a member of the CSMR.
- f. Enlistment orders are published and along with the Oath of Enlistment are forwarded to the gaining Senior Command S1/Personnel Office.
- g. Senior Command S1/Personnel office forwards completed Oath of Enlistment to HQ CSMR within sixty (60) days of enlistment orders.
- h. Enlistment orders will be rescinded if applicant does not complete Oath of Appointment within the sixty (60) day limitation.

### **3-2. Appointment Predetermination Screening**

- a. The purpose of predetermination screening is to quickly assess the candidate's credentials and physical well being in terms of being able to meet the CSMR accession standards.
- b. The initial predetermination screening is conducted by RTF personnel during the Orientation meeting. All applications for appointment and direct appointment, including

medical, legal and chaplain applications, are based on the professional, technical, and educational qualifications of the individual, consistent with the personnel needs of the CSMR and CNG.

### **3-3. Actions required by the Recruiting Task Force**

- a. The RTF interviews the applicant at the Orientation. RTF reviews all submitted documents for completeness and determines applicant's administrative eligibility to join the organization.
- b. At no time will any promise of a specific appointment grade be discussed with the applicant. See Paragraph 4-1 for grade determination.
- c. Return the entire application to applicant if applicant does not meet all the required basic administrative prerequisites for appointment OR when errors are found that cannot be corrected within ninety (90) days.
- d. Forward completed applications to HQ CSMR, to include TDA Para/Line provided by the gaining Senior Command.

### **3-4. Actions Required by HQ, CSMR**

Upon receipt of a complete application packet, the G-1 and/or G-1 assistants will:

- a. Conduct final medical and legal review.
- b. Verify LiveScan reports are clear of criminal activity.
- c. Determine rank eligibility.
- d. Publish appointment orders and Oath of Appointment and forward to gaining Senior Command S1.
- e. Receive and file completed Oath of Appointment in individuals Personnel File.

### **3-5. Actions Required by Gaining Senior Command**

- a. Arrange appropriate ceremony for swearing-in the new enlisted person.
- b. Forward completed Oath of Appointment to HQ CSMR within sixty (60) days.

## **Chapter 4**

### **Grade, Date of Rank, and MOS/AFSC Determination**

#### **4-1. Determination of Grade and Date of Rank**

- a. Accession grade determinations for enlisted personnel without prior military experience for those entering into the CSMR on or after 30 January 2012.

(1) E3: Basic Entry Level

(2) E4: Requires civilian academically certified transcript qualifications for MOS/AFSC for an extended academic period (post High School Graduate) (e.g. EMT, Firefighter, Law Enforcement, Mechanic, Truck Driver, etc.) or 4-year college degree.

(3) E5: Requires extensive education/experience or other unique qualifications as well as filling a well documented "hard to fill" vacant position. A recommendation for this grade is at the sole discretion of the unit commander and requires the concurrence of the first O-6 in the chain of command. No more than 10% of the accessions by any unit within the last 12 months (rolling) may have this exception. This exception is to be considered extremely "unique" and must be well documented by the unit commander, copies of which are submitted with the accession package. The authority for approval or modification of such grade will be the ACS Personnel HQ, CSMR as provided for in CSMR Regulation 600-1, para. 2-5. If approved for E-5, the member may "pin on" the E-5 rank ONLY after satisfactorily completing BOC.

(4) No separate criteria or consideration is allowed for SAD positions.

(5) Date of Rank (DOR) for enlisted personnel without prior military experience will be the CSMR date of enlistment.

b. Accession grade determination for enlisted, personnel with prior military experience, unless prior grade is lower than those recommended for entry without prior military experience. In those cases, grade selection will comply with paragraph 1 above. Effective for those entering into the CSMR on or after 30 January 2012:

(1) Less than 6 year break in service, enter into CSMR at prior grade.

(2) 6-12 year break in service, enter into CSMR one grade below prior.

(3) Greater than 12 year break in service enter into CSMR two grades below prior.

(4) Retired prior service with 20 or more years of service, enter CSMR at same grade regardless of break in service.

(5) Calendar starts over for Time in Grade (TIG) for all ranks.

(6) After 1 year CSMR service, 50% TIG credit toward promotion for prior service at that grade for 20 or more year retirees.

(7) 1 year minimum CSMR service before promotion.

#### **4-2. MOS/AFSC Determination**

a. PS applicants will be assigned their prior MOS/AFSC, or where a vacancy does not exist for the applicant's prior MOS/AFSC, the CSMR MILPO, G-1 will assess the applicant's civilian acquired skills and assign a new MOS/AFSC.

b. The CSMR MILPO, G-1 will assess the NPS/GNPS applicant's civilian acquired skills and education and assign an MOS/AFSC. Once the CSMR MILPO, G-1 has assigned an applicant an MOS/AFSC they will then make an appropriate unit assignment based on TDA vacancies.

## **Chapter 5 Assignments and Attachments**

### **5-1. State Active Duty**

a. Enlisted personnel of the State Military Reserve may be placed on State Active Duty (SAD) under the following provisions of law and conditions:

- (1) Section 142 (Authority of the Governor over the Active Militia), Article 2, CM&VC.
- (2) Section 143 (Proclamation of Insurrection) Article 2, CM&VC.
- (3) Section 146 (Call of Militia into Active Service) Article 2, CM&VC.

b. When called to SAD (with pay), CSMR enlisted personnel will be placed on official state orders and receive pay and allowances as prescribed by law.

### **5-2. Assignment Policy**

a. The primary factors that influence an enlisted person's assignment are the needs of the CNG and accomplishment of the CSMR mission in support of the CNG. Other factors influencing assignment considerations are:

- (1) Grade, specialty, education, and experience of the enlisted person.
- (2) The enlisted person's demonstrated potential for advancement.
- (3) Availability of enlisted persons with required qualifications.

b. Except as otherwise specified in this regulation, enlisted personnel will only be assigned to positions compatible with their grade and MOS/AFSC on the CSMR TDA.

(1) Prior Service applicants will be assigned to a TDA vacancy based on an MOS/AFSCQ or prior MOS/AFSC of the applicant. Where a vacancy does not exist for the applicants prior MOS/AFSC, the CSMR MILPO, G-1 will assess the applicant's civilian acquired skills and assign a new MOS/AFSC and make an appropriate unit assignment.

(2) The CSMR MILPO, G-1 will assign all new applicants to a TDA vacancy based on their prior MOS/AFSC or for NPS/GNPS applicants, based on their civilian acquired skills. Members must remain in their assigned TDA position for 12 months to retain their grade. Members/Airmen who do not wish to remain in their assigned TDA position for 12 months

may in writing voluntarily request to be reduced in grade IAW NGR 600-200 (Ch. 11-55) to be considered for transfer or reassignment.

c. Security Clearance. Possession of a secret security clearance or higher is not necessary for normal CSMR duty performance. Denial of a secret security clearance, alone, is not grounds for discharge.

(1) Individuals who fail the security clearance vetting process will be denied access to secured locations.

(2) If denial of a security clearance is based on a felony conviction or any conviction involving moral turpitude, including, but not limited to domestic violence, the CSMR service member will be immediately administratively discharged.

(3) For all other security clearance vetting issues, the G-1 will appoint an officer to determine:

(a) If the denial of security clearance warrants additional restrictions of the types of duty assignments within the CSMR.

(b) If the denial of security clearance warrants administrative discharge.

### **5-3. Reassignment**

The periodic reassignment of a CSMR enlisted person is subject to the following conditions:

a. There must be an authorized TDA vacancy in the same or higher grade, unless otherwise authorized in this regulation.

b. The following are procedures for Individual Initiated Transfer Requests:

(1) Enlisted Person's actions.

(a) Individual will complete and submit to their supervisor DA Form 4651.

(b) The CDR or his designate of the losing unit will conduct Event Oriented Counseling documented on DA Form 4856 the reason for the transfer request.

(c) If the gaining unit requires in-person interviews, the individual will complete this interview and attach a completed interview form with transfer application.

(d) If the gaining unit does not have a TDA vacancy for individual at their present grade, the individual may request in memo format a reduction in grade of one or more grades to be considered for transfer to gaining unit.

(2) Actions for the gaining unit:

(a) The gaining unit may require an in-person interview of any individual before

acceptance.

(b) Gaining units are under no obligation to accept transferred personnel who do not have skills appropriate to the gaining unit mission.

(c) If the individual requesting transfer does not have skills appropriate to their grade for assignment to the gaining unit, the gaining unit may deny the request.

(d) If the gaining unit denies the transfer request of an individual the CDR or his designate of the gaining unit will conduct an Event Oriented Counseling documented on DA Form 4856 stating the reason for denial of transfer acceptance.

(e) If the gaining unit does not have a TDA vacancy which fits the individuals skills and grade, but the individuals skills in the new MOS/AFSC match a lower grade, the gaining unit will conduct an Event Oriented Counseling documented on DA Form 4856 notifying the individual that they would be accepted for transfer and reassignment of MOS/AFSC if the individual requests voluntary reduction in grade.

(f) With the exception of SATT and Military Police units, the gaining unit must accept transferred individuals as trainees at the grade of PV2/E-2.

(3) Once executed, the completed DA Form 4651, Form(s) 4856, and completed Form 10 may be forwarded by either the losing or gaining unit personnel officer to HQ, CSMR for issuance of orders.

(4) Regardless of the outcome of the transfer request, copies of all Forms DA 4651 and DA 4856 will be maintained in the individual's Field MPRJ.

(5) To maintain organizational stability, except in cases where individuals have relocated their home of record (HOR) individuals may not request transfer more often than once in any twelve (12) month period.

#### **5-4. Changes in Organizational Structure**

Enlisted Personnel whose TDA positions are deleted may be carried "excess" for a period not to exceed 12 months. Such action will be taken if there is no other suitable position in which the officer may be assigned.

#### **5-5. Overstrength and Additional Position Authorizations**

a. The Commanding General, CSMR may publish an annual personnel policy statement on the management of CSMR enlisted assignments, to include any allowable over-strength positions, strength management directives, or "exceptions to policy" instructions. These additional instructions, if any, will supplement any provisions of this regulation until revoked or replaced by a later iteration of any such personnel policy statement.

b. Enlisted personnel are authorized to be assigned "overstrength" for a period not to exceed twelve (12) months under the following conditions:

(1) When unit of assignment has been reorganized or deactivated.

(2) When normal staff reassignment results in no available TDA position for an -outgoing enlisted person.

## **5-6. Officer Candidate School Assignments**

a. CSMR applicants are eligible to apply for the next Officer Candidate School (OCS). If selected, they may be enlisted directly into the OCS program. The CSMR G1 will publish two (2) sets of orders. The first order will appoint the individual into an enlisted vacant Para / Line. The second order will appoint the service member as an Officer Candidate.

(1) Applicants will be assigned to the nearest CSMR unit from their Home of Record.

(2) The OCS Commandant requests publication of non-pay orders for each school phase. The non-pay orders are distributed to both the Commandant and to each Candidate's unit of assignment.

b. All OCS personnel will remain assigned to their parent unit for the duration of the course.

(1) OCS personnel are expected to attend all Phases of the OCS program. The Phases are scheduled throughout a 12 month period. Each Phase is conducted from Thursday, 1200 hours to Sunday, 1200 hours.

(2) OCS personnel are expected to drill with their parent unit during the months in which no OCS Phase is scheduled.

(3) OCS personnel who terminate their participation through the Drop On Request (DOR) process will have their Officer Candidate orders revoked with the effective date of the DOR. They will revert to their previous enlisted rank.

## **5-7. Temporary Attachments to Other Units**

a. Enlisted personnel will normally drill and train with the unit to which they are assigned. Should this not be practical, enlisted personnel may be authorized by their commander, on written orders, to train with another unit in an attached status, for a specified period provided this is acceptable to the gaining unit commander.

b. Enlisted personnel will be relieved from attached status as soon as practicable or upon the expiration of period of attachment stated in published orders, whichever occurs first.

c. The commander of the unit of attachment is responsible for all administration, requests for normal training orders, and training of any attached personnel.

d. Attachment orders will cite this paragraph as authority and will state the reason for attachment and specific period of attachment. "Indefinite" attachments are not authorized.

## **Chapter 6 Promotion**

### **6-1. Criteria**

Promotion consideration will be based on demonstrated past performance of duty, efficiency, leadership and staff ability, potential for effective service in the next higher grade, time in grade, and military education.

- a. Promotion will not be used solely as a reward for past performance or future consideration of any kind.
- b. Promotion will be made without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age as defined in Government Code, § 12926(b), or sexual orientation of any person.
- c. All enlisted personnel recommended for promotion must be fully qualified under all the terms of this regulation.
- d. Promotion of qualified enlisted personnel to E-4, E-5 and E-6 will be administratively performed at Senior Command level. Candidates that are eligible for promotion to these ranks will not participate in the CSMR Promotion Board process. Senior Commands will forward the following documents to G1 for publication of the promotion orders:
  - (1) CSMR Form 10, requesting administrative promotion of the individual.
  - (2) A signed letter from the unit commander indicating the individual meets the following requirements:
    - (a) Time in Grade and Time in Service.
    - (b) Meets CSMR height and weight standards.
    - (c) Individual has completed the Basic Orientation Course (BOC). Current CSMR members who were members as of 1 July 2006 and had over ten (10) years of CSMR service as of 1 July 2006 are not required to attend BOC. In addition, current CSMR members who were members as of 1 July 2006, were retired from federal military service, and had two (2) years of CSMR service as of 1 July 2006 are not required to attend BOC.
    - (d) Individual currently occupies a TDA position which authorizes the higher grade. Provide TDA Para / Line.
  - (3) Provide a copy of the Certificate of Completion for their military education, when that course is available.
  - (4) Any additional documentation bearing directly on the promotion of the individual.

e. Promotion of qualified enlisted personnel to E-7, E-8, and E-9 will be in accordance with the Enlisted Promotion Selection Board (EPSB) process.

## **6-2. Wearing of Insignia**

a. Wearing the insignia of a higher grade is only authorized after official CSMR promotion orders have been published.

b. The practice of "frocking" or allowing an enlisted person to wear the insignia of the next higher grade pending official publication of orders is prohibited.

## **6-3. Promotion Eligibility**

a. To be considered by the Enlisted Promotion Selection Board (EPSB) for promotion, all CSMR enlisted personnel must:

(1) Be medically fit in accordance with standards prescribed for retention in CSMR Regulation 40-501 and meet the height and weight standards as specified in CSMR Regulation 600-9.

(2) Have completed the minimum years of Time-in-Grade (TIG) prescribed in paragraph 6-4.

(3) Have completed the minimum years of Time-in-Service (TIS) prescribed in paragraph 6-45

(4) Have completed the CSMR Basic Orientation Course (BOC). Current CSMR members who were members as of 1 July 2006 and had over ten (10) years of CSMR service as of 1 July 2006 are not required to attend BOC. In addition, current CSMR members who were members as of 1 July 2006, were retired from federal military service, and had two (2) years of CSMR service as of 1 July 2006 are not required to attend BOC.

(5) Have completed the minimum military education requirements prescribed in paragraph 6-6.

(6) Have completed the minimum civilian education requirements prescribed in paragraph 6-7.

b. Any enlisted person who has been in an inactive status, or recently appointed or reappointed, will not be considered by the Enlisted Promotion Selection Board for promotion until one year after the date of appointment or return to active status as established by the reappointment order effective date.

## **6-4. Time-in-Grade (TIG) Requirements**

a. Except as provided in paragraph 4-1, all prior time-in-grade active/reserve status as a member of any U.S. Armed Forces or CSMR will be applicable for promotion to the next

higher grade in the CSMR. Inactive or any other status which does not count for Federal retirement will not be used for TIG credit.

b. The following minimum years of Time-in-Grade are required for promotion to the next higher grade.

E-3 to E-4	6 months
E-4 to E-5	12 months
E-5 to E-6	18 months
E-6 to E-7	24 months
E-7 to E-8	24 months
E-8 to E-9	24 months
CSM/CCM	12 months in TDA as SGM/CMS

c. CSMR enlisted personnel who have been separated or otherwise inactive for any period will, if reappointed, not be credited for any inactive time and will have their time-in-grade adjusted accordingly for the record. This will not apply to an enlisted person that separated from the CSMR due to a recall to active duty and rejoins the CSMR within ninety (90) days of release from active duty.

d. There is no maximum TIG requirement.

#### **6-5. Time-in-Service (TIS) Requirement**

a. In addition to TIG requirements, the attainment of certain ranks requires TIS, as follows:

E-3 to E-4	18 months
E-4 to E-5	24 months
E-5 to E-6	42 months
E-6 to E-7	66 months
E-7 to E-8	90 months
E-8 to E-9	114 months
CSM/CCM	126 months

#### **6-6. Military Education**

a. The minimum military education requirements for promotion are as follows:

E-3 to E-4	CSMR Basic Orientation Course (BOC)
E-4 to E-5	BOC and Basic NCO Course (BNOC) Phase 1
E-5 to E-6	BOC, and BNOC all phases
E-6 to E-7	BOC, BNOC, and Advanced NCO Course (ANCOC) Phase 1
E-7 to E-8	BOC, BNCOC, and ANCOC all phases
E-8 to E-9	BOC, BNCOC, ANCOC and Senior NCO Course (SNCOC) Phase 1
CSM/CCM	BOC, BNCOC, ANCOC, and SNCOC all phases

b. Current CSMR members who were members as of 1 July 2006 and had over ten (10) years of CSMR service as of 1 July 2006 are not required to attend BOC. In addition, current

CSMR members who were members as of 1 July 2006, were retired from federal military service, and had two (2) years of CSMR service as of 1 July 2006 are not required to attend BOC.

## **6-7. Promotable and Non-Promotable Status**

CDRs and leaders at all levels will notify the promotion authority when members whose name appears on a Recommend for Promotion List (RPL) are non-promotable as defined below. Members may be advanced or promoted only while in a promotable status. Members in a non-promotable status may not be considered for promotion action or selected from the RPL until they have regained a promotable status. If applicable, promotable status may not be regained until judicial or non-judicial punishment is complete. If a member is accidentally or intentionally promoted when not in a promotable status, the promotion will lack original basis of authority, and therefore, be null and void. The promotion orders shall be revoked effective on the day the error is detected. The rules in NGR 600-200 paragraph 1–16 may apply. A CSMR enlisted person is in a non-promotable status and will not be selected, promoted, advanced, appointed to a higher grade, or laterally appointed to SGT, 1SG or CSM/CCM when one of the following conditions exist:

- a. The subject of proceedings that may result in administrative elimination.
  - b. A written recommendation has been sent to the promotion authority to reclassify the member for inefficiency or disciplinary reasons.
  - c. The member does not have the security clearance or favorable security investigation for promotion to the grade and MOS/AFSC.
  - d. Ineligible for immediate reenlistment or extension of enlistment per chapter 7.
  - e. A Bar to Reenlistment or Extension of Enlistment has been approved or initiated per NGR 600-200 chapter 7.
  - f. A written recommendation has been submitted to remove the member from a promotion list.
  - g. A State Medical Duty Review Board (MDRB) per NGR 40-501 or a Physical Evaluation Board (PEB) determines that a member is no longer qualified for service.
  - h. Declared an unsatisfactory participant per AR 135-91:
    - (1) Paragraph 4-9, for 9 or more unexcused absences from scheduled training assemblies.
    - (2) Paragraph 4-13, for unexcused absence from annual training or AWOL during other period of active duty (AD) or full-time State Active Duty (SAD) duty of less than 30 days.
- NOTE: If retained in service, promotable status is regained, provided otherwise eligible,

when the member has fewer than 9 unexcused absences per paragraph 411, punishment is completed and suspension of favorable personnel action is removed.

i. Absent without leave (AWOL) per AR 600-8-10 until punishment is completed and suspension of favorable personnel action is removed or the member is separated from service.

j. Selected for elimination by Enlisted Qualitative Retention Board (EQRB) per AR 135-205, chapter 4 or NGR 600-200, chapter 10, or CSMR Reg. 600-10.

k. Failure to qualify or apply for, be entered into, or to successfully complete required NCOES training or to meet standards for entrance, failure of standards to complete, or through voluntary withdrawal. This does not apply for hardship, emergency or cases in which the member is ill or injured.

l. Under a suspension of favorable personnel actions (SFPA) (flagged) per AR 600-8-2 or have a circumstance that requires an SFPA whether or not it is actually initiated and completed, such as failure of APFT, body composition standard, completion of processing and punishment under Article 15, UCMJ (except for summarized proceedings imposed according to AR 27-10, paragraph 3-16) or comparable state law, etc. See also NGR 600-200 figure 11-2.

m. Assigned to the Inactive Status/Leave of Absence (LOA).

n. Does not meet the height/weight requirement as outlined in CSMR Reg. 600-9 or AR 600-9 Appendix B (Table 3-1)

## **6-8. Posthumous Promotion**

a. The CSMR will consider posthumous promotions for personnel who die while in active service with the CSMR and who are in an authorized position of the next higher grade and/or fully qualified for promotion to the next higher grade.

b. The request for posthumous promotion must be accomplished within 30 days of the death of the service member. Administrative review will be accomplished by the Director of Personnel, G-1, to ensure qualification and to recommend approval on all posthumous promotions. No board action is required.

c. The Commander of the CSMR must approve all posthumous promotions.

d. Promotion orders will be accomplished with the remark "Posthumous Promotion" in the additional instructions portion of the promotion order.

## **Chapter 7**

### **Enlisted Promotion Selection Board (EPSB)**

#### **7-1. Authority**

Under Sections 160 and 551, CM&VC; an Enlisted Promotion Selection Board (EPSB) will be appointed and convened once each year to determine whether applicants for promotion to the grades of E-7, E-8, and E-9 fully meet the qualifications to perform the duties of the grade for which submitted. The appointing authority is the Commanding General, CSMR.

#### **7-2. Promotion Board Announcement**

Published annually by the G1, at least 3 months prior to the meeting of the EPSB.

#### **7-3. Unit Responsibilities**

Units are responsible to forward completed packets through the chain of command to HQ CSMR.

#### **7-4. CSMR Promotion Recommendation**

a. Unit Commanders are responsible to sign the Promotion Recommendation – CSMR Form 13A, prior to forwarding to HQ CSMR. The Chief of Staff, CSMR signs the Promotion Recommendation of HQ Staff, prior to forwarding to HQ CSMR.

b. Unit Commanders, or the Chief of Staff, CSMR may select not to recommend an enlisted person for Promotion to the EPSB.

(1) A non-recommendation decision requires the endorser to conduct a face-to-face counseling meeting with the affected enlisted person.

(a) The endorser is required to tell the affected enlisted person why a recommendation for promotion is not forthcoming.

(b) The affected enlisted person will sign a counseling statement indicating acknowledgement of this information. This action will take place no later than 30 days prior to the EPSB.

(2) If the affected enlisted person is not able to meet with the endorser, a letter will be prepared and mailed by Certified Mail to the affected Officer's Home of Record. The letter will state the reason(s) for not recommending promotion.

(3) A copy of the counseling statement OR a copy of the letter is to be forwarded through the chain of command to the G1 no later than 2 weeks prior to the EPSB.

## **7-5. Composition of EPSB**

The EPSB shall consist of a total of five senior NCOs of the CSMR in the grade of E-7 or above. Senior NCOs selected for membership on the board will be appointed on an official Letter of Authority IAW current CNG policy and this regulation.

a. Board Members must be equal to, or senior in grade to the applicant being considered for promotion, and not below the grade of E-7 in any case.

b. One individual will be from the HQ, CSMR personnel section, acting as recorder/proctor. This individual will be non-voting except as specified in 7-4a (7) below, breaking a tie vote. Other members may be selected from HQ, CSMR and/or major subordinate commands as appropriate. It is highly desirable that one of the board members be a current member of the California National Guard.

c. The senior member of the board present will serve as president of the board.

d. Every effort should be made to include members with an MOS/AFSC similar to those being considered for promotion.

e. Whenever possible, board membership should include minority or female officer when considering minority or female enlisted personnel.

f. Board members will be guided by all current CSMR regulations with regard to personnel actions. No waivers of promotion requirements are permitted by board members.

## **7-6. EPSB Board Site**

The Enlisted Promotion Selection Board will be conducted annually at a site selected by the Commanding General, CSMR Headquarters, California National Guard.

## **7-7. Enlisted Promotion Selection Board (EPSB)**

a. The EPSB will only review the promotion packages of fully qualified enlisted personnel recommended for promotion, except that enlisted personnel who will attain the required TIG for promotion prior to the next annual EPSB may be considered by the EPSB upon direction of the CSMR Commander/CG in the CSMR Commander's/CG's written guidance provided to the EPSB. Enlisted personnel submitted for promotion consideration will not appear before the board.

b. The medical records will be separated from the promotion packages when received at HQ CSMR. A senior medical officer will review the medical records to verify the promotion candidate meets current medical fitness standards. At the conclusion of the review the medical records will be secured in the service member's (SM) Personnel File. The senior medical officer will report his findings to the G1 prior to the meeting of the EPSB.

c. The board will consider documentary evidence submitted by the immediate commander together with appropriate official files, including performance evaluation reports, training

certificates and academic reports, evidence of civilian education, and other documents that cite the officer's manner of performance. The EPSB board members are only allowed to consider the documents identified in the annual Letter of Instruction (LOI) which announces the Promotion Boards and shall utilize the CSMR Commander's/CG's written guidance in their review of the documents.

d. The promotion packages must stand alone. Other records such as the individual's Personnel File are not allowed to be reviewed during the Promotion Board proceedings.

e. See ATTACHMENT 3 for the listing of records and documents required by the EPSB.

## **7-8. EPSB Procedure**

a. Conduct of the board. The board will assemble at the time and place designated and proceed as follows:

(1) The recorder will read the Letter of Authority appointing the board.

(2) The recorder will administer the oath to all members of the board, and brief them on their responsibilities as well as present The Adjutant General's and/or the CSMR Commanding General's Letter of Instructions and/or Guidance. (if any).

(3) The President of the Board then administers the oath to the recorder.

(4) The board will proceed to consider the promotion packages submitted in alphabetical order, from lowest to highest grade.

(5) Board members will examine every promotion package.

(6) After all members have examined the promotion packages, the President of the Board may ask for any discussion, following which, each member (except the Recorder) shall vote by secret written ballot, for or against promotion. Ballots will be collected, counted and announced by the Recorder, then destroyed.

(7) A majority of affirmative votes will cause recommendation for approval of promotion. In case of tie, the Recorder will cast the deciding vote.

(8) A record of each vote outcome will be kept for the recorder excepting that specific votes by members shall not be retained or recorded.

(9) At the conclusion of the voting process for each grade, the President of the Board will direct that Recommended Promotion List (RPL) be created from all the approved promotion candidates. Results of the RPL will be collected by the Recorder and forwarded to the Commanding General, CSMR.

(10) The results of the EPSB will remain confidential until the results have been certified by the personnel section, submitted to the Commanding General, CSMR for approval and orders for promotion or Certificates of Eligibility issued as appropriate.

(11) The Recorder will take possession of all submitted promotion packages, file in the custody of the HQ, CSMR Personnel Section for 12 months and then destroy via shredding, burning, or other approved methods.

(12) All records of the Enlisted Promotion Selection Board's working session will forever remain confidential and any attempt by any person to obtain information on the deliberations, voting records and proceedings of any EPSB will be immediately reported, in writing, to the Commanding General, CSMR.

## **7-9. Promotion Points**

The utilization of a promotion points system provides a standardized and transparent method for determining merit for promotions.

- a. Promotion packets will include NGB Form 4100-1-R-E Promotion Points Worksheet.
- b. NGB Form 4100-1-R-E will be completed IAW Figure 11-2 NGR 600-200, to include points awarded for federal awards and decorations.
- c. Points for State and CSMR awards and decorations are as follows:
  - (1) Order of California and higher awards - 35 points each award.
  - (2) California Medal of Merit - 30 points each award.
  - (3) California Commendation Medal - 20 points each award.
  - (4) Federal Awards earned during CA SMR Service - 20 points each award except as provided in NGR 600-200 Figure 11-2.
  - (5) California Service Ribbon - 20 points each award.
  - (6) California Good Conduct Medal - 10 points each award.
  - (7) CSMR Meritorious Achievement Medal and CSMR Outstanding Service Ribbon – 10 points each award.
  - (8) CSMR Military History Medal – 15 points each award.
  - (9) California Counter-Drug Service Ribbon - 5 points each award.
  - (10) All other CSMR Ribbons – 5 points each award.
  - (11) MEMS Badge - 10 points each award.
  - (12) California Honor Guard Badge - 10 points each award.

(13) CSMR Recruiters Badge – 10 points each award.

(14) CSMR General Staff Badge – 10 points.

d. When a Member does not have a current APFT they may increase the maximum allowable points for awards or military education by 75 points.

e. When a Member does not have a current Weapons Qualification they may increase the maximum allowable points for awards or military education by 75 points.

f. HQ, CSMR MILPO, G-1 shall annually produce a Minimum Promotion Score bulletin. This bulletin will contain two scores for every grade. The first will be the minimum score needed before a packet can be submitted to the EPSB. The second will be the minimum score needed after EPSB scoring to be placed on the promotions list.

## **7-10. Lateral Appointments**

a. Commanders (LTC and above) may authorize lateral appointment of SPC to CPL without local selection board action provided the Member concerned is assigned to an authorized (documented) NCO position in their CPMOS/AFSC. Minimum two months service in that TDA NCO position is required.

(1) Lateral appointments will be announced by formal orders from HQ, CA SMR.

(2) Members appointed to CPL will retain the grade when reassigned from the NCO position, including permanent change-of-station moves. However, the unit commander may laterally appoint CPL to SPC without Member's consent or board action—

b. Commanders (COL and above) may authorize lateral appointment of E-8 to 1SG (Army), or E7-9 TO 1SG (AIR) concurrent to assignment to a 1SG position authorized in MTOE/TDA.

(1) Lateral appointment to 1SG will be announced by formal orders from HQ, CA SMR.

(2) Members appointed to 1SG will retain the grade when reassigned from the position, including permanent change-of-station moves.

c. The Commanding General, CSMR, may authorize lateral appointment of SGM or CMS to CSM/CCM.

(1) Appointments of SGM/CMSgt to CSM/CCM will be conducted IAW NGR 600-200 Chapter 7 and CAL PAM 600-202.

(2) Lateral appointments of SGM/CMSgt to CSM/CCM will be announced in official orders from HQ, CA SMR.

### **7-11. Reductions**

- a. Reductions in grade will be conducted IAW Section XII Chapter 11 NGR 600-200.
- b. Members who are advanced in grade on a waiver or under a conditional promotion will not be entitled to appear before a Reduction Board.

### **7-12. Denying members consideration for promotion**

Members who are eligible for promotion may be denied consideration for promotion as outlined in this regulation or NGR 600-200 para 11-38.

### **7-13. Waiver of NCOES Requirements.**

Members who do not have the requisite NCOES for promotion because of the failure of the service or CSM/CCM to conduct the required courses, or because of deployment, will be granted a conditional waiver of the NCOES requirement for that promotion. This paragraph does not apply where the required courses were provided and the Member did not attend due to reasons other than deployment. Members will be required to submit with their promotion packet an executed Acceptance of Conditions for Provisional Promotion form (ref AR 600-8-19 para 1-27c).

- a. This does not apply to individuals who are in a non-promotable status as described in para 3-3k of this regulation.
- b. If otherwise approved for promotion, Members granted an NCOES waiver will be given a conditional promotion and will be required to complete the requisite NCOES course when it next becomes available.
- c. Members advanced on a conditional promotion who fail to meet the requisite NCOES at the next available opportunity may be reduced to their previous grade without the right to appear before a reduction board.

### **7-14. Actions by HQ, CSMR**

When an individual is considered eligible for promotion by the EPSB and the RPL is approved by the CSMR Commanding General, the G1 will publish promotion orders, as appropriate, for each individual on the RPL for each respective grade.

### **7-15. Acceptance of Assignment and Grade**

By accepting promotion the Member is accepting the Grade and Unit of Assignment. The Member must remain in their assigned TDA position for 12 months to retain their grade.

a. Members who do not wish to accept the Unit of Assignment for promotion may refuse promotion in writing.

b. Members who do not wish to remain in their assigned TDA position for 12 months following promotion may in writing voluntarily request to be reduced in grade IAW NGR 600-200 (Ch. 11-55) to be considered for transfer or reassignment.

## **Chapter 8 CSMR Soldier & NCO of the Year**

### **8-1. Regulations pertaining to CSMR Member and NCO of the Year**

CSMR Member of the Year and CSMR NCO of the Year selection will be governed by CA ARNG regulations and or policies relating to qualifications, selection and award of member and NCO of the year. The CSMR Member of the Year and NCO of the Year will compete with CA ARNG personnel on a co-equal basis. See CA ARNG Circular 672-98-5 or subsequent iterations thereof for authority and details.

### **8.2. Instructions pertaining to CSMR Airman and NCO/First Sergeant of the Year**

CSMR and Airman and NCO/First Sergeant of the Year selection will be governed by CA ANG instructions and/or policies relating to qualifications, selection and award of airman and NCO/First Sergeant of the year. The CSMR Airman and NCO/First Sergeant of the Year will compete with CA ANG personnel on a co-equal basis.

## **Chapter 9 - RESERVED**

## **Chapter 10 Leave of Absence**

### **10-1. General**

a. The CSMR recognizes the value of a professional and consistent program for retaining quality individuals in the organization. There are times and situations that preclude some members from being able to maintain the satisfactory performance of duty. The CSMR has established a program to allow temporary Leave of Absence (LOA) for its members.

b. The LOA can be granted for less than a year. The LOA is designed not to exceed (1) year. In extremely rare and unique cases, an additional LOA can be granted for up to a year. In no case will a LOA be continued beyond the second year.

c. Valid reasons for a LOA request include but are not limited to:

- (1) Medical issues.
- (2) Employment issues.
- (3) Family emergency issues.

(4) Completion of Masters Degree or other educational program that will lead to the probability of employment.

d. Non-valid reasons for a LOA request includes enlistment / appointment in the US Armed Services.

**10-2. Actions to be taken:**

a. The SM will:

(1) Forward a letter OR email through the Chain of Command that includes:

(a) Reason for requesting the LOA.

(b) Expected duration of LOA.

(2) Provide the appropriate employer or medical paperwork, as required.

b. Senior Command actions:

(1) Forward request to G1.

(2) Provide concurrence. Non-concurrences are to be returned to the originating unit for resolution of issues.

c. G1:

(1) Approves the request and causes an order to be published placing the SM in a LOA status, OR

(2) Disapproves and returns the request with specific reasons for the denial.

(3) Approved orders are filed in the SM Personnel File and an electronic file copy is forwarded to the SRCOM S1 for distribution.

(4) Time-in-Grade will be adjusted to exclude the LOA period.

d. Actions to be taken at the conclusion of the LOA:

(1) SM can request the LOA be terminated early.

(2) Units will contact the SM to determine if they are able to return to satisfactory performance of duty.

(3) Forward a CSMR Form 10 through the Chain of Command to request termination of the LOA, an extension of the LOA, or discharge of the SM.

### **10-3. Exception Authority**

The exception authority for non-approved requests is the CG, CSMR.

## **Chapter 11 Separations**

### **11-1. General**

Membership in the CSMR is a privilege, not a right. Enlisted personnel must maintain current eligibility criteria, hold an authorized TDA position, and conduct themselves in an exemplary manner.

a. Enlisted personnel are required to comply with all regulations, policies and lawful orders of higher authority. When a commander determines that an enlisted person has failed to comply with those regulations, policies and/or lawful orders and it is concluded that continued membership is adverse to the best interests of the CSMR or the California National Guard, the Commander can take several actions up to, and including, seeking involuntarily separation of the enlisted person as provided for in this Chapter.

b. When enlisted personnel join the CSMR they are enlisted. Those enlistments are automatically terminated upon the death of the SM.

### **11-2. Voluntary Separation**

a. California State Military Reserve Enlisted Personnel may be separated under honorable conditions for the following reasons:

- (1) Upon the individual's written request.
- (2) Appointment in an active Federal military component.
- (3) Recall to Active Duty.
- (4) Change of legal residence outside the State of California.
- (5) Occupation or educational interference
- (6) Deactivation or reduction in force of the CSMR.

b. HQ, CSMR will initiate all separation orders and make distribution of published separation orders and any appropriate retirement or discharge certificates upon receipt of the individual's CSMR Identification Card.

### **11-3. Involuntary Separation**

a. Enlisted personnel whose conduct, behavior, or duty performance fails to meet CSMR standards, will be separated for cause.

b. Termination action may be justified by the seriousness of a single incident or by repeated minor incidents, none of which alone would justify termination action.

c. CSMR personnel are subject to involuntary separation for the following reasons:

(1) Conduct involving moral turpitude.

(2) Financial irresponsibility with unit or association funds.

(3) Mental instability, habitual drunkenness, sexual perversion, harassment.

(4) Habitual failure to perform duty.

(5) Making a false statement to, or, concerning the CSMR. This includes, after having been appointed, found to have lied on the CSMR application, or found to have embellished the service member's civilian and/or military career accomplishments and those claims are not substantiated.

(6) Forgery.

(7) Serious or willful violations of CSMR regulations or directives.

(8) Failure to obey regulations, policies and orders of higher authority.

(9) Insubordination.

(10) Failure to maintain current membership eligibility criteria.

(11) Lack of interest demonstrated by failure to:

(a) Maintain acceptable standards of military appearance, to include height/weight standards as published.

(b) Attend all regularly scheduled drills for the entire drill day. Involuntary separation proceedings may be commenced when three consecutive drills are missed without reasonable prior justification in writing.

(c) Failure to maintain at least a 75% attendance rate (less than 9 drills) in any given consecutive twelve month period. (Reference paragraph 1-6, Satisfactory Performance of Duty, establishes the minimum standard to be 12 – 1 day drills)

(12) CSMR personnel are subject to involuntary separation if convicted by a civil or military court of any felony, any misdemeanor involving moral turpitude, any misdemeanor involving domestic violence and/or any misdemeanor involving a sexual offense. All members of the CSMR are obligated to immediately report arrests, charges and convictions in connection with any felony crime, any misdemeanor involving moral turpitude, and misdemeanor involving domestic violence and any misdemeanor involving a sexual offense through their chain of command to their unit commander.

(13) Subordinate unit commanders receiving credible information or notification by CSMR members of arrests, charges and convictions of those offences listed in paragraph 11-3.c.(13), will:

(a) Immediately provide telephonic notification, through the chain-of-command, to HQ CSMR, and

(b) Initiate a Serious Incident Report (SIR) in accordance with (IAW) CA ARNG Supplement 190-40 / CA ANG Instruction 91-204, dtd 6 June 2003.

(c) Follow-up by providing a written report, within thirty (30) days, through the chain-of-command, to HQ CSMR, which includes all of the known facts and circumstances of the offense along with the available supporting documents to include, but not limited to, the following.

(1) Law Enforcement Reports

(2) Non-Law Enforcement Investigative reports

(3) Court Minute Orders

(4) Any other related photographs or documentary evidence.

(14) Membership in, or active participation in any organized activities of "Militia" groups or any other paramilitary force, club or association not sanctioned by the Congress of the United States. This partial listing includes:

(a) United States Volunteers (USV)

(b) United States Volunteers Reserve (USVR)

(c) United States Military Special Forces Reserve (USMSFR)

(15) Concurrent Membership in another state's - State Defense Force.

#### **11-4. Administrative Procedures for Involuntary Separation**

a. Unit Actions.

Units are responsible to notify the member of the pending involuntary separation action. The notice will be sent via certified mail to the member's home of record with a 15 day suspense for response.

b. HQ CSMR Actions.

(1) The G1 and senior JAG will review all documentary evidence as well as the member's written response, if one is sent.

(2) Upon determination by the G1 and senior JAG that appropriate notification and actions have been completed, separation orders will be published and a copy will be sent to the discharged member.

c. Request for Appeal to a Separation Board. Enlisted personnel with 6 or more years of CMSR State Military Reserve service can request an appeal of involuntary separation action and submit evidence to the Separation Board on his or her behalf. The Separation Board is appointed by the CG, CSMR. Such Board will consist of three enlisted persons of equal or higher rank of the individual being reviewed. The Separation Board will review and consider the circumstances and reasons for the involuntary separation and any evidence submitted in support of and in opposition to the involuntary separation. The Separation Board will recommend either retention or separation to the CG CSMR. The CG CSMR will make the final determination to retain or separate.

d. Individuals who have been involuntarily separated other than for nonparticipation, medically related reasons for inability to meet the eligibility criteria, and/or failure to meet height/weight standards are not eligible for reappointment or reenlistment in any unit of the CSMR and their personnel file will be annotated to reflect this fact.

e. Individuals who have been involuntarily separated are not eligible to receive Certificates of Honorable Discharge or Honorable Retirement and their permanent state military records will reflect involuntarily separation.

#### **11-5. Resignation/Discharge at Own Request**

a. In general, enlistments are of indefinite duration. Enlisted personnel may tender their official resignation and request to be discharged through channels to the CG, CSMR. Resignations/Requests for Discharge are not final until approved by the CG, CSMR.

b. If accepted, G1, will publish orders separating the individual from the CSMR. The CSMR Identification Card of the member must accompany the resignation request. Members that fail to turn in the CSMR ID Card will have their Personnel Record so annotated.

#### **11-6. Retirement**

a. Members who complete ten (10) or more years of CSMR active service may, at their request, be honorably separated and transferred to the CSMR Retired List.

b. All CSMR personnel with at least five (5) years of CSMR service may, upon presenting satisfactory evidence of a medical condition that would reasonably preclude continued active service, be honorably separated and transferred to the CSMR Retired List.

c. Enlisted personnel must serve a minimum of two years in current rank to retire at that rank.

d. HQ, CSMR will affect all separation orders and prepare retirement certificates upon receipt of a CSMR Form 10 and the individual's CSMR Identification Card. No retirement or

certificates will be issued without the individual's CSMR ID Card being returned to state custody.

e. Enlisted personnel that are transferred to the CSMR Retired List and hold a valid Certificate of Promotion Eligibility up to the grade of E-8 for at least six months, will be promoted to the next higher grade immediately prior to their transfer to the Retired List.

#### **11-7. Representation and actions after Discharge and/or Retirement**

Discharged or Retired CSMR service members who place their CSMR rank on correspondence or maintain public visibility are only authorized to use their last CSMR rank, followed by (CA) and (Ret) as noted in the following example:

**JOHN Q. SMITH, MSG (CA) (Ret)**

## **ATTACHMENT 1**

### **REQUIRED APPLICATION DOCUMENTS**

From time to time these forms may change because of policy changes or updating of specific forms. The proponent for changes is the fulltime Recruiting and Marketing NCO.

(1) CSMR Form 10 – Request and Authorization for Orders; with rank, TDA job description and TDA paragraph and line, completed and signed by the unit commander.

(2) Current packet checklist; signed by RRNCO verifying completeness and accuracy of packet.

(3) Statement of Truth – Completed and signed by applicant.

(4) Photo of applicant – Front view; full length or  $\frac{3}{4}$  length; business casual dress without jacket; without dark lenses on. Picture must be marked with last name, first name and date of picture. Current Federal Military applicants may submit a picture in Class A or Service Uniform as stated above, without jacket.

(5) Waiver memo request (for all RE2, RE3 and less than Honorable discharges) from recruiter and/or Recruiting Commander, listing the details and specifics for the waiver request; addressed to the CSMR Commander. Attached to the waiver request is a request for waiver from the applicant explaining all details of why they were given an RE2 or RE3/less than honorable discharge. All supporting documents for the waiver should be attached to the waiver memorandums.

(6) CSMR Form 1 – CSMR Application and Statement of Purpose. Must be neat and legible, typed is preferred. Must be complete with a full 10 year work or not employed work history. Must be accurate and complete. Must be signed. If applicant desires, they may additionally place a resume behind the Form 1.

(7) CSMR Form 3 – Letter of Commitment. Signed and dated by applicant.

(8) Form I-9 – Employment Eligibility Verification. The CSMR uses this to verify three original forms of identification (ID) as well as employment eligibility. A minimum of three forms of identification must have the same legal name; each original must be observed by the recruiter and verified by signature on the Form I-9. Below lists the written verification on the I-9 that recruiter has observed original ID:

(a) (Far left area). Verification of either an original Birth Certificate or a US Passport. If applicant has both, verify originals and include a copy of both in packet. Print all written document numbers legibly on the I-9. Birth Certificate and U.S. Passport must state the applicant's full legal name. Original U.S. Passport can be expired and still be used for ID.

(b) (Center area). Verification of an original California Driver's License (CA DL). All applicants for CSMR membership must possess a valid California issued Motor Vehicle

Operators License or California issued identification (ID) card. License or ID must not be expired and must have a current residential address. If license or ID is expired, they must obtain a new card. If address is not current, applicant must show proof that they've updated their address on the Department of Motor Vehicles (DMV) website. Go to the website, update address, print out the DMV form. A select group of government and law officials have a PO Box on their CA DL. These applicants must submit a utility bill (or similar) showing their current CA residential address. Driver's license must state the applicant's full legal name (the same legal name on the birth certificate).

(c) (Far right area). Verification of an original Social Security (SS) Card. If applicant does not have the original SS Card, the ONLY substitute is a special printout from the SS office by special request. The applicant must order a new SS card. They must also request specifically that the SS office prints out a sheet which contains their full legal name and their Social Security number. Once the new SS card arrives, the packet requires a verified copy.

(9) Name change documentation (if required). Recruiter must verify seeing original documentation of any legal name change; i.e. Marriage certificate; Divorce certificate; Legal name change in court. Latest name change must match the full legal name on the driver's license and social security card.

(10) If not a US Citizen – Proof of US Naturalization. Original Documentation of the US Naturalization Certificate must be observed by the recruiter. A verified copy must be forwarded with the packet. Naturalization Certificate must state the applicant's full legal name. Applicant may also be eligible for CSMR if they have legally submitted an Application For Naturalization through the Department of Homeland Security/U.S. Citizenship and Immigration Services. Recruiter must observe all pages of the completed original Applicant Copy of I-797C, Notice of Action.

(11) CAST Questionnaire – i.e. Civilian Acquired Skill Questionnaire; completed with applicants name, date, and level of skills. Added comments are appropriate.

(12) DD Form 2807-1, Report of Medical History. Pages one and two are completed accurately by applicant. Page three records applicants current blood pressure; completed accurately, i.e. requires a medical response for each "yes" answer (from page one and two); signed and dated by CSMR Medical Professional. Additional medical documents, labs or physicals may be required based on each applicants medical history, of which will be described by the appropriate CSMR medical doctors, Physician Assistant, Nurse Practitioner's, Nurses, Behavior Therapists, as delegated by CSMR Command authority.

(13) CSMR Height and Weight. Signed by applicant. Height and weight is taken and recorded only by a member of the CSMR Recruiting Team. If applicant does not meet height/weight standards, a completed Body-Fat Taping Sheet must be attached indicating applicant meets CSMR Body-Fat Taping standards.

(14) VA Disability papers. Current, with a copy of all pages of the disability packet included. Also, any Worker's Compensation Disability papers. Current, with a copy of all pages of the Worker's Compensation award. Must include papers which indicate if the compensation award is closed or open.

(15) Verification of prior Service. If prior service US Federal or California, CSMR packet must have the Service Member's (SM) final, unaltered, unedited discharge order or DD214 / DD215 or NGB 22 / 23. Applicants must provide proof that they no longer have a Military Service Obligation (MSO) or any remaining Federal Contractual Obligation. In order to receive credit for entire SM military service, proof must be provided. Examples of prior military service are 1) Retirement Point Summary Statements (RPAS or RPAM); 2) Copies of all prior unaltered DD214 / 215's, or NGB 22 / 23's or discharge orders. 3) 20 years of service credit will be given with an officers original Military Retirement Identification card. Recruiter must forward a verified copy with the packet.

(16) Proof of prior service rank/grade. Officers will not be appointed higher than their last or their highest federally recognized military grade or CSMR grade.

(a) Prior service grade O6 appointments for LINE OFFICERS are not being granted for initial entry into the CSMR. This is due to the lack of vacant O6 LINE OFFICER TDA positions. A prior service O6 officer may enter at an O5 grade providing a vacant O5 TDA position is available. Exceptions may be granted by the CSMR Commanding General.

(b) Exceptions may be made for professional direct appointments (Medical, JAGC, Chaplain) based upon recommendations from the Chief of the professional staff sections. (See also item 19 below).

(c) Service as an officer in the Junior ROTC, Civil Air Patrol, Navy Auxiliary, Coast Guard Auxiliary, Sea Scouts, US Navy Sea Cadets, California Cadet Corps, Marine Cadets, or any similar organization does not qualify the applicant for a commission as a CSMR Officer. Such experience may be used to establish proficiency in some specific military skill such as communications, logistics, etc.

(d) Commissioned service in foreign military forces other than the United States or CSMR is not accepted for purposes of officer appointment. Foreign military service experience may be only be used to establish proficiency in some appropriate military skill.

(17) Proof of Civilian Education. The CSMR minimum standard is a High School Diploma or a GED equivalent. At a minimum, a copy of these documents are required. It is in the officer's best career interest to provide a copy of each educational degree achieved. Each educational major and year of degree must be identified. A DD214 or college transcripts may also provided as a proof of education.

(18) If prior service, unaltered copies of DD Form 214, NG Form 22 or other documents, which attest to the highest enlisted grade held by the applicant.

(19) Proof of Military Education. It is in the applicant's best interest to provide copy proof of each level of education achieved in the Armed Forces. Proof can be provided by DD214, DA1059 or similar branch documentation.

(20) Military Awards. Copies of any claimed military awards and correspondence relating to those awards and decorations, if not indicated on the statement of service (DD214, NGB Form 22 or discharge order). Awards may not be worn on the CSMR uniform unless proof

of the award is in the CSMR 201 file. (This is an individual responsibility and not part of the initial recruiting packet).

(21) Tax Forms. W-4 Form – Federal Tax Withholding. And DE-4 Form – State Tax Withholding. Both completed, signed and dated. Although the CSMR is a volunteer force, these completed forms needs to be a part of the individual packet in the event any member is mobilized in the future.

(22) Federally recognized prior service officers who will retire or separate from a Federal Component; who are making application to the CSMR within thirteen months of separation, need only submit minimal application information as set forth in Directory of Personnel (G-1) published policies. Former Federally recognized officers of the CSMR, who properly resigned from the CSMR, were subsequently recalled to active duty and desire reinstatement into the CSMR, must apply for a reinstatement within six months of release from active duty. No waiver will be granted one day after six month of active duty discharge. Any officer who has been involuntarily separated from CSMR service for cause (for example, non-participation) may not reapply for appointment without the express written approval of the Commanding General, CSMR. Applicants must submit the following information to support the reinstatement:

(a) CSMR Form 10, listing rank, duty position with paragraph and line number, signed by the gaining CSMR unit commander.

(b) CSMR Form 1, with the following information filled out:

1. Blocks #1 through block #11
2. Military experience since being recalled to active duty
3. Military education obtained while on active duty (Provide certificates or documentation).
4. Signature and date

(c) A copy of all pages of the separation physical form from the active duty assignment. Include all medications and dosage.

(d) A letter from the applicant stating that the individual has incurred no new physical or psychological conditions or limitations since leaving the CSMR for active duty.

(e) A copy of the complete packet of Veterans Administration (VA) disability rating and all subsequent VA requests/correspondence concerning injuries or illnesses that occurred during the active duty period that could result in a new VA rating. Individuals with a 71% or above VA disability rating will not be considered for reinstatement.

(f) A copy of the unedited DD Form 214 covering the period of active duty.

**ATTACHMENT 2**  
**Format for Letter of Transmittal for Initial Enlistment Application**

Letterhead of Submitting Regional or MSC

(Office Symbol)

date

MEMORANDUM THRU (Higher headquarters if required)

FOR Assistant Chief of Staff, Personnel (CASR-G1), HQ, CA SMR, Sacramento, CA

**SUBJECT: Transmittal Review/Certification of CA SMR Enlisted Membership Application**

1. I have personally reviewed the documents listed in paragraph 2 and find them to be complete and accurate.

2. The attached application package for \_\_\_\_\_, SSN \_\_\_\_\_, consists of the following required documentation (Check as appropriate):

- Form-1, CSM/CCMR Application for Appointment or Enlistment.
- Statement of Purpose (reason for submitting an application to become a SMR member).
- SMR Letter of Commitment.
- List current Height & Weight on Instructions Sheet.
- Form DD2807-1, Report of Medical Status, within 1 year.
- VA Documentation. (For prior military service applicants with a medical disability rating of any percentage).
- Form DD-214 or NGB-22. (For prior military service applicants, include one photocopy for EACH period of service).
- Photocopy of California Driver's License.
- Photocopy of Social Security Card (other official verification is acceptable, DD214).
- Photocopy of Birth Certificate.
- Immigration Application or Proof of Naturalization. NOTARIZED ONLY.
- Photocopy of official documents verifying highest and significant military education completed. MOS/AFSC, NCOES/OES.
- Photocopy of transcript or certificate of highest civilian education completed.
- Civilian Acquired Skills & Training (CAST).
- Current color photo (size 5"x7"; full length, Cass "B" uniform or civilian business attire without jacket).

- Professionals status documentation (required for Medical, Chaplain and Legal Officer appointments; provide copies of highest education, current licensures, and certifications as appropriate, MUST have Transcripts). DD2088 for Chaplain.
- Request for Waiver (required for applicants who do not meet ALL established requirements).
- Employment Eligibility Verification.
- Live Scan Completed and a copy of form faxed to HQ, CA SMR (916) 854-3848.
- I-9 Employment Eligibility – completed and signed.
- W-4 Tax document – completed and signed.
- Special instructions as noted.
- Missing Documents and explain actions to correct:

3. Based on my review of this applicant's application package and the unit interview with the applicant, I certify that he/she meets all current eligibility requirements, including height/weight standards, for enlistment in the California State Military Reserve.

4. Applicant's current height/weight are: \_\_\_\_\_ inches and \_\_\_\_\_ pounds.

5. I request that this applicant be assigned to the following vacancy in my unit:

Unit:

Position:

Para:

Line:

6. I recommend an initial enlistment grade of:

a. Prior Service Discharge/Retirement Grade: \_\_\_\_\_

b. NPS/GNPS grade based on Table 2-2 of the Army National Guard Enlistment Criteria

Manual Rule #\_\_\_\_\_:

(1) ( ) PVT/E-1

(2) ( ) PV2/E-2

(3) ( ) PFC/E-3

(4) ( ) SPC/E-4

SIGNATURE BLOCK

(the immediate commander)

CF:

Unit Personnel File

### **ATTACHMENT 3**

#### **Enlisted Personnel Selection Board Records and Documents**

The annual Promotion Board announcement will list the most current records and allied documents required for the promotion packages. The current listing for the CSMR Enlisted Promotion Package will consist only of the following documents:

#### **PROMOTIONAL APPLICATION CHECKLIST**

A. Signed Checklist (this document) \_\_\_\_\_

B. Biographical Summary

Include copies of Course completion for all military education \_\_\_\_\_

C. 3 Most Recent and Consecutive Years' NCOERs/OERs or one "Special" NCOER/OER with explanation why 3 are not available \_\_\_\_\_

D. Completed CA SMR Form 13A \_\_\_\_\_  
(Appendix 3)

E. Signed Medical Release dated  
no earlier than 30 Nov 2010 \_\_\_\_\_  
(Appendix 4)

F. Signed Acceptance of Conditions for  
Provisional Promotion (if applicable) \_\_\_\_\_  
(Appendix 5)

G. Highest Civilian (High School or College)  
Education Diplomas or Transcripts Copies \_\_\_\_\_

H. One 5x7 photo as described in LOI \_\_\_\_\_

I. Appendix 6, if applicable

**ATTACHMENT 4**  
**Format for Letter for Enlisted Promotion Recommendation**

Letterhead

(Office Symbol)

date

MEMORANDUM THRU (Immediate Commanders)

FOR CSM/CCMR Commanding General

SUBJECT: **Commander's Recommendation for Senior Enlisted Promotion**

1. Under the provisions of CA SMR Regulation 600-1, recommend that the following officer or member be promoted in the California State Military Reserve:

- a. Name:
- b. SSN: *(last 4 digits)*
- c. Area of concentration and/or functional area:
- d. Present grade:
- e. Present assignment and Unit:
- f. Grade, assignment and Unit for which recommended:
- g. Mailing address: Home and Unit

2. This member has clearly demonstrated the required fitness for the responsibilities of the position, grade and assignment for which recommended and:

\_\_\_\_\_ Meets the requirements outlined in CSMR Reg. 600-1, para 6-6.

\_\_\_\_\_ Meets the Time In Grade requirement outlined in CSMR Reg 600-1, para. 6-4.

\_\_\_\_\_ Meets the Time In Service requirement outlined in CSMR Reg. 600-1, para. 6-5.

\_\_\_\_\_ Is in a promotable status as outlined in CSMR 600-1, para 6-7.

3. Regarding required military education, the officer or member

\_\_\_\_\_ meets the minimum requirements (certificates of completion attached)

\_\_\_\_\_ qualifies for education waiver as provided by AR 600-8-19 (para 1-27c) and agrees to obtain the required education once it is available to CSM/CCMR members.

4. Regarding height/weight standards, the officer or member

\_\_\_\_\_ meets height and weight standards as defined in CA SMR 600-9.

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

\_\_\_\_\_ is outside of the CSM/CCMR height and weight standards but has been taped in accordance with AR 600-9, Appendix B (Table 3-1) by certified personnel and passes the maximum % body fat allowed for their age and gender. % body fat from taping: \_\_\_\_\_

(Attach form DA 5500-R or DA 5501-R as appropriate). Attach DA Form 5500 or DA Form 5501 as appropriate.

SIGNATURE BLOCK

(the immediate commander)



**2. HEIGHT AND WEIGHT CERTIFICATION**

- a. By signing this CSMR Form 13A at paragraph 7, the Unit Commander/CSMR Chief of Staff/ CSMR General Staff Director certifies that this officer/warrant officer/enlisted person meets the height and weight standards of CSMR REG 600-9.

**3. CSMR PARTICIPATION RECORD**

Total hours of CSMR Volunteer Service: \_\_\_\_\_ Hours

Summary of Participation as of:

Volunteer Hours

- (1) Current Calendar Year
- (2) Previous Calendar Year
- (3) Previous Calendar Year

**Note: Total CSMR volunteer service hours while a member of the CSMR must be provided and then provide a summary of only the previous three calendar years of Volunteer Activity documented by certified CSMR Form 20s. Do not attach the Form 20s, only refer to them when reporting the hours on this form.**

**4. OTHER EVENTS**

*Participation in significant projects, missions, and/or events reflecting on you qualification for promotion. This provides the Promotion Board with additional information that has the potential to favorably reflect on the promotion candidate as to whether or not the candidate is qualified for promotion.*

**5. PROMOTION CANDIDATE SIGNATURE**

**For applicable enlisted personnel (E8), indicate interest in RPL consideration for future consideration for a CSM/CCM position:**

\_\_\_\_\_ **Yes, interested in CSMR CSM/CCM RPL Listing**

\_\_\_\_\_ **No, not interested in CSMR CSM/CCM RPL Listing**

By signing this CSMR Form 13A this officer/warrant officer/enlisted person seeking promotion certifies that all the information contained in this form and the attached Military Biography is true and correct and is a true and correct representation of the officer's/warrant officer's/enlisted person's civilian education, awards, decorations, and achievements and completion of Military Education Courses, Branch Qualification Courses, FEMA Courses, Emergency Qualification Courses, and other military training courses.

Candidate: \_\_\_\_\_  
Printed Name Signature/Date

**6. COMMANDER'S RECOMMENDATION FOR AND JUSTIFICATION FOR PROMOTION ACTION**

*Show summary of applicant's prior performance of duty and reasons for recommending promotion at this time. The commander's recommendation and justification is significant to the Promotion Board's assessment of whether or not the promotion candidate is qualified for promotion.*

**7. RECOMMENDED BY:**

By signing below, I recommend the promotion candidate for promotion for the reasons stated in Paragraph 6 above and certify that I have reviewed this packet and find that this packet is complete and adheres to the 2013 Promotion Boards Letter of Instruction.

***For Unit-Level Applicants Only:***

\_\_\_\_\_  
**Unit Commander Printed Name**

\_\_\_\_\_  
**Signature/Date**

\_\_\_\_\_  
**Unit CSM/CCMS Printed Name  
(For Enlisted Promotion Packets)**

\_\_\_\_\_  
**Signature/Date**

\_\_\_\_\_  
**Senior/Major Command (i.e. RSC)  
Commander Printed Name**

\_\_\_\_\_  
**Signature/Date**

\*\*\*\*\*

***For HQ CSMR Applicants Only:***

\_\_\_\_\_  
**Directorate or Senior Officer Printed Name**

\_\_\_\_\_  
**Signature/Date**

\_\_\_\_\_  
**CSMR CCMS Printed Name  
(For Enlisted Promotion Packets)**

\_\_\_\_\_  
**Signature/Date**

\_\_\_\_\_  
**CSMR COS Printed Name**

\_\_\_\_\_  
**Signature/Date**

**8. ENDORSEMENTS:**

**ATTACHMENT 6**  
**Commander's Recommendation for Junior Enlisted Promotion**

Letterhead

(Office Symbol)

date

MEMORANDUM THRU (Immediate Commanders)

FOR (MSC or REGIONAL COMMANDER)

SUBJECT: **Commander's Recommendation for Junior Enlisted Promotion**

1. Under the provisions of CA SMR Regulation 600-1, recommend that the following member be promoted in the California State Military Reserve:

- a. Name:
- b. SSN: *(last 4 digits)*
- c. Area of concentration and/or functional area:
- d. Present grade:
- e. Present assignment and Unit:
- f. Grade, assignment and Unit for which recommended:
- g. Mailing address: Home and Unit

2. This member meets the requirements as outlined in CSMR Reg. 600-1 para 6-3.

\_\_\_\_\_ Meets the requirements outlined in CSMR Reg. 600-1 para 6-6.

\_\_\_\_\_ Meets the Time In Grade requirement outlined in CSMR Reg., para. 6-4.

\_\_\_\_\_ Meets the Time In Service requirement outlined in CSMR Reg. 600-1, para. 6-5.

\_\_\_\_\_ Is in a promotable status as outlined in CSMR Reg. 600-1, para 6-7.

3. Regarding required military education, the officer or member

\_\_\_\_\_ meets the minimum requirements (certificates of completion attached)

\_\_\_\_\_ qualifies for education waver as provided by AR 600-8-19 Ch. 1-27(c) and agrees to obtain the required education once it is available to CSM/CCMR members.

4. Regarding height/weight standards, the officer or member

\_\_\_\_\_ meets height and weight standards as defined in CA SMR 600-9.

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

\_\_\_\_\_ is outside of the CSM/CCMR height and weight standards but has been taped in accordance with AR 600-9, Appendix B (Table 3-1) by certified personnel and passes the maximum % body fat allowed for their age and gender. % body fat from taping: \_\_\_\_\_

Attach DA Form 5500 or DA Form 5501 as appropriate.

SIGNATURE BLOCK

(the immediate commander)

**ATTACHMENT 7**  
**Enlisted Promotion Point Worksheet**

<b>ARMY NATIONAL GUARD ENLISTED PROMOTION APPRAISAL WORKSHEET</b> <small>The proponent agency is ARNG-HRH. The prescribing directive is AR 600-9-19.</small>				
SECTION I - SOLDIER IDENTIFICATION				
1) Name				2) Rank
3) Unit	4) PMOS	5) CPMOS		
SECTION II - APPRAISALS				
AREAS OF CONSIDERATION	PERFORMANCE		POTENTIAL	
	<i>Allowed</i>	<i>Awarded</i>	<i>Allowed</i>	<i>Awarded</i>
Military Appearance and Bearing	0 - 15	<input type="text"/>	NONE	NA
Responsibility and Accountability	0 - 25	<input type="text"/>	0 - 30	<input type="text"/>
Leadership	0 - 35	<input type="text"/>	0 - 70	<input type="text"/>
Communication Skills	0 - 20	<input type="text"/>	0 - 30	<input type="text"/>
Professional Attributes	0 - 20	<input type="text"/>	0 - 30	<input type="text"/>
Initiative	0 - 25	<input type="text"/>	0 - 30	<input type="text"/>
Technical and Tactical Proficiency	0 - 35	<input type="text"/>	0 - 35	<input type="text"/>
<b>TOTALS</b>	<b>175</b>	<input type="text"/>	<b>225</b>	<input type="text"/>
NAME & RANK		SIGNATURE		DATE

NGB FORM 4101-1-R-E, 20101020 (EF)

(PREVIOUS EDITIONS ARE OBSOLETE.)

**ATTACHMENT 8**

**Annex A to Promotion Point Worksheet , CSM/CCMR Modification 1 December 2008**

**ANNEX A**

**PROMOTION POINT WORKSHEET (NGB FORM 4100-1-R-E)**

**(Sample For SRSC CSM/CCMR personnel only, Locally Reproducible Form)**

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**Members Name** (Last, First, MI)

---

**Section I**

**Unit Selection**

Select **ONE** of the following options by placing your initials beside the option selected:

\_\_\_\_\_ **Option #1:** I will accept promotion only in my current unit/section:

*(Initials)*

\_\_\_\_\_ **Option #2:** I will accept promotion in any of the units listed below:

*(Initials)*

\_\_\_ SRSC HQ Co.

\_\_\_ 40<sup>th</sup> ID (M) SPD BDE

\_\_\_ SRSC Personnel

\_\_\_ 40<sup>th</sup> DSB Personnel

\_\_\_ SRSC Operations

\_\_\_ 40<sup>th</sup> DSB Operations

\_\_\_ SRSC Logistics

\_\_\_ 40<sup>th</sup> DSB Logistics

\_\_\_ SRSC Medical

\_\_\_ 40<sup>th</sup> DSB HHC

\_\_\_ SRSC Public Affairs

\_\_\_\_ SRSC Civil Affairs/Family Support

\_\_\_\_ Installation Support Group JFTB

\_\_\_\_ 1/185<sup>th</sup> SPT DET (Provisional)

\_\_\_\_ 2/185<sup>th</sup> SPT DET

\_\_\_\_ 40<sup>th</sup> DSB 3<sup>rd</sup> BN (Provisional)

\_\_\_\_ Center for Military History

\_\_\_\_\_ **Option #3:** I will accept promotion in any unit within the State (Statewide  
(Initials) consideration, any TDA assignment).

## **Section II**

### **Certification**

\_\_\_\_\_  
(Member's Signature)

\_\_\_\_\_  
(Date)

**ATTACHMENT 9**

**Acceptance of Conditions for Provisional Promotion**

I, \_\_\_\_\_, understand that if the YYYY CSMR Promotion Board selects me for promotion to the next higher rank that it will be on a provisional basis pending completion of the next available qualifying course(s) for the new grade.

Course(s) required but unavailable since last promotion Board:

\_\_\_\_\_  
\_\_\_\_\_

I further understand that if I fail to complete the next qualifying course(s) when made available to CSMR members that my provisional promotion will be revoked and I will immediately be reduced to my previous grade without board action or appeal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date