CALIFORNIA

STATE MILITARY RESERVE

BASIC HANDBOOK

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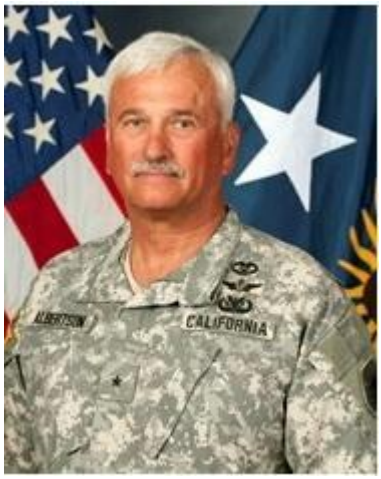


BG Timothy Albertson

FORWARDTO ALL CALIFORNIA STATE MILITARY RESERVE PERSONNEL,

The California State Military Reserve (CSMR) is the State Defense Force of California authorized by United States Code (32 USC 109c) and the California Military and Veteran's Code (CM&VC 550).

The mission of the California State Military Reserve, as recognized in National Guard Regulation 10-4, is to provide an adequately trained and organized State military reserve force under the exclusive control of the Governor. The CSMR is meant to be capable of accomplishing those State emergency responsibilities normally assigned to the National Guard, when the Guard is federalized or otherwise not available.

In addition, the CSMR performs such military duties as the Governor directs within the parameters of applicable federal and state law. Typically those additional military duties include assisting civil authorities during domestic emergencies and assisting in the mobilization and demobilization process of the National Guard.

The CSMR is a volunteer operational force upon which the California National Guard depends. Its members are subject to call to state active duty by the Governor of the State of California

TIMOTHY ALBERTSON
BG, CSMR
Commanding

CALIFORNIA STATE MILITARY RESERVE

BASIC HANDBOOK

INTRODUCTION

The State Military Forces of California, which include the Army National Guard, Air National Guard, the State Military Reserve and the Naval Militia, play a vital role in the development and security of California. The California State Military Reserve (CSMR), especially, represents the image of the citizen soldier: proud, unselfish, and dedicated volunteers who give freely of their time in service to the community and the State. This Basic Handbook provides CSMR personnel specific guidance on required standards of conduct, performance, discipline and everyday operations.

PURPOSE AND SCOPE

The California State Military Reserve Basic Handbook is a single-source reference document of basic subjects of concern to CSMR members. It is divided into four major sections. Section A - The Military Environment deals with the basis for the CSMR, the mission, history, organization and traditions of military service. Section B - Standards of Conduct concerns the basic duties and responsibilities of the CSMR soldier/airman as a member of the Military Forces of the State of California. Section C - Appearance outlines the personal responsibilities of the CSMR soldier/airman in terms of dress, appearance and physical readiness. Finally, Section D Procedures provides basic data to the CSMR soldier/airman relative to participation, uniforms and personal equipment, professional education and individual record keeping. Appendixes provide more detailed information on the areas of military customs, grooming standards, wear of the uniform, military abbreviations, CSMR regulations and publications, and a listing of publications for further reference.

The Basic Handbook should be read and fully understood by all CSMR personnel. "Knowledge is Power" and it is critical that CSMR personnel be thoroughly informed and knowledgeable on all aspects of military service in order to effectively fulfill their responsibilities of serving and defending California and the Nation.

FOUNDATION

This handbook was created to be a resource for CSMR Soldiers/Airmen. The information contained within this handbook has been taken directly from applicable CSMR, National Guard, Army Regulations and Air Force Regulations. As such, any time this handbook provides instructions or uses the words “shall”, “must” or “will” you should consider the information to be mandatory and to be backed by the full force and measure of Regulations. Similarly, any time this manual uses the words “may not”, “shall not” or “will not” you should consider that information to be mandatory.

Recommendations, comments and suggestions for improvement should be referred to the proponent staff agency - HQ, CSMR, ATTN: DCS Operations, Plans and Training (CASR-OPS).

SECTION A

THE MILITARY ENVIRONMENT

I. LEGAL BASIS

The genesis of the California State Military Reserve resides in the California Military and Veterans Code adopted on July 5, 1935 and amended through the regular session of the 1979-80 Legislature.

Division 2, Part 2, Paragraph 550 of the Military and Veterans Code states:

> "Whenever any part of the National Guard of this State is in active Federal service, or when Congress so consents thereto, the Governor is hereby authorized to organize and maintain within this State, during such period, under such regulations as the Secretary of Defense of the United States may prescribe for discipline and training, such military forces as the Governor may deem necessary to defend and for the security of the State; provided, *however, the Governor may authorize the organization and maintenance of such forces at cadre strength at any time.* Such forces shall be composed of officers commissioned or assigned and such qualified citizens or aliens who have declared their intention to become citizens as shall volunteer for service therein, supplemented, if necessary, by members of the unorganized militia enrolled by draft or otherwise as provided by the law. Such forces shall be additional to, and distinct from, the National Guard and shall be known as the California State Military Reserve. Such forces shall be uniformed under such conditions and subject to such regulations as the Governor may prescribe."

Thus, it was established by the legislature that the California State Military Reserve is a legitimate component of the Military Forces of the State of California and functions as a uniformed force available upon order of the Governor to assist State, local and other agencies in the accomplishment of such missions as may, from time to time, be directed by him/her. In the event of federalization of the California National Guard or its inability for other reasons to respond to contingencies normally within its purview, the California State Military Reserve may be called upon by the Governor to aid in the suppression of disorders, the protection of life and property, and in recovery efforts consequent to natural or other disasters. The mission of the California State Military Reserve may also enhance such special programs and activities deemed appropriate by the Governor or the Adjutant General (California Military and Veterans Code 550).

Section 101 of the California Military and Veterans Code states:

> *"The rules and regulation for government of the U.S. Army, so far as they are not inconsistent with the rights reserved to the State of California, shall constitute the rules and regulation for the government of the State Militia."*

Thus, except where the CSMR has its own regulation in place, all Army and National Guard regulations which apply to the California National Guard apply to the CSMR.

II. MISSION

The mission of the California State Military Reserve, is to provide an adequately trained and organized State military reserve force under the exclusive control of the Governor. The California State Military Reserve is meant to be capable of accomplishing those State

emergency responsibilities normally assigned to the National Guard, when the Guard is federalized or otherwise not available. In addition, the CSMR performs such military duties as the Governor directs within the parameters of applicable federal and state law.

CNG OPORD 20-09 identifies specific missions assigned to the CSMR. The CSMR will develop the training needed to allow CSMR personnel to accomplish the specific missions as identified by the OPORD. The specific missions include, but are not limited to, the following:

a. **JFHQ Support and Augmentation**: Be prepared to augment JFHQ positions. Attach CSMR personnel to JFHQ directorates in order to establish a ready, trained, and available force to fill critical positions during emergencies and during drill training periods. Develop a plan to assume JFQU Headquarters Commandant responsibilities and provide JFHQ support.

b. **LNO Support and Augmentation**: Identify, assign and train CSMR personnel as LNOs. Develop and maintain CNG liaison functions with civil government and other military commands to support ongoing Civil Support operations. Provide liaison officer support to the SOC, REOCs, and other locations within the area of operations required.

c. **Contracting Support and Augmentation**: Attach personnel to JFHQ Purchase and Contracting Teams. Develop Purchase and Contracting Teams capable of supporting units activated to provide Civil Support within the State.

d. **Communications Operations, Support and Augmentation**: Provide trained, qualified/certified personnel to deploy, operate, and support tactical/emergency communications systems for training and Civil Support operations. Provide communications training to CNG and CSMR units.

e. **Joint Operations Center (JOC) Augmentation**: Provide a trained and ready force to augment the JFHQ, JOC during periods of increased readiness levels. Develop and maintain a JOC augmentee program for both Officer and NCO positions.

f. **High Tech Operations, Support and Augmentation**: Provide trained and certified personnel to operate the J6 DOIM helpdesk during regularly scheduled CNG UTAs. Coordinate training requirements and develop a training program and support plan with JFHQ, J6. Provide critical technical support to CNG units during drill periods. Provide trained and certified personnel to operation the JFHQ, J6 Network Operations Security Center (NOSC).

g. **SRP/SRE Support and Augmentation**: Provide year-round medical, dental, Chaplain, legal, training and administrative support to the Army Division Soldier Readiness Preparation rotations. Prepare Soldiers for T10 deployments.

h. **Combat Life Saving Program**: Establish and maintain a Combat Life Saving training and certification program.

i. **Administration**: Establish a formal process for requesting CSMR personnel attachment at all levels. Provide a formal method to support CNG units at all levels.

j. **Physical Security Operations, Support and Augmentation**: Provide trained personnel to augment the CNG physical security inspection teams. Assist units in maintaining physical security standards.

k. **Linguistics Support and Augmentation**: Develop a detachment of qualified linguists for the following languages: Spanish, Chinese, Tagalog, Vietnamese, Korean, Armenian, Japanese, Persian, German, French and Russian. Provide linguist capability to augment CNG command teams during Civil Support operations.

l. **Chaplain Operations, Support and Augmentation**: Provide direct support to CNG Chaplains and provide chaplain services to CNG soldiers and airmen and their families. Augment CNG Chaplain Corps.

m. **Small Arms Training Team (SATT)**: Establish and maintain a Small Arms Training Team to train CNG Soldiers and Airmen to service standards for use of small arms.

n. **Youth Program Operations, Support and Augmentation**: Assign CSMR personnel to provide professional instruction, technical and administrative functions to CNG Youth Programs. Augment assigned Youth Program staff and leverage professional capabilities within the CSMR to improve current program.

o. **Veterans Honor's Program**: Support the mission of the CNG Veterans Honor's Program (VHP) and provide trained CSMR personnel to augment the program.

p. **Military History Operations, Support and Augmentation**: Assist in developing and maintaining unit history for all CNG organizations.

q. **Facilities Operation, Support and Augmentation**: Assign CSMR personnel to provide administrative, technical, instructional and other needed support at JFTB, Los Alamitos, Camp San Luis Obispo and Camp Roberts. Provide support for ongoing

III. HISTORY OF THE CALIFORNIA STATE MILITARY RESERVE

When it became evident that the National Guard units which were allocated to the different States and Territories would have to be called up for Federal service (Federalized), Congress approved an Act on October 21st, 1940, which allowed the various States to raise troops under the provisions of Article I of the United States Constitution. The same actions were taken by Congress in the early stages of World War I, 44 of the 48 States organized militia forces, as did the Territories of Alaska and Hawaii. The States of Arizona, Montana, Nevada, and Oklahoma

elected not to form local units as there was no Federal requirements to do so nor was there any Federal restriction placed on the size of State units.

The October 21st, 1940, legislation did prescribe that State forces would be under the War Department "for discipline in training," and under this authority the Secretary of War placed limitations "not upon the actual size of any State, Guard" but "upon the number of arms" that would be issued by the Federal Government. Initially, the War Department placed this figure at "numbers equal to half of the National Guard strength as of June 30th, 1940," but this allowance was doubled at the end of 1941.

In April of 1942, the War Department announced that all rifles loaned to the States must be returned as the need for these weapons elsewhere had become "very great." The reaction to this announcement throughout the different States was "astounding" as there was an almost universal protest at this disarmament of the State Guard." It later became apparent that there was a "need for these weapons (within the States) and the recall was substantially modified.

When the United States entered World War II on December 7th, 1941, 34 States had already organized and equipped State Forces totaling nearly 90,000 personnel. By the end of 1941 States had activated all or part of their State Forces to protect key installations and facilities and to guard hundreds of miles of otherwise unprotected shoreline. The employment of State troops for these purposes was entirely voluntary as the 1940 Act specifically prohibited State Guard units from being called, drafted, or ordered into Federal service nor could these troops be ordered to serve outside the boundaries of their own states.

Since there was no provision in the Act for Federal pay, State Guardsmen were paid by their home States when activated (usually at the same rate as Army personnel of the same rank) but for the most part received no pay at all for their' services. The organization of the State Guards and the British Home Guards was similar in many respects with the major difference being that British units were seldom of a fixed size and were more "closely controlled by the general Government and more precisely integrated with other defense forces."

In spite of the fact that American Guardsmen were not required to fight against an armed enemy, history reveals that they played a valuable part in the national war effort. By guarding installations in the early years of the war, Federal Forces were freed to train replacements and to form cadres for combat units for immediate overseas service. Additionally, many thousands of young men received their first military training as Guard members and were better prepared when they entered the Armed Forces. Finally, the Guardsmen aided the individual States by providing a well organized force to keep internal order and to aid civilian, authorities in emergencies and disasters.

On December 17th, 1941, the War Department "directed" that State Guardsmen were "authorized" to wear "distinctive, round shoulder patches, 2½" in diameter, bearing the designation of the State Guard concerned." The intent of the letter was to clearly identify State forces wearing uniforms provided by the Federal Government. Those provisions were later included in Army Regulations, and many States changed designs to comply with the Federal requirements while others did not as they felt this was an "infringement" of their State rights. With the return of National Guard units at the end of the war, the legality of maintaining state forces was once again in question. While most States disbanded the State troops in 1945 and 1946, others kept their State Guard units organized, but re-designated them and (in some cases) changed their insignia.

THE CALIFORNIA STATE GUARD IN WORLD WAR II

The California State Guard was organized with Headquarters in Sacramento in January of 1941 by Executive Order of Governor Culbert L. Olsen when California National Guard elements of the 40th Infantry Division, 250th and 251st Coast Artillery Regiments, and other units were Federalized. Although the authorized strength of the State Guard was originally set at 10,000, the actual mustered strength reached 21,615 by the end of 1941.

By February of 1942, a total of 13 Infantry Regiments (numbers 1 through 13) were activated along with a Medical Regiment, Marine Company, two Nautical Corps, and a Quartermaster Regiment. During the first year of the Guard, a number of special organizations were activated but later were mustered out of service including the 1st through 10th Observation Squadrons, 1st Engineer Regiment, 1st Evacuation Corps, Sanitary Corps, Women's Ambulance and Nursing Corps, 1st and 2nd Ambulance Battalions, and several provisional companies. The 3rd and 11th Infantry Regiments were mustered out of service on March 25th, 1942, and elements of the two units were merged to form a new 311th Regiment. For purposes of "organization and administration, the State was originally organized into six command areas, (each with a separate Headquarters stuff), and the areas were further broken down into districts and sub-districts. On May 27th, 1943, the 12 Regiments of the State Guard were reorganized and re-designated as J 0 regions.

The Battalion was established as the largest tactical unit of the Regional system, but on November 23rd, 1943, Regiments were again formed. A history of duties performed by the California State Guard during World War II filled many pages. On December 7th, 1941, elements of the 1st Regiment were ordered to active duty, and by the end of the month almost all of the 9th and 10th Regiments were activated.

Thousands of State Guardsmen were assigned the mission of guarding lines of communications, key facilities, and vital installations during the early days of the war. For example, in February of 1942, 59 men guarded the Golden Gate Bridge in San Francisco and Marin Counties, 37 Guardsmen from another unit searched for a downed Navy airplane in the rugged San Jacinto Mountains, 61 men guarded the water supply for Vallejo, 40 men guarded bridges in Sacramento, 108 Guardsmen protected the Torrance water supply and oil refineries, and special units guarded piers and harbors from San Diego to Redding. In January of 1944, nearly 6,000 officers and men were still on statewide active duty, often with great personal sacrifice of time, wages, and careers. By the end of World War II, over 75,000 Californians had served with State troops.

THE CALIFORNIA STATE MILITARY RESERVE

In 1950, one-third of the California National Guard was Federalized. The California Legislature authorized 63 state active duty positions for the California State Military Reserve. By 1952, there were 128 positions in the Office of the Adjutant General (OTAG) and 67 positions in the field organization of California State Military Reserve. Fifty-eight percent of the Military Department's appropriation was allocated to CSMR for administration and recruit gaining. CSMR reached a strength of 13,599. There existed two (2) division headquarters, eight (8) brigades, twenty-four (24) battalions and ninety-six (96) companies.

In 1976 the CSMR was reactivated by the Military Department. The organization consisted of two are Commands, North Area Command (NACOM) and Southern Area Command (SACOM),

five Brigades and numerous Battalions and special commands such as a Medical Brigade, Aviation Brigade, Training Command and Center for Military History. In 1996 the CSMR once again went through a reorganization. Area commands, Brigades and Battalions were deactivated and reformed as Support Brigades and Battalions in direct support of Army and Air National Guard units.

The first of these new support brigades to be activated was the 49th Military Police Brigade Support Brigade in direct support of the 49th Military Police Brigade of the California Army National Guard. This unit still serves as the Northern Regional Command and is tasked with supporting the 49th Military Police Brigade and its subordinate units.

Additional Brigades, Battalions, and Groups have been added to the California State Military Reserve structure. These units are all tasked with direct support of California Army and Air National Guard units.

IV. ORGANIZATION OF THE CALIFORNIA STATE MILITARY RESERVE

The structure of the CSMR is established by law. The Governor is the Commander-in-Chief of the State Military Forces, which includes two basic elements: The Active Militia and the Unorganized Militia. The structure of the Active Militia contains the Army National Guard, the Air National Guard, the State Military Reserve and the Naval Militia. The Unorganized Militia consists of all persons available for service during an emergency called by the Governor, who are not members of the National Guard or the Naval Militia. This Unorganized Militia includes all able-bodied citizens between the ages of eighteen and forty-five years (18-45) who are state residents; or all others who may, upon their own application, be enlisted or commissioned. As a component of the Active Militia, the California State Military Reserve is established as a uniformed element of the Military Department of California. The Military and Veterans Code prescribes that the State Military Reserve be maintained at cadre strength until it is called upon for state mission responsibilities of the National Guard, or upon federalization of the Guard. Upon the activation of the National Guard, the State Military Reserve could be called to full strength. Headquarters, California State Military Reserve is responsible for the command and employment of all CSMR forces. Taking directions directly from The Adjutant General, Headquarter, CSMR supervises the organization, administration, training, equipping and maintenance of the forces.

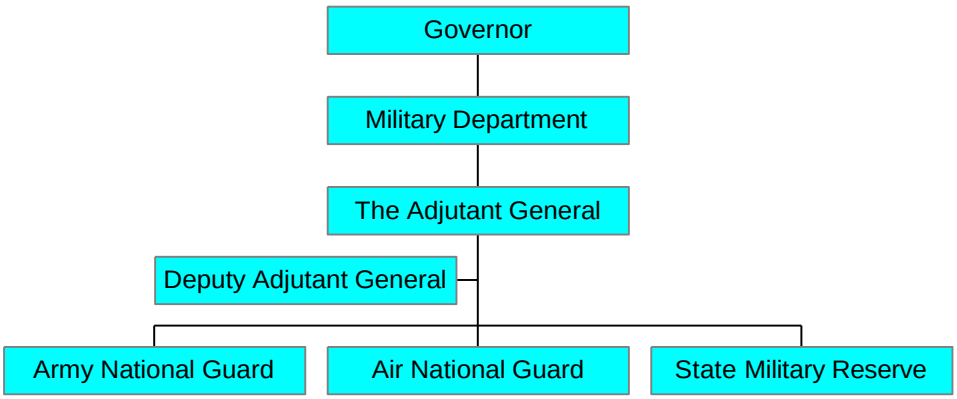


Figure 1 - California Military Department

The California State Military Reserve is currently organized as follows (1 January 2013):

Headquarters, CSMR – JFHQ Sacramento
Headquarters and Headquarters Detachment (HHD) – JFHQ Sacramento

Northern Regional Command
HQ, Northern Regional Command
1st Task Force (Civil Support)
1st Special Troops Battalion (San Rafael/Fairfield)
2nd Special Troops Battalion (San Jose)
2nd Task Force (Mobilization Support North)

Southern Regional Command
HQ, Southern Regional Command
1st Brigade (Army Support)
2nd Brigade (Civil Support)
1st Signal Support Company (Sep)

Installation Support Command
HQ, Installation Support Command (Los Alamitos)
Installation Support Command (Camp San Luis Obispo)
Installation Support Command (Camp Roberts)

Center for Military History
HQ, Center for Military History (Sacramento)
Museum Support Unit
Military History Unit
1st Field Services Unit (Northern)
2nd Field Services Unit (Central)
3rd Field Services Unit (Southern)

Air Support Command
HQ, Air Support Command (Sacramento)
129th RWQ Support Unit (Moffett Field)
144th FW Support Unit (Fresno)
146th AW Support Unit (Channel Islands)
162nd CCG Support Unit (North Highlands)
163rd RW Support Unit (Riverside Air Reserve Base)

Youth and Community Programs HQ,
Youth and Community Programs
Oakland Military Institute
Grizzly Youth Academy
Sunburst Youth Academy
Starbase Sacramento
Starbase Los Alamitos

Troop Command
HQ, Troop Command (Sacramento)
Recruiting Task Force (North)
Recruiting Task Force (South)
Recruiting Task Force (Central)
Trial Defense Services (TDS)
Inactive Reserve Det/Control Group

Training Command
HQ, Training Command (Dublin)
Officer Training Academy
NCO Training Academy
Specialty Tech Training Academy

V. OATHS OF ENLISTMENT AND COMMISSION

Upon entering the CALIFORNIA STATE MILITARY RESERVE you voluntarily take an oath of allegiance. Each time you accept continued service or reenlist, you reaffirm your belief and commitment to that oath. You promise to protect and defend your American freedoms, to obey the orders of your superiors, and agree to live by a military set of rules and standards.

A. **Oath of Enlistment (for Enlisted Soldiers and Airmen Only)**:

"I,_____hereby voluntarily enlist this .. day of .., 20- , in the **CALIFORNIA STATE MILITARY RESERVE** for an indefinite period until I am discharged by proper military authority.
I do solemnly swear (or affirm) that;
I will support and defend the Constitution of the **UNITED STATES** and the Constitution of the **STATE OF CALIFORNIA**;
That I will obey the orders of the President of the **UNITED STATES**, the Governor of the **STATE OF CALIFORNIA** and all lawful orders of any superior officers set over me, according to the laws, rules and regulations governing the **CALIFORNIA STATE MILITARY RESERVE**;
That I take this obligation freely, without any mental reservation or purpose of evasion, and I will well and faithfully discharge the duties of the office upon which I am about to enter. **SO HELP ME GOD.**

B. **Commissioning Oath (for Commissioned Officers and Warrant Officers Only)**:

"I,_____, (name) having been appointed as an officer in the **CALIFORNIA STATE MILITARY RESERVE**
Do solemnly swear (or affirm) that;
I will support and defend the Constitution of the **UNITED STATES** and the Constitution of the **STATE OF CALIFORNIA**, against all enemies, foreign and domestic;
That I will bear true faith and allegiance to the Constitution of the **UNITED STATES** and the Constitution of the **STATE OF CALIFORNIA**;
That I make this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties of the office upon which I am about to enter **SO HELP ME GOD.**

VI. THE MILITARY WAY OF LIFE

As a member of the California State Military Reserve, you are subject to duty at any time, including weekends and holidays. If so directed by competent authority, you must report for duty at any hour and at any location and remain as long as necessary to get the job done, unless excused earlier by a competent authority - - the mission comes first. Your very serious responsibilities as a member of the California State Military Reserve require the best that you can give. Furthermore, our mission necessitates more restrictive rules and standards than normally found in civilian life. As a consequence, individuals who cannot live up to the high standards will not be retained in the California State Military Reserve.

VII. CUSTOMS AND COURTESIES OF THE SERVICE

Military customs and courtesies are proven traditions - - some written and some unwritten - - that explain what should and should not be done. They are essentially acts of respect and courtesy in dealing with other people. They have evolved as a result of the need for order, as well as the mutual respect and sense of fraternity that exists among all military personnel.

A. **Saluting**. Saluting is a courtesy exchanged between members of the Armed Forces as both a greeting and a symbol of mutual respect. The basic rules regarding saluting are:

(1) You salute the President of the United States, the Governor of California, all superior commissioned officers and warrant officers of the Armed Forces, all Medal of Honor recipients and the officers of friendly foreign nations who are superior to you in rank.

(2) You do not salute when indoors unless you are formally reporting to an officer senior to you and/or when under arms.

(3) You must always salute when outdoors and in uniform, both on and off military installations, unless:

(a) You are carrying articles (or a heavy object) in both hands, which cannot be transferred to the left hand, or another legitimate reason such as injury. In this case, an oral greeting should be exchanged, such as "Good Morning, Sir or Ma'am." If the senior's arms are incapacitated, you will still salute.

(b) You are in a designated "covered" or "no salute" area.

(c) You are a member of a military formation or a work detail in which case only the senior member salutes.

(d) You are attending a public gathering, such as a sports event.

(4) You salute officers in government cars if the car has a flag or metal standard that identifies the rank of the occupant (usually general officers and senior commanders.)

(5) Military police performing installation entry control duties salute occupants of vehicles displaying authorized officer decals and occupants recognizable as officers in vehicles that have no decal. EXCEPTION: A salute is not required if doing so interferes with the military policeman's performance of duty.

B. **Respect for the Flag**. The flag of the United States represents the principles and ideals you have pledged to defend; it is treated with the same respect due to the highest pupblic official. It will never be treated with contempt or used as a drapery, as part of an article of clothing, nor as a covering for furniture or automobiles. No lettering of any kind should be placed on the flag nor should it be used for advertising purposes. (18 U.S.C. 700) During parades, when in uniform, you salute as the flag passes in front of you.

(1) **National Anthem**. You are required to show the proper respect to the flag and the National Anthem both indoors and outdoors, in uniform or in civilian clothes.

(a) Indoors. At public or military events, you are required to stand at attention during the playing of the National Anthem whether in uniform or civilian clothes and remain silent.

In uniform, you face the flag (if visible) or music but do not salute. In civilian clothes, you place your right hand over your heart. This does not apply when you hear the National Anthem on the radio or television.

(b) Outdoors. In uniform, you give the military salute and remain silent during the National Anthem. In civilian clothes, you salute by standing at attention and place your right hand over your heart. Men should remove headdress with right hand and hold it over their heart. When attending public events you stand at attention and salute (when in uniform), or place your right hand over your heart (when in civilian clothes) during the playing of the National Anthem.

(2) **Retreat**. On military installations the flag is lowered at the end or, each day. Usually, the bugle call "Retreat" is sounded and is followed by the playing of either the National Anthem or "To the Colors." if you are outside, you must stop what you are doing and face the flag. During the sounding of "Retreat" you stand at Parade Rest, then come to attention and salute during the playing of the National Anthem or "To the Colors." You face in the direction of the flag (if visible) or the music. If you are driving a vehicle, you are to stop and sit quietly until the music ends; your passengers also remain silent.

(3) **Pledge of Allegiance**. Honors to the flag during the Pledge of Allegiance are similar to those rendered during the playing of the National Anthem or "To the Colors."

(a) Military Formations or Ceremonies. You do not recite the Pledge of Allegiance while in military formation or during military ceremonies.

(b) Outdoors. When in uniform, you stand at attention, face the flag, remain silent and render the hand salute.

(c) Indoors. When in uniform, stand at attention, face the flag, remain silent, but do not salute. However, if the participants are primarily civilians or in civilian clothes, you may recite the Pledge of Allegiance if you wish.

(d) Civilian Dress. When in civilian clothes (indoors or outdoors), you should stand at attention, face the flag, and recite the Pledge of Allegiance while holding your right hand over your heart. (Men should remove headdress with right hand and hold it over their heart.)

(4) **Foreign Flags**. You must show the same respect to a foreign country's flag and national anthem that you show to your own, when another country's national anthem is played during formal ceremonies in the United States.

C. **Respect for Authority**. As a general rule, senior personnel enter an aircraft or automobile last and leave first. Junior personnel will walk to the left of seniors. Unless otherwise authorized, subordinates will stand in the presence of senior officer personnel. A senior may address a subordinate by his or her first name; however, it is inappropriate for a subordinate to communicate in such an informal manner.

D. **The Correct Use of Titles**. Each member of the Army, Air Force, Navy, Marine Corps and Coast Guard has a military grade, recruit to general/admiral, and this grade becomes his or her military title by force of regulation and custom. In official documents, a member's grade, or title, always accompanies his or her name; it is also used in conversation. A person who has attained

a military title carries it permanently, if so choosing, including into retirement. When addressing a subordinate, preface the soldier's last name with his or her rank. "Sergeant Jones," "Lieutenant Smith," or "Private Henderson" are appropriate means of addressing fellow soldiers of subordinate rank. When referring to others not present, always use ranks and names. Use of last names only is disrespectful; use of pay grades *(e.g.,* "I was talking to an 0-1" or "It was that E-7) is unmilitary and degrading. All soldiers have earned their ranks, from the newest private first class to the most senior general; use them accordingly.

Titles and addresses for Officers, Warrant Officers and Enlisted personnel are:

Army

TITLE	ABBR	TERM OF ADDRESS
General	Gen.	General
Lieutenant General	LG	General
Major General	MG	General
Brigadier General	BG	General
Colonel	COL	Colonel
Lieutenant Colonel	LTC	Colonel or Male Sir/Female Ma'am
Major	MAJ	Major or Male Sir/Female Ma'am
Captain	CPT	Captain or Male Sir/Female Ma'am
First Lieutenant	1LT	Lieutenant or Male Sir/Female Ma'am
Second Lieutenant	2LT	Lieutenant or Male Sir/Female Ma'am
Chief Warrant Officer	CW2 - CW5	Mister or Miss or Chief
Warrant Officer	WO1	Cadet or Mister or Miss
Cadet (OC, WOC and ROTC)	Cadet	Cadet or Mister or Miss
Command Sergeant Major	CSM/E9	Sergeant Major or Command Sergeant Major
Sergeant Major	SGM/E9	Sergeant Major
First Sergeant	1SG/E9	First Sergeant
Master Sergeant	MSG/E8	Master Sergeant
Sergeant First Class	SFC/E7	Sergeant
Sergeant	SGT/E5	Sergeant
Corporal	CPL/E4	Corporal
Specialist	SPC/E4	Specialist
Private First Class	PFC/E3	Private
Private Second Class	PV2/E2	Private
Private	PVT/E1	Recruit or Private

Air Force

TITLE	ABBR	TERM OF ADDRESS
General	Gen/O-10	General
Lieutenant General	Lt Gen/O-9	General
Major General	Maj Gen/O-8	General
Brigadier General	Brig Gen/O-7	General
Colonel	Col/O-6	Colonel
Lieutenant Colonel	Lt Col/O-5	Colonel
Major	Maj/O-4	Major
Captain First Lieutenant Second Lieutenant	Capt/O-3 1st Lt/O-2 2nd Lt/O-1	Captain Lieutenant Lieutenant
Cadet (OC and ROTC)	Cadet	Cadet or Mister or Miss
Command Chief Master Sergeant	CCM/E9	Command Chief
First Sergeant	1SGT/E8 or E9	First Sergeant
Chief Master Sergeant	CMSgt/E9	Chief
Senior Master Sergeant	SMSgt/E8	Sergeant
Master Sergeant	MSgt/E7	Sergeant
Technical Sergeant	TSgt/E6	Sergeant
Staff Sergeant	SSgt/E5	Sergeant
Senior Airman	SrA/E4	Airman
Airman First Class	A1C/E3	Airman
Airman	Amn/E2	Airman
Airman Basic	AB/E1	Airman

Figure 2 - Basic Military Titles

VIII. STRUCTURE

To perform effectively in the California State Military Reserve, one must understand the structure and some of the systems that govern its operation.

A. **Chain of Command**. The Chain of Command provides the control and communications necessary to accomplish the mission. Each "link" in the chain is a level of responsibility and authority extending from the Governor of California - - as Commander-in-Chief - - through each commander, to every level, including yours. Different levels within the chain have different responsibilities and authority; however, all levels have some things in common. Each level in the chain is responsible for a lower level, and accountable to all higher levels. The chain cannot work without loyalty to every level. With loyalty up and down the chain, it is a highly efficient and effective system for getting things done. Everyone is a part of, and subject to, the chain of command and must use it properly. The key principle is to resolve problems and seek answers at the lowest possible level. If it becomes necessary for you to continue up the chain, you should request assistance at each level before going to the higher level and advise that you are doing so. There is one qualification to this, and it is covered in the section on the Inspector General (IG).

B. **Command Sergeant Major**. The Command Sergeant Major at HQ, CSMR CA SMR, Brigade, Group or Battalion maintains communication liaison between the Commander and the enlisted force and, with the Commander, assesses the morale and well-being of the enlisted force; evaluates the quality of noncommissioned officer (NCO) leadership, management and supervisory training; monitors compliance with California State Military Reserve standards; advises enlisted councils; serves on boards; and finally, maintains liaison with the community as directed by the Command policy. The Command Sergeant Major's specific duties and responsibilities and his relationship to other staff agencies and subordinate activities are specified by the Commander.

C. **First Sergeant**. The First Sergeant has the very important role of advising the Commander and making sure the Commander's policies are known and understood throughout the organization. Usually, enlisted personnel will see the First Sergeant before talking to the commander. The First Sergeant is usually a good source of information and advice for all members of a unit.

D. **Staff Agencies**. Other agencies support and strengthen the chain of command. These include the different staff functions (the Chaplain, Staff Judge Advocate, Public Affairs, Provost Marshal, Adjutant, and so forth), the councils and professional associations, and the assistance groups (CA ARNG Advisors, National Guard Association of California, the American Red Cross and so forth). These agencies are sources of professional advice or assistance n particular areas. These are not a substitute for the chain of command nor do they operate outside of it. They support the chain and make it more efficient and effective.

E. **The Inspector General (IG)**. While the IG is not considered a structural part of the chain of command, the IG performs a very important role in the command function. The IG serves as the Commander's advisor, investigator and guardian of readiness. The Inspector General's responsibilities include distinct and separate systems: Inspector and Staff Assistance Visit Program, Investigations and Inquiries Program and the Personnel Assistance and Complaints System. The Inspection and Staff Assistance Visit Program. The IG may perform and Annual Inspection of every CSMR major unit. The purpose of this program is to evaluate the efficiency and effectiveness of the unit to perform its assigned mission. The Annual Inspection will encompass all aspects of the CSMR environment, operations and mission. Special Investigations are similarly conducted of specific functional areas. In addition, pre-announced staff assistance visits will be accomplished between the HQ, CSMR staff and their functional counterparts to identify problem areas and offer advice and assistance.

X. STAFF ORGANIZATION AND STRUCTURE

A. **Basic Command Staff Structure**: The basic staff structure includes the Commander’s Coordinating Staff Group, Special Staff Group and Personal Staff Group. The Coordinating Staff Group typically includes the G-1, G-2, G-3, G-4, G-5 G-6 and G-7. The Special Staff Group includes the Chaplain, PAO, HQ Commandant, Provost Marshal, and other professional, technical and functional area staff officers. The Commander’s Personal Staff Group includes the Command Sergeant Major, the Inspector General, Staff Judge Advocate, and the Commander’s Aides.

B. **Chief of Staff**. The Chief of Staff directs, supervises, and ensures coordination of the work of the staff, except in those specific areas reserved by the Commander, thereby, freeing the Commander from routine details. The Chief of Staff's duties include:

a. Formulating and announcing staff operating policies;

b. Ensuring that the Commander and the staff are informed on matters affecting the command;

c. Representing the Commander, when authorized;

d. Maintaining the master policy file and monitoring the SOP;

e. Ensuring that required liaison is established;

f. Requiring that all coordinating and special staff officers inform him of any recommendations or information that they give directly to the Commander or any instructions they receive directly from the commander.

g. Exercising direct supervision of the main command post and its operations.

(Note: A unit may also have an Executive Officer who either assists the Chief of Staff or functions as the Chief of Staff for the unit.)

C. **G-1/S-1 Personnel**. The G-1/S-1 is the principal staff officer for the Commander on all matters concerning human resources. The G-1 is concerned with soldier personal readiness; and therefore, he monitors and assesses those elements of personnel administration and management which provide policies, services, and facilities affecting the soldier's human potential and commitment. The G-1/S-1's duties include:

a. Unit strength maintenance;

b. Personnel service support;

c. Discipline, law and order;

d. Civilian personnel;

e. Administrative support for other personnel;

f. Safety and accident prevention; and

g. Headquarters management.

D. **G-2/S-2 Intelligence**. The G-2/S-2 is the principal staff officer for the Commander on all military intelligence matters. The G-2/S-2's duties include:

a. Production of intelligence;

b. Counterintelligence;

c. Intelligence training.

(Note: The CSMR does not have a G-2/S-2 nor does it engage in intelligence gathering activities.)

E. **G-3/S-3 Operations**. The G-3/S-3 is the principal staff officer for the Commander in matters concerning operations, plans, organization, and training. The G-3S-3's duties include:

a. Training;

b. Operations and plans;

c. Force Development and Modernization;

d. Staff Planning and Supervision; and

e. Coordinating staff responsibility for the following staff officers – AMDCOORD, ALO, AVCOORD, CHEMO, ENCOORD, EOD, FSCOORD, Historian, LNOs, MLT, PM, Safety Officer, SOO, SOCOORD and TALO.

F. **G-4/S-4 Logistics**. The G-4/S-4 is the principal staff officer for the Commander in matters of supply, maintenance, transportation, and services. The G-4/S-4's duties include:

a. Supply;
b. Maintenance;
c. Transportation; and
d. Services.

G. **G-5/S-5 Civil-Military Operations**. The G-5/S-5 is the principal staff officer for the Commander in all matters concerning the civilian impact on military operations and the political, economic, and social effects of military operations on civilian personnel. The G-5/S-5's duties include:

a. Civil affairs; and
b. Civil/military relationships.

H. **G-6/S-6 Command, Control, Communications and Computer Operations**. The G-6/S-6 is the principal staff officer for all matter concerning command, control, communications, and computer operations. The G-6/S-6's duties include:

a. C4 Operations;
b. Network Operations;
c. Information Management; and
d. Assisting all staff sections with tactics, techniques, and procedures for performing IM functions within and between staff sections.

I. **G-7/S-7 Information Operations**. The G-7/S-7 is the principal staff officer for all matters concerning information operations, including current operations, plans and IO-related targeting.

J. **Other Staff Officer Positions**. A Commander may have numerous other staff officer positions. Other staff positions include, but are not limited to, the following:

a. Adjutant General	b. Aide-de-Camp	c. Air Defense Artillery Officer
d. Air Liaison Officer	e. Aviation Officer	f. Chaplain
g. Chemical Officer	h. Engineer Officer	i. Command Sergeant Major
j. Finance Officer	k. Inspector General	l. EOD Officer
m. HQ Commandant	n. Provost Marshal	o. Staff Judge Advocate
p. Surgeon	q. Transportation Office	

X. BASIC US ARMY AND US AIR FORCE UNIT STRUCTURE

A. US Army Basic Unit Structure. Size, composition and leadership of units varies with time, place, and circumstances. The composition of fully authorized units will vary.

UNIT	APPROXIMATE PERSONNEL	COMPOSITION	TYPICAL COMMANDER
Squad	10		Staff Sergeant
Platoon	40	4 Squads	Lieutenant
Company	175	4 Platoons + HQ	Captain
Battalion	700	4+ Companies + HQ	Lieutenant Colonel
Regiment	1,500+	2+ Battalions + HQ	Colonel
Brigade	4,500+	3+ Regiments + HQ	Brig. General
Division	15,000+	3 Brigades + HQ + Spt	Maj. General
Corps	30,000+	2+ Divisions	Lt. General
Army	100,000+	2+ Corps + HQ	General

Figure 3 – US Army Unit Size

UNIT	APPROXIMATE PERSONNEL	COMPOSITION	TYPICAL COMMANDER
Airman	1		
Section	2+ Airmen	2+ Airmen	
Flight	4+	2+ Sections	
Squadron	8+	2+ Flights	Lt. Colonel
Group		2+ Squadrons	Colonel
Wing		2+ Groups	Brig. General

Figure 4 – US Air Force Unit Size

XI. CUSTOMS OF THE SERVICE AS USED BY THE CALIFORNIA STATE MILITARY RESERVE

A. **Military Customs and Their Importance**. As long as human relations continue to be important, which will be for a very long time, the observance of useful, thoughtful customs will be important. The established customs have come into general use by evolution and represent the honored military way of life. Customs enrich our life at national service. Through them, newcomers are made welcome, and made to feel that they belong to the unit. While most professional military people are convinced that their life has greater interest and stimulation than most other vocations, it is a fact that it has its drab aspects also. These old customs add color, pageantry and ceremony to the military and deserve careful perpetuation. For the most part they consist of acts honoring the nation's flag, or our honored military dead, or pay respect to comrades-in-arms. Each custom heightens the concept of purposeful men and women serving their country in a honorable profession.

B. **The Salute**. Men of arms have used some form of the military salute as an exchange of greeting since the earliest times. It has been preserved and its use continued in all modem armies that inherit their military traditions from the Age of Chivalry. The method of rendering the salute has varied through the ages, as it still varies in form among the armies of today. Whatever form it has taken, it has always pertained to military personnel, and its use has been

definitely restricted to those in good standing. In the Age of Chivalry, the knights were all mounted and wore steel armor that covered the body completely, including the head and face. When two friendly knights met, it was the custom for each to raise the visor and expose his face to the view of the other. This was always done with the right hand, the left being used to hold the reins. It was a significant gesture of friendship and confidence, since it exposed the features and also removed the right hand - the sword hand – from the vicinity of the weapon. Also, in ancient time, the freemen (soldiers) of Europe were allowed to carry arms; when two freemen met, each would raise his right hand to show that he held no weapons in it and that the meeting was a friendly one. Slaves were not allowed to carry arms, and they passed freemen without the exchange of a greeting. In the Middle Ages, gentlemen often went about clothed in heavy capes under which swords were carried; upon meeting a friend, the cloak was thrown back by raising the right arm, thus disclosing that the right hand was not on the sword hilt. The military salute is given in recognition to a comrade in the honorable profession of arms. The knightly gesture of raising the hand to the visor came to be recognized as the proper greeting between soldiers and was continued even after modem firearms had made suits of armor a thing of the past. The military salute of today is as it has always been, a unique form of greeting between military personnel.

Execution of the Hand Salute. Before the instant arrives to render the salute, stand or walk erectly with head up, chin in, ,and stomach muscles pulled in. Look squarely and frankly at the person to be saluted. If you are returning a salute of a soldier, execute the movements of the salute in the cadence of marching. If you are saluting a superior officer, execute the first movement and hold the position until the salute is acknowledged, and then complete your salute by dropping the hand smartly to your side. To execute the hand salute correctly, raise the hand smartly until the tip of the forefinger touches the lower part of the headdress or forehead above and slightly to the right of the right eye, thumb and fingers extended and joined, palm to the left, upper arm horizontal, forearms inclined at 45 degrees, hand and wrist straight; at the same time turn the head toward the person saluted. To complete the salute, drop the arm to its normal position by the side in one motion, at the same time turning the head and eyes to the front. The junior member executes the first movement, holds the position until it is returned by the senior, and then executes the second movement. Accompanying the hand salute with an appropriate greeting, such as "Good morning, Sir," and its reply, "Good morning, Sergeant," is encouraged. The salute is rendered within saluting distance, which is defined as the distance within which recognition is easy. It usually does not exceed 30 paces. The salute is begun when about 6 paces from the point of nearest approach. Frequently Observed Errors. Failure to hold the position of the salute until it is returned by the officer saluted; failure to look at the person or color saluted; failure to assume the position of attention while saluting; failure to have the thumb and fingers extended and joined, a protruding thumb being especially objectionable; a bent wrist; failure to have the upper arm horizontal; saluting with a cigarette in the right hand or in the mouth; saluting with the left hand in a pocket or returning a salute in a casual or perfunctory manner.

C. **The Three Volleys Over Graves**. A special ceremony at graveside honoring a military deceased is an ancient custom. After the committal service is read by the Chaplain, a military firing party fires three volleys followed by a bugler sounding TAPS completing the military funeral. The use of the bugler sounding TAPS started with the Union Army during the Civil War. The use of three volleys of rifle fire originated in 17th century Europe. However, its concept goes back to the ancient Romans who honored their dead by casting earth three times upon the grave, calling the name of the dead and saying "Farewell" three times.

D. **The Raising of the Right Hand**. From the earliest days the taking of an oath as to the truth of statements or testimony has been a solemn and serious matter. Ancient men raised their empty sword hand as a token of peace between warriors. It has also meant that the taker of an oath called upon his God to strike him down if he lied. This custom is as old as mankind.

E. **The Wearing of Decorations**. The rewarding of individuals who have performed an act of valor is set deep in the history of man. It is another of the very ancient and universal military customs. The ancient Greeks awarded laurel wreaths to their heroes, and the Romans were the first to issue military awards which were worn by the fighting man.

F. **The Wearing of Distinctive Unit Badges or Insignia (DUI)**. This custom originated in the U.S. Army during the Civil War, and a great many of the CSMR Distinctive Unit insignia can be traced back to unit badges adopted during the early days of World War II and in some cases even earlier.

G. **The Strongest Tradition: Comradeship**. The comradeship of military associates is the strongest and most enduring of military customs. Men and women who are comrades in arms have faith that when the chips are down each may depend fully upon his or her fellows. Ordinary soldiers have often taken the course of great hazard in the accomplishment of mission success, rather than revealing themselves as weak in the eyes of their comrades. It is the ultimate in the feeling of belonging: "This is my unit. I am a member here. There are good soldiers. I trust them and they trust me." It is a powerful tradition, it is the ingredient which binds those who serve our nation, and those of us who serve our State with pride and competence as dependable associates - comrades in arms.

H **The "Stand-To."** A special form of unit comradeship which has been developing and spreading in recent years is the "Stand-To." Expect to hear the directive "Anyone who can, Stand-To at 1630 hours." This means that anyone of the unit that can should join at their local club for refreshment, food, and conversation. This growing custom calls for light-hearted jesting about events of the drill, or airing a minor gripe, and blowing off a little steam.

I. **Brigade and Unit Parties**. Brigade and unit parties are also becoming a periodic custom within the California State Military Reserve. Their purpose is to increase and strengthen acquaintances, and to weld the interest of all CSMR members in their own Brigade or unit. Don't miss them even if you prefer the entertainment elsewhere. These occasions serve many purposes including building unit cohesiveness and esprit-de-corp. If a party costs more than your current resources permit, or you have a sufficient reason to be elsewhere, tell your Commander and request permission to be absent. He will accept your statement as reasonable and will not assume you to be anti-social, unfriendly, or unresponsive to the Commander's implied desires.

J. **Rank Has Its Privileges**. Rank does indeed have its privileges, but there are important points for all CSMR members to consider. Although certain courtesies, customs, and privileges are traditional and historical, they were first established and are honored for impersonal reasons. A point to consider is that privileges are dividends and rewards for faithful service, achievements, and for having more responsibility than those of lower rank. In the CSMR, respect for rank is expected and should be freely given. CSMR personnel are bona-fide members of the Military Department of the State of California and as such, are entitled to all courtesies due their military rank from CSMR as well as CANG personnel.

K. **"I wish" and "I desire."** When the Commanding Officer states, "I wish," or "I desire" rather than, "I order that you do so-and-so," this wish or desire holds all the force of a direct order.

L. **The Place of Honor**. The place of honor is on the right. Accordingly, when a junior walks, rides, or sits with a senior, the junior takes position abreast and to the left of the senior. The junior should walk in-step with the senior, step back and allow the senior to be the first to enter a door and render similar acts of courtesy.

M. **Use of the Word "Sir."** The word "Sir" is used in military conversation by the junior officer in addressing a senior, and by all enlisted personnel when addressing officers. It precedes a report and a query and it follows the answer of a question. For example: "Sir, Sergeant Brown wishes to speak to the Battalion Commander." "Thank you, Sir."

N. **How to Obtain an Appointment With The Commanding Officer**. It is customary to ask the Chief-of-Staff, Adjutant, Executive Officer (XO) or an aide, as may be appropriate, for an appointment with the Commander or other senior officer. There is no special format, just ask "May I see the Commanding Officer?" Often it is appropriate to state the reason. It is more effective to take minor administrative problems to the appropriate staff officer and avoid consuming the limited time of the Commander.

O. **Permission of the First Sergeant**. It is the custom that enlisted personnel secure permission from the First Sergeant or CSM before speaking to a Commander. It is essential to discipline, however, that each enlisted person knows that he or she has the absolute right to appeal directly to the company or unit commander for redress of wrongs.

P. **The Open-Door Policy**. The enlisted person's right to speak to the Commander is echoed by each commander at a higher level. It is the "open door" policy that permits each person in the CSMR, regardless of rank, to appeal to the next higher commander. Indeed, this right is checked and protected by the Inspector General. If there is a disagreement between an enlisted soldier and an officer, the enlisted person has the right to speak to the next senior commander and have the matter resolved.

Q. **Visiting a Naval Vessel**. Seniors come on board ship first. When reaching the deck, you face toward the colors (or aft if no colors are hoisted) and salute the colors. Immediately thereafter you salute the officer of the deck (OOD) and request permission to come aboard. The usual form is, "Request permission to come aboard, Sir." The OOD is required to return both salutes. On leaving the ship, the reverse order is observed. You salute the OOD and request permission to leave the ship. The OOD indicates when the boat is ready (if a boat is used). Each person, juniors first, salutes the OOD; then faces toward the colors, salutes, and debarks.

R. **Uniform Must Not Be Defamed**. The uniform of the CSMR, whether on duty or attending a social gathering, must never be defamed. Conduct which is unbecoming a member of the CSMR is punishable under Article 133, Uniform Code of Military Justice. The confidence of the State of California in the integrity and high standards of conduct of the members of the California State Military Reserve is an asset which no individual may be permitted to place in jeopardy. This includes wearing of unauthorized awards and decorations on the CSMR uniform. To wear unearned awards, especially those decorations for valor that denote heroic acts under fire, is despicable at best, and unlawful in many cases. Always wear your authorized awards and decorations correctly - properly placed, clean and in order. Awards and decorations displayed on a uniform are a military person's sign of right-of-passage, wear yours proudly.

S. **Never Slink Under Cover To Avoid Retreat**. As a good military person, always be proud and willing to pay homage and respect to our flag and National Anthem. At times, thoughtless people in uniform are observed ducking inside a building or under cover just to avoid a Retreat ceremony and the moment of respect which it includes.

T. **Proffer No Excuses**. Never volunteer excuses or explain a shortcoming unless an explanation is required. More damage than good is done by proffering unsought excuses.

U. **Harsh Remarks Are To Be Avoided**. The conveying of gossip, slander, harsh criticism, and faultfinding is unforgivable. In casual conversation it is best to follow the guide, "All the brothers are valiant, and all the sisters virtuous."

V. **Avoid Profanity**. Foul and vulgar language larded with profanity is repulsive to most self-respecting men and women. Its use by members of the CSMR is reprehensible.

W. **Never Lean On A Senior Officer's Desk**. Avoid leaning or lolling against a senior officer's desk. It is resented by most officers and is unmilitary. Stand erect unless invited to be seated. Don't lean.

X. **Never Keep A Senior Waiting**. Report at once when notified to do so. Never keep a senior officer waiting unnecessarily.

SECTION B

STANDARDS OF CONDUCT

I. GENERAL

The California State Military Reserve has a very important mission; and you, as a member, have some serious responsibilities for carrying out that mission. You are responsible for carrying out orders, performing specific daily tasks related to your duties, and living up to the high standards of the California State Military Reserve. If you are a supervisor, you have the responsibility to make sure your subordinates meet the same standards. You are also held accountable for your own actions, both in the performance of duties and in your personal conduct. If you are a supervisor, you must also hold your subordinates accountable and take appropriate corrective actions when they do not fulfill their responsibilities. California State Military Reserve standards of conduct apply both on and off duty, in your personal behavior and in treatment of others, and in both military and civilian environments.

A. Public displays of affection, such as hand-holding, embracing or walking arm-in-arm, are inappropriate actions for members in uniform and may be service discrediting, since indiscriminate displays of affection in public detract from the professional image the California State Military Reserve must project at all times.

B. Membership in the National Guard Association of California (NGAC) and other military and professional associations is strongly encouraged. The purposes and goals of the NGAC are:
(1) To promote and support our national security and the accomplishment of the National Guard's State and federal mission.
(2) To foster and improve the California National Guard and the National Guard of the United States as a component of the Armed Forces of the United States.
(3) To preserve and perpetuate the history, traditions, records and relics of the National Guard of California.
(4) To develop a close relationship with other components of the military establishment.
(5) To foster fraternalism and close ties among active and retired members of the National Guard, and other patriotic and community associations sharing similar goals.
(6) To cooperate and maintain a mutually supportive relationship with other civic, military and patriotic organizations in the advancement of patriotism and national security.
(7) To project and enhance the most favorable public image and understanding of the important role of the National Guard and the National Guard Association of California.
(8) To advance and protect the interests of the National Guard through appropriate legislative activities and the forging of strong finks with local communities.
(9) To provide support, assistance and benefits to members of the National Guard and their families.
(10) To recognize and reward achievement and contribution to the National Guard.
The CSMR CA SMR formally participates in the NGAC through membership in the "Commit the Reserve Chapter." CSMR members receive the NGAC Mini Memo Newsletter, membership discounts and benefits, free group life insurance and participate in social activities, conferences and e NGAC Scholarship and Corporate Membership programs. They are also eligible for NGAC awards and recognition. The Association is the official professional military association of tile California National Guard and the California State Military Reserve. It is recommended that every member of the CSMR CA SMR be an active member of the NGAC. Several other military professional organizations deserve CSMR member support. These include the Association of the U.S. Army, the Air Force Association, the Reserve Officers Association and the State Guard Association of the U.S.

II. PROFESSIONAL RELATIONSHIPS

A. Professional relationships are essential to the effective operation of the California State Military Reserve. In all supervisory situations there must be a true professional relationship supportive of the mission and operational effectiveness of the California State Military Reserve. There is a long standing and well recognized custom in the military service that officers shall not fraternize or associate with enlisted members under circumstances that prejudice the good order and discipline of the Armed Forces of the United States.

B. In the broader sense of superior-subordinate relationship there is a balance that recognizes the appropriateness of relationships. Social contract contributing to unit cohesiveness and effectiveness is encouraged. However, officers and NCOs must make sure their personal relationships with members, for whom they exercise a supervisory responsibility or whose duties or assignments they are in a position to influence, do not give the appearance of favoritism, preferential treatment or impropriety. Excessive socialization and undue familiarity, real or perceived, degrades leadership and interferes with command authority and mission effectiveness. It is very important that the conduct of every commander and supervisor, both on and off duty, reflects the appropriate professional relationship vital to mission accomplishment. It is equally important for all commanders and supervisors to recognize and enforce existing regulations, and standards.

C. California State Military Reserve members of different grades are expected to maintain a professional relationship governed by the essential elements of mutual respect, dignity and military courtesy. Every officer, NCO and soldier must demonstrate the appropriate military bearing and conduct both on and off duty. Social and personal relationships between California State Military Reserve members are normally matters of individual judgment. They become matters of official concern when such relationships adversely affect duty performance, discipline and morale. For example, if an officer consistently and frequently attends other than officially sponsored enlisted parties or if a senior shows favoritism and preferential treatment to a junior member, it may create situations that negatively affect unit cohesiveness. Positions of authority may be weakened; peer group relationships may become jeopardized; job performance may decrease; and loss of unit morale and spirit may occur.

III. MILITARY ETHICS

As a member of the California State Military Reserve, you must maintain the highest standards of behavior, obedience and loyalty - not only in your job, but in your relationships with other people, and in your dealings with the civilian community. Your personal code of ethics must be such that your behavior and motives do not create even the slightest appearance of impropriety. Your commitment to integrity will lead the way for others to follow. The following basic principles of conduct for CSMR personnel should be scrupulously practiced:

A. You may not engage in any private business or professional activity or have any direct or indirect financial interest that would place you in a position where there is a conflict (or the appearance of a conflict) between your private interests and the public interest of the United States or the State of California, particularly those related to your California State Military Reserve duties and responsibilities.

B. You may not use your California State Military Reserve position in an attempt to persuade any person or group to provide financial benefit to yourself or others.

C. As a member of any private association, club or group, you must avoid any activities on behalf of the association, club or group that are incompatible with your military position.

D. You and your immediate family may not solicit, and with limited exceptions, may not accept gifts from anyone engaged in or endeavoring to engage in business with any component of the Department of Defense or the Military Department of the State of California.

E. You may not engage in any personal commercial solicitation or sale to any military personnel junior in rank or grade at any time - - on or off duty, in or out of uniform. This does not apply to the one-time sale of personal property, such as home, boat, car or other. It does not apply to off-duty CSMR personnel employed in retail stores or other situations that do not include solicited sales.

F. You may not solicit any monetary contributions from other CSMR personnel for a gift to an official superior, make a donation or gift to an official superior, or accept a gift from subordinate personnel, except for voluntary gifts or contributions of nominal value on special occasions, such as marriage, illness, transfer or retirement, provided that any gifts acquired with such contributions do not exceed a reasonable value.

G. You may not use government facilities or equipment for other than officially approved activities including any activities of a political nature whatsoever.

H. You may not gamble or bet while on government owned or leased property or while on duty, unless specifically authorized.

I. You may not engage in any conduct that is illegal, dishonest or may otherwise being discredit on the California State Military Reserve. CSMR Regulation 600-50, Standards of Conduct and Code of Ethics, establishes a formal Code of Ethics for CSMR personnel. The Code of Ethics should constantly guide your actions and personal conduct as a member of the CSMR. All members of the California State Military Reserve should:

(1) Put loyalty to the highest moral principles to country and state above loyalty to persons, political party or vested interest.

(2) Uphold the Constitution, laws and regulations of the United States and the State of California and the regulations of the Military Department and the California State Military Reserve, and never be a party to their evasion.

(3) Give full measure to assigned tasks; giving earnest effort and best thought to the performance of all assigned duties.

(4) Seek to find and employ more effective, economical and efficient ways of getting tasks accomplished.

(5) Never discriminate unfairly by the dispensing of special favors or privileges to anyone, and never accept favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of California State Military Reserve duties.

(6) Make no promises of any kind that would be binding upon the duties of office, since the private word of a California State Military Reservist cannot obligate the fulfillment of public duty or responsibility.

(7) Engage in no commercial endeavor or other activity either directly or indirectly which would be inconsistent with the performance of duties and responsibilities as a California State Military Reservist.

(8) Never use any information given in confidence during the performance of you California State Military Reserve duties for personal gain or profit.

(9) Honor the duty to expose corruption or inefficiency whenever discovered.
(10) Uphold these principles, being conscious that one's position in the California State Military Reserve is a public trust.

IV. MILITARY JUSTICE

Section 560 of the California Military and Veterans Code specifies that all personnel of the California State Military Reserve may be subject to the Uniform Code of Military Justice: "The Articles of War of the United States applicable to members of the National Guard of this State in relation to courts martial, their jurisdiction, the limits of punishment, and the rules and regulations prescribed there under shall be in full force and effect with respect to members of the Active Reserve. From and after 31 May 1951, the provisions of the Uniform Code of Military Justice (UCMJ) (P.L. 81-506:81 Stat Ch 169), the rules and regulations published there under applicable to members of the National Guard of this State shall be applicable and govern the California State Military Reserve. No officer or enlisted person of the Active Reserve shall be arrested on any warrant, except for treason or felony, while going to, remaining at, or returning from a place he or she is ordered to attend for military duty." Members of the California State Military Reserve are exempt from Posse Comitatus while on duty status (a posse comitatus is a body of persons summoned by a sheriff to assist in preserving the public peace, usually in an emergency), and from jury duty while on state active duty. Proof of ordered duty is a copy of official orders or training schedule. (CMVC Section 560)

V. JOB PERFORMANCE

Job performance standards include what you do, how much you do and how well you accomplish your assigned duties. Your primary responsibility is to do your part to accomplish the mission. But accomplishing the mission requires more than just technical proficiency. You must be a good team member. You must be responsive and do what you are told quickly and efficiently. You must be dependable and responsible for your actions so supervisors do not have to constantly monitor or follow up on your activities. Quality and quantity of work are both important since they are the primary measures of your efficiency and productivity. Your conduct and performance on the job must be guided by a sense of loyalty to both supervisors and co-workers, consistent with the safe and proper fulfillment of regulations, directives, technical orders and other lawful orders.

VI. DRUG AND ALCOHOL ABUSE

A. Drug Abuse. The illegal or improper use of drugs including marijuana is absolutely incompatible with California State Military Reserve standards of behavior, performance and discipline necessary for accomplishing the mission and will not be tolerated. Drug abuse can 'seriously damage your physical and mental health, jeopardize your safety and the safety of others. It can also result in a less than honorable discharge from the service and punitive action under California State Military Reserve regulations.

B. You are responsible for (1) reporting known or suspected incidents of drug abuse by others in the CSMR and (2) encouraging persons known to you to have an existing or potential drug abuse problem to seek assistance through local drug rehabilitation programs.

C. Alcohol Abuse. You have the responsibility to exercise good judgment in the use of alcohol. Your use of alcohol must not adversely affect your duty performance or your conduct on or off duty. California State Military Reserve policy is to prevent alcohol abuse and alcoholism among

its personnel; to encourage California State Military Reserve personnel to resolve alcohol related problems; and to unsure humane management and appropriate administrative disposition of those who are unable or unwilling to be restored to full, effective functioning. Moderation should be encouraged for those persons choosing to drink and nondrinkers must not be pressured or ostracized for choosing not to drink. Driving while intoxicated will not be tolerated; violators are subject to apprehension and punishment under the California Motor Vehicle Code.

VII. EQUAL OPPORTUNITY AND TREATMENT

California State Military Reserve standards of conduct and policies require that you treat others with respect and dignity regardless of their race, color, religion, age, national origin or sex.

A. The California State Military Reserve Equal Opportunity and Treatment Policy is designed to ensure that all military personnel live and work in an environment free of arbitrary discrimination according to the laws of the United States. The California State Military Reserve does not tolerate any form of arbitrary discrimination by act or inference.

B. The CSMR Inspector General is available to help you if you feel that you have been a victim of discrimination. You are encouraged to discuss the problem with your immediate supervisor or unit commander in an attempt to resolve it at the unit level. However, you can file a discrimination complaint with the Inspector General without fear of retaliation. The IG will work with you and your supervisor and the commander to resolve the problem.

C. The avoidance of sexual harassment, a sub-category of sexual discrimination, requires special attention. Professional military people treat other military people as professionals, regardless of gender. Sexual harassment has no place in the California State Military Reserve and will not be tolerated in any form. This applies both to female as well as male personnel.

VIII. FINANCIAL RESPONSIBILITY

You are expected to pay your debts on time. Failure to satisfy just financial obligations is not consistent with the standards of conduct expected of California State Military Reserve members. Your personal bank checks, another important area of individual management, carries a promise that they will be honored when presented for payment. Additionally, you are expected to provide regular and adequate support for your dependents, including payments required by court order.

IX. POLITICAL ACTIVITIES

Generally, you enjoy the same rights and have the same responsibilities as other citizens; however, since you are a member of the State Military Reserve, the area in which you exercise those rights is limited in some cases. Under our democratic system the military, as a group, must remain politically neutral and divorced from partisan politics. Following are some general rules that you should remember:

A. You have the right and duty as an American citizen to vote and to voice your opinions concerning political matters; however, you must be very careful that your personal opinions and activities are not directly, or by implication, represented as those of the California State Military Reserve or the Military Department of the State of California.

B. While you and your dependents have the right to petition the President, the Governor, the Congress, the Legislature or other public officials, you may not publicly solicit or collect signatures on a petition when in uniform. You may not circulate or sign a petition on a Military Department facility or installation unless that petition has been authorized by the installation commander.

C. You may not distribute, on a military facility, any written or printed materials that advocate the violent overthrow of the government or can be expected to incite disorder, adversely affect morale, good order and discipline, or interfere with the accomplishment 6f a military mission.

D. You may not participate in any demonstration or other political activity, within a military installation that: (1) has not been approved by the commander; (2) could result in interference with or prevention of orderly accomplishment of a mission of the installation: or (3) presents a clear danger to loyalty, discipline or morale of members of the Armed Forces.

X. PUBLIC STATEMENTS and DEALING WITH THE MEDIA

When making public statements on official State Military Reserve or military matters, members are governed by CSMR Regulation 600-50. This regulation states that commanders (or authorized public affairs representatives) are the appropriate approval authority -- the objective is to avoid statements that do not reflect official military policy or that, if taken from context, could be misleading or confusing to the public. To make sure that military information is presented professionally, personnel should make certain it is accurate, prompt and factual, is confined to their particular fields of expertise, avoids the hypothetical and speculative, reflects Military Department policy, is presented simply and honestly, and complies with the spirit and letter of Military Department principles of public information. For questions concerning specific responsibilities and limitations, refer to the Unit Public Affairs Officer who should, if at all possible, be the designated official spokesman for the unit when dealing with any public media. Remember this, no one ever got into trouble for NOT talking to the media. It is best to leave dealing with the media to professionals who are trained in this field.

SECTION C

APPEARANCE

I. DRESS AND PERSONAL APPEARANCE

You must comply with established dress and personal appearance standards. The standards consist of four elements - neatness, cleanliness, safety and military image. The element requiring the most judgment is "military image." It is the most important aspect of California State Military Reserve appearance standards since other people, both military and civilian, draw certain conclusions about you and the California State Military Reserve based upon what they see. When in uniform, you are expected to present a professional image. This includes walking with hands out of pockets, ensuring all buttons are buttoned and so forth. Your appearance must instill confidence and leave no doubt that California State Military Reserve personnel respect and support a common standard and are responsive to military order and discipline. California State Military Reserve appearance standards are designed to reflect a moderate image and to exclude the extreme, the unusual, the fad. The standards are influenced to some degree by tradition and reflect the image the California State Military Reserve intends to project to the public.

II. PERSONAL GROOMING

Although you have the right, within established limits to express your individuality through your appearance, the California State Military Reserve has defined what is and what is not acceptable, professional military image for California State Military Reserve members. Except for minor variations based on gender differences, all California State Military Reserve personnel must comply with the same personal grooming standards. Supervisors have the responsibility to determine compliance with the letter and intent of CSMR Regulations and to correct the obvious violations regardless of whether the situation identified is clearly written in the regulation. Refer to AR 670-1 for grooming details.

III. UNIFORMS

A very important part of the military image you project and the impression you create is how you wear your uniform. As with other personal appearance standards, the California State Military Reserve emphasizes a "neat, clean, professional" image. Your uniform is your personal property and it is your responsibility to keep it clean, pressed and in good repair. You are also responsible for knowing the authorized CSMR uniform combinations and the correct placement of ribbons, insignia and other uniform items. Further guidance can be found in CSMR 670-1 and AR 670-1. Here are some general rules you should remember:

A. You must wear the appropriate uniform while performing your military duties unless you have been granted special authority to wear civilian clothes. If you are authorized to wear civilian clothes on duty, you still must comply with California State Military Reserve appearance standards.

B. You may wear only authorized uniform combinations; you will not mix uniform items or wear distinctive uniform items with Civilian clothes. (Distinctive uniform items are those items that are unique to the uniform. They include grade insignia, ribbons, cap devices, Eureka buttons and so.

C. Outdoors, you are required to wear a hat or other authorized headgear with all uniform combinations except the mess dress uniform for women. EXCEPTION: Hats are not required in designated "no-hat" areas. You will not wear a hat indoors. This includes personal stops at the post exchange, commissary, dining hall, mailroom and so forth. EXCEPTION: Individuals

performing duties requiring the bearing of arms do not remove headgear and are usually covered indoors.

D. When traveling on military aircraft. You must wear your uniform unless your orders specifically direct or authorize the wear of civilian clothes

E. If you wear your uniform to civilian social functions, you must wear the army green, dress blue or mess dress uniform that parallels the appropriate civilian dress for the occasion. You may never wear ACU's or flight suits to civilian functions.

F. It is important that you wear your uniform properly when on post; however, your appearance in uniform off-post can be even more important. Members will not wear fatigues to off-post business establishments if they intend to do extended shopping, dining, socializing, or take part in any entertainment. To the general public you represent the Army and you must insure that your appearance creates a positive, favorable impression at all times.

G. California State Military Reserve members will not wear the uniform or any part of the uniform:

(1) At a meeting or demonstration of, or sponsored by, an organization, association, movement or group that:

(a) Advocates or approves acts of force or violence to deny others their civil rights under the Constitution of the United States.

(b) Seeks to change the United States government by unconstitutional means.

(2) When participating in activities such as public speeches, interviews, picket lines, marches, or rallies, or in any public demonstration (including civil rights demonstrations) not approved by the Military Department. Wearing the uniform may imply sanction of the cause for which the demonstration or activity is conducted.'

(3) When furthering private employment or commercial interests, if official sponsorship might be inferred.

(4) When engaged in off-duty civilian employment.

(5) When it would discredit the Armed Forces.

(6) At any public meeting, demonstration, march, rally or interview if the purpose may be to advocate, express or approve opposition to the Armed Forces of the United States.

IV. PERSONAL APPEARANCE IN CIVILIAN CLOTHES

Commanders may require or prohibit certain types of civilian clothes and personal grooming on an installation. The following examples of prohibited civilian clothing and personal grooming are to be used as a guide. They are not intended to be all-inclusive.

A. Bare feet in post facilities, cafeterias, open messes, dining halls and so forth.

B. Clothing with obscene, profane or lewd words or drawings.

C. Clothing items showing language or symbols that further the aims of, encourage participation in, or suggest adherence to, any organization, movement or group that unlawfully advocates or practices acts of force or violence to prevent others from exercising their rights under the laws of the United States or the State of California or any other state, or that seeks to overthrow the government of the United States or its subdivisions by unlawful means.

D. Any unsanitary dress or grooming standard. More guidance may be found in local directives. It is your responsibility to know and comply with U.S. Army, Military Department, California State Military Reserve and local directives concerning civilian dress and appearance standards.

V. PHYSICAL FITNESS

You are responsible for keeping yourself in good physical condition and maintaining your weight within prescribed California State Military Reserve standards. This is important to both the California State Military Reserve and you. Good physical condition and proper weight will help you fulfill your responsibility with vigor and alertness, and provide you the energy and capacity to respond to emergency situations and pursue leisure time activities. By maintaining a lean and fit appearance you also project the military image expected of all California State Military Reserve personnel. Command and supervisory involvement are integral parts of ensuring compliance with the fitness and weight programs. (See CSMR Regulation 600-9).

VI. HAIR

Men. The hair on the top of the head must be neatly groomed. The length and bulk of the hair should not present a ragged, unkempt, or extreme appearance. The hair should present a tapered appearance when combed and not fall over the ears or eyebrows or touch the collar except for the closely cut hair at the back of the neck. In all cases, the bulk or length must not interfere with normal wear of headgear or protective masks. Sideburns must be neatly trimmed. The base cannot be flared, nor should it extend below the lowest part of the exterior ear opening. The bottom must be a clean-shaven horizontal line. 'The face is to be clean-shaven, except that a mustache is permitted, provided it is kept neatly trimmed, tapered, and tidy. No portion of the mustache may cover the upper lip or extend sideways beyond the comers of the mouth, nor should it present a chopped-off appearance. Handlebar mustaches, goatees, and beards are expressly forbidden.

Women. Hair must be neatly groomed. The length and bulk should not be excessive or present a ragged, unkempt, or extreme appearance. Hair should not fail over the eyebrows or extend below the bottom edge of the collar. The hairstyle must not interfere with the proper wearing of headgear or protective masks. Hairnets are not authorized unless required for health or safety reasons. Wigs may be worn so long as the hairpiece is natural color and conforms to the criteria above. Hair-holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to the hair and must be inconspicuously placed. Beads or similar ornamental items are not authorized.

Women may wear cosmetics applied conservatively and in good taste. Exaggerated or faddish styles are not authorized. Lipstick may be worn with all uniforms so long as the color is conservative and complements the uniform. Extreme shades, such as purple, gold, blue, and white are not permitted. Nail polish, other than clear polish, is not allowed in any uniform.

VII. JEWELRY

The wearing of a wristwatch, a wrist identification bracelet, and not more than two rings is authorized (a wedding set is considered one ring), provided the styles are conservative and in good taste, unless prohibited for health or safety reasons. No jewelry, watch chains, or pens and pencils should be exposed on the uniform. Authorized exceptions are a conservative tie tack or tie clasp, which may be worn with the black four-in-hand necktie; a pen or pencil may appear exposed on the hospital duty, combat vehicle crewman, and flight uniforms. Soldiers may not attach, affix, or display objects, articles, jewelry, or ornamentation to or through the skin while in uniform, on duty in civilian clothes, or off duty in civilian clothes on any military installation or other place under military control - except for earrings for women. Women may

wear earrings with the service, dress, mess, and evening mess uniforms, but not with the ACU uniform. Earrings must be worn in matched pairs, not more than one earring per earlobe, and fit snugly against the ear.

VIII. CSMR UNIFORMS

The CSMR wears the uniforms of the U.S. Army and U.S. Air Force. CSMR specific uniform items are detailed in CSMR Regulation 670-1 and is worn IAW Army Regulation AR 670-1 and Air Force Instruction AFI 36-2903.

The following is a summary of the regulations that prescribe the uniforms of the CSMR:

A. The California Military and Veterans Code, Section 120, states "The militia of the State shall consist of the National Guard, State Military Reserve, and the Naval Militia--which constitute the active militia—and the unorganized militia."

B. United States Code Title 32, Chapter 1, Section 109 authorizes states to maintain a defense force in addition to its National Guard. The California State Military Reserve (CSMR) is California's State Defense Force (SDF).

C. Army Regulation AR 670-1 prescribes the Department of the Army (DA) policies and procedures for the wearing of the Army Uniform. AR 670-1 Paragraph 30-8*c* states:

"State defense forces (SDF) may adopt the Army service and BDU uniforms, provided all service uniform buttons, cap devices, and other insignia differ significantly from that prescribed for wear by members of the U.S. Army. State insignia will not include "United States," "U.S.," "U.S. Army," or the Great Seal of the United States. Personnel of the SDF may wear a State-designed SDF distinguishing badge or insignia centered on the left pocket flap. The red nametape or nameplate will include the full title of the SDF (for example, "Texas State Guard"). The utility uniforms will contain a State SDF tape in lieu of "U.S. Army" over the left breast pocket. States wishing to adopt the Army service and utility uniforms will register with the Chief, National Guard Bureau."

D. Department of the Army memo DAPE-HR-IR dated 28 Apr 2006 authorized the CSMR Army Component to adopt the Army blue, blue mess, and blue evening dress uniforms with significant distinctive modifications.

E. The Adjutant General of California memo CAAG dated 22 March 2007 and National Guard Bureau memo NGB-J5 dated 2 July 2007 registered the CSMR Army Component uniform with the Chief, National Guard Bureau in accordance with AR 670-1, Sec 30-8*c*.

F. Department of the Air Force memo dated 13 September 2007 authorized the CSMR Air Component to adopt the Air Force service dress, mess dress, battle dress uniforms, and future airman battle uniform and Heritage jacket with significant distinctive modifications

G. The CSMR uniforms will be worn in accordance with AR 670-1 and AFI 36-2903 including all provisions of those regulations, changes, supplements, or interim implementing instructions pending the next update to those regulations, except for the significantly distinct changes listed in this regulation. This includes the adopting of new U.S. Army and U.S. Air Force uniforms as they are adopted by the U.S. Army and the U.S. Air Force and phased in.

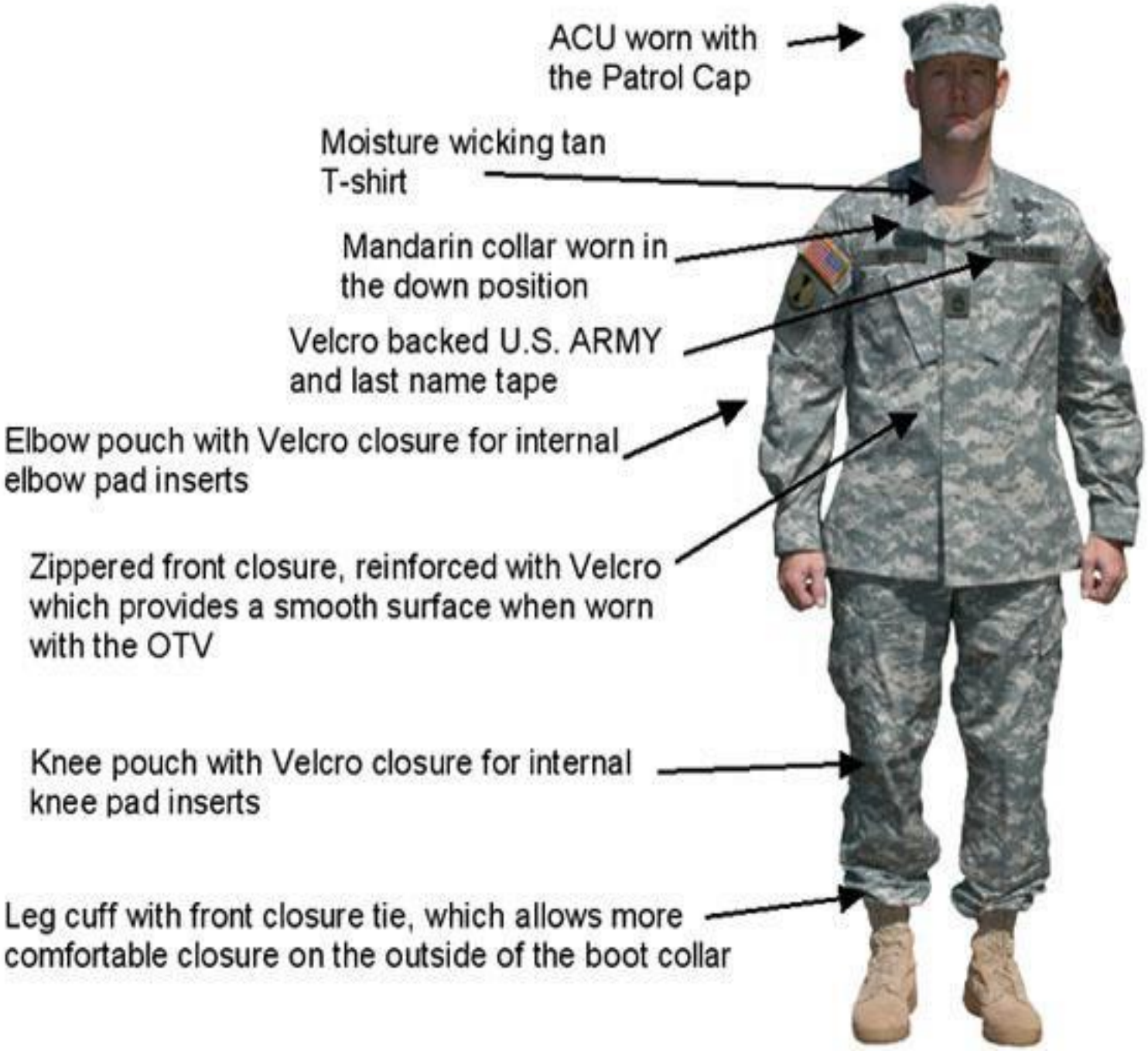
The ACU will be worn in accordance with the Department of the Army (DA) messages implementing its wear, to include the wearing of the American flag on the right sleeve. The ABU will be worn in accordance with the Department of the Air Force implementing instructions on its wear. The CSMR will follow the time lines and implementation instructions for phasing in the Army Service Uniform (ASU) and the Air Force Heritage Jacket as they are published.

H. All authorized federal, state, and foreign decorations; service medals, awards, and ribbons; unit awards and citations; marksmanship badges and tabs; combat and special skill badges and tabs; and identification badges shall for worn IAW the appropriate Army and/or Air Force regulations or instructions.

Wear of the Army Combat Uniform (ACU):

The following page shows is a quick reference of the Army Combat Uniform. CSMR Air Component members wear the USAF uniform. Refer to USAF Instruction 36-2903.

Figure 5 – Army Combat Uniform


ACU worn with the Patrol Cap
Moisture wicking tan T-shirt
Mandarin collar worn in the down position
Velcro backed U.S. ARMY and last name tape
Elbow pouch with Velcro closure for internal elbow pad inserts
Zippered front closure, reinforced with Velcro which provides a smooth surface when worn with the OTV
Knee pouch with Velcro closure for internal knee pad inserts
Leg cuff with front closure tie, which allows more comfortable closure on the outside of the boot collar

Army Combat Uniform

Patrol Cap constructed with double thick bill and internal pocket

Velcro-faced shoulder pockets that allow for the wearing of unit patches, skill tabs, and recognition devices

Shoulder pocket maximized for storage when wearing the OTV – easily accessible on the left and right shoulder

Integrated blouse bellows for increased upper body mobility

Bellowed calf storage pocket with Velcro closure on the left and right leg

ACU Overview – The ACU replaces both the temperate and enhanced hot weather BDU in the clothing bag and the desert camouflage uniform (DCU) as an organizational clothing and individual item.

Composition of the ACU

Army Combat Uniform consists of: ACU

coat
ACU trousers

ACU accessory items

ACU patrol cap
Army combat boots hot weather (tan-fleshout)
Army combat boots temperate weather (tan-fleshout) Boot
socks (green)
Two-inch rigger belt Moisture
wicking t-shirt (tan)
Undergarments
Elbow pads
Knee pads
Velcro full color U.S. flag insignia
Velcro IR subdued U.S. flag insignia
Velcro shoulder sleeve insignia Velcro
embroidered grade insignia Velcro
subdued name tape
Velcro subdued CALIFORNIA tape

The following items are also worn with the ACU: Socks

(black or tan, cushion sole)
Black all-weather coat
Coat, cold weather, (field jacket) (ACU universal camouflage pattern) Parka,
cold weather, camouflage (gortex jacket) (ACU universal camouflage pattern)
Trousers, cold weather, camouflage (gortex pants) (ACU universal camouflage
pattern)
Belt, web with open-faced buckle
Chaplain's apparel
Gloves

Handbags (female)
Neckgaiter, (OICE) scarves
T-shirt, tan (cotton and moisture wicking)
Combat and special skill badges (subdued) (optional) – 5 max
Brassards
Religious denomination insignia (chaplains only) – above nametape Headgear insignia
Velcro rank insignia
Velcro, subdued shoulder sleeve insignia-former wartime

Wear of the ACU:

General Wear – The uniform is prescribed for year-round wear for all soldiers, unless otherwise directed by the commander. Soldiers may wear the ACU off post unless prohibited by the commander. The ACU will not be worn for commercial travel unless authorized by AR 670-1, paragraph 1-10c. Personnel will not wear the ACU in off-post establishments that primarily sell alcohol. If the off-post establishment sells alcohol and food, soldiers may not wear the ACU if their activities in the establishment center on drinking alcohol. The ACU is not normally considered appropriate for social or official functions off the installation, such as memorial services, funerals, patriotic ceremonies, etc. The ACU is not intended for wear as an all-purpose uniform when other uniforms (class A or B, dress and mess uniform) are more appropriate. Combat and special skill badges will not be attached using hook and loop pads on the ACU. Sewing of the rank insignia on the patrol cap is authorized. The ACU will be loose fitting and comfortable; alteration to make them fit tightly are not authorized. The only alterations authorized are those listed in AR 700-84. Items should be fitted loosely enough to allow for some shrinkage without rendering the garment unusable.

ACU Coat – The coat is worn hook and looped and zipped. The coat has hook and loop fasteners for wearing the U.S. flag insignia, skill tabs, shoulder sleeve insignia, shoulder sleeve insignia-former wartime service, rank, CALIFORNIA tape, and name tape. The coat has a zippered front closure, tilted chest pockets with hook and looped closure, hook and looped sleeve cuff closure (which must be closed at all times). The mandarin collar will normally be worn in a down position. Soldiers are authorized to wear the collar in the up position when weather conditions dictate the wear as prescribed by the commander. The coat will not extend below the top of the cargo pocket on the trousers and will not be higher than the bottom of the side pocket on the trousers. The elbow pouch with hook and loop closure for internal elbow pad inserts must be closed at all times. Permanent infrared feedback inserts affixed to each shoulder for nighttime identification will be covered when insignias are not worn on the pocket flaps. Sleeves will be worn down at all times, and not rolled or cuffed. The moisture wicking tan t-shirt or cotton t-shirt is worn underneath the coat and it is tucked inside the trousers at all times.

ACU Trousers – Soldiers will wear the trousers tucked into the top of the boots or bloused using the draw strings at the bottom to the trousers or commercial blousing devices. Personnel will not wrap the trouser leg around the leg tightly enough to present a pegged appearance or insert any items inside the trouser leg to create a round appearance at the bottom of the trouser leg. When bloused, the trousers should not extend below the third eyelet from the top of the boot. The knee Pouch with hook and loop closure for internal knee pad inserts and the bellowed calf storage pocket with hook and loop closure on the left and right legs will be worn closed at all times.

Head Gear -

The ACU Patrol Cap (ACU Cap) – The ACU patrol cap is worn with the ACU uniform. The beret is no longer worn with the ACU. Sewn or pin on rank is worn on the ACU patrol cap. The last name tape will be worn centered on the hook and loop pads on the back of the ACU patrol cap.

The ACU sun (Boonie) hat - The ACU sun hat cap is worn with the ACU in field environments when the kevlar helmet is not worn, on work details, or in other environments where the wear of the ACU Patrol Cap is impractical as determined by the commander. Sewn or pin on rank is worn on the ACU sun hat. The “Boonie” hat is never authorized in garrison.

Boots -

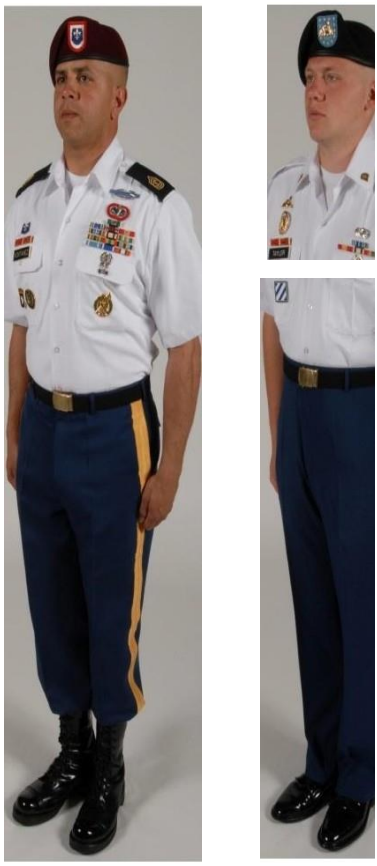
Army combat boots (hot weather and temperate weather), and Optional Boots-
Army combat boots (hot weather and temperate weather) made of Tan rough side out cattle hide leather with a plain toe and tan rubber outsoles. The boots are laced diagonally with tan laces, with the excess lace tucked into the top of the boot under the bloused trousers, or wrapped around the top of the boot. Metal cleats and side tabs, and sewn-in or laced-in zipper inserts are not authorized. A rubber outsole is the only outsole material that currently meets the need for durability and traction on surfaces. Other materials (that may be of a lighter weight) may have significant problems in these areas.

Optional boots – soldiers may wear commercial boots of a design similar to that of the army combat boot (tan), 8 to 10 inches in height as authorized by the commander. The boots must be made of tan rough side out cattle hide leather, with a plain toe, and have a tan, rubber outsole. Soldiers may wear optional boots in lieu of the standard issue army combat boots (tan) – hot weather and temperate weather; however, they do not replace issue boots as a mandatory possession item. Optional boots are not authorized for wear when the commander issues and prescribes standard organizational footwear for safety or environmental reasons (such as insulated boots or safety shoes).

Not Authorized Boots – Those commercially manufactured boots which have the “sport” sole.

Samples of Army Service Uniforms

Figure 6



AIR FORCE UNIFORMS

Airman Battle Uniform

Air Force Officer ABU

Air Force Enlisted ABU

Figure 7 – Air Force Combat Uniforms

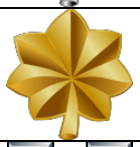
Air Force Uniforms

Officer Senior NCO Senior NCO PT Uniform

Figure 8 – Air Force Uniforms

IX. INSIGNIA OF RANK

The CSMR utilizes Army and Air Force rank insignia. Rank insignia are worn In Accordance With (IAW) Army Regulation 670-1, Wear and Appearance of the Army Uniform. Below is a quick reference chart of Army and Air Force rank insignia. CSMR Air Component members wear the USAF uniform. Please refer to USAF Instruction 36-2903.

Army / Air Force Officers		
Pay Grade	**Rank**	**Device**
O-10	**General**	
O-9	**Lieutenant General**	
O-8	**Major General**	
O-7	**Brigadier General**	
O-6	**Colonel**	
O-5	**Lieutenant Colonel**	
O-4	**Major**	
O-3	**Captain**	
O-2	**First Lieutenant**	
O-1	**Second Lieutenant**	
OC	**Officer Candidate**	
Cadet	**ROTC Cadet**	

CW5	**Chief Warrant Officer Five**	
CW4	**Chief Warrant Officer Four**	
CW3	**Chief Warrant Officer Three**	
CW2	**Chief Warrant Officer Two**	
WO1	**Warrant Officer**	
WOC	**Warrant Officer Candidate**	

Army Enlisted		
Pay Grade	**Rank**	**Device**
E-9	**Sergeant Major of the Army** **Command Sergeant Major** **Sergeant Major**	 **SMA CSM SGM**
E-8	**First Sergeant** **Master Sergeant**	 **1SG MSG**
E-7	**Sergeant First Class**	
E-6	**Staff Sergeant**	
E-5	**Sergeant**	
E-4	**Corporal** **Specialist**	 **CPL SPC**
E-3	**Private First Class**	
E-2	**Private**	
E-1	**Recruit**	**None**

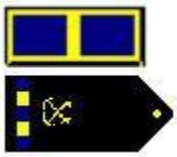
Air Force Enlisted		
Pay Grade	**Rank**	**Device**
E-9	**Chief Master Sergeant**	
E-8	**Senior Master Sergeant**	
E-7	**Master Sergeant**	
E-6	**Technical Sergeant**	
E-5	**Staff Sergeant**	
E-4	**Senior Airman**	
E-3	**Airman First Class**	
E-2	**Airman**	
E-1	**Recruit**	**None**

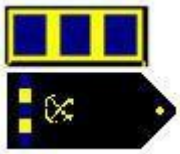
Figure 9 – U.S. Army and U.S. Air Force Rank Insignia

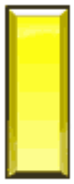
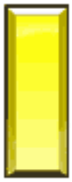
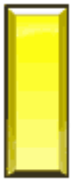
THE UNITED STATES MILITARY OFFICER RANK INSIGNIA

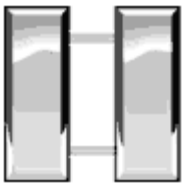
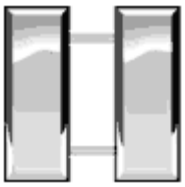
Officer ranks in the United States military consist of commissioned officers and warrant officers. The commissioned ranks are the highest in the military. These officers hold presidential commissions and are confirmed at their ranks by the Senate. Army, Air Force and Marine Corps officers are called company grade officers in the pay grades of O-1 to O-3, field grade officers in pay grades O-4 to O-6 and general officers in pay grades O-7 and higher. The equivalent officer groupings in the Navy are called junior grade, mid-grade and flag.

Warrant officers hold warrants from their service secretary and are specialists and experts in certain military technologies or capabilities. The lowest ranking warrant officers serve under a warrant, but they receive commissions from the president upon promotion to chief warrant officer 2. These commissioned warrant officers are direct representatives of the president of the United States. They derive their authority from the same source as commissioned officers but remain specialists, in contrast to commissioned officers, who are generalists. There are no warrant officers in the Air Force.

	ARMY	NAVY / COAST GUARD	MARINES	AIR FORCE
	Naval officers wear distinctively different rank devices depending upon the uniform they're wearing. The three basic uniforms and rank devices used are: khakis, collar insignia pins; whites, stripes on shoulder boards; and blues, stripes sewn on the lower coat sleeves.			
W1	**Warrant Officer 1** **WO1** 	**USN Warrant Officer 1 — WO1** 	**Warrant Officer 1** **WO** 	**NO WARRANT**
W2	**Chief Warrant Officer 2** **CW2**	**USN Chief Warrant Officer 2 — CWO2**	**Chief Warrant Officer 2** **CWO2**	**NO WARRANT**

		 USCG 		
W3	Chief Warrant Officer 3 CW3 	USN Chief Warrant Officer 3 — CWO3 USCG 	Chief Warrant Officer 3 CWO3 	NO WARRANT
W4	Chief Warrant Officer 4 CW4 	USN Chief Warrant Officer 4 — CWO4 USCG 	Chief Warrant Officer 4 CWO4 	NO WARRANT
W5	Chief Warrant Officer CW5	USN Chief Warrant Officer	Chief Warrant Officer 5 CWO5	NO WARRANT

		CWO5		
	ARMY	NAVY COAST GUARD	MARINES	AIR FORCE
O1	Second Lieutenant 2LT 	Ensign ENS	Second Lieutenant 2ndLt 	Second Lieutenant 2d Lt 
O2	First Lieutenant 1LT	Lieutenant Junior Grade LTJG	First Lieutenant 1stLt	First Lieutenant 1st Lt
	Captain CPT	Lieutenant LT	Captain Capt	Captain Capt

O3				
O4	**Major** **MAJ** 	**Lieutenant Commander** **LCDR** 	**Major** **Maj** 	**Major** **Maj**
O5	**Lieutenant Colonel** **LTC** 	**Commander** **CDR** 	**Lieutenant Colonel** **LtCol** 	**Lieutenant Colonel** **Lt Col**
O6	**Colonel** **COL**	**Captain** **CAPT**	**Colonel** **Col**	**Colonel** **Col**

O7	**Brigadier General** **BG** 	**Rear Admiral** **Lower Half** **RDML** 	**Brigadier General** **BGen** 	**Brigadier General** **Brig Gen**
O8	**Major General** **MG** 	**Rear Admiral** **Upper Half** **RADM** 	**Major General** **MajGen** 	**Major General** **Maj Gen**
	Lieutenant **General**	**Vice Admiral** **VADM**	**Lieutenant** **General**	**Lieutenant** **General**

O9	**LTG**		**LtGen**	**Lt Gen**
O10	**General** **GEN** **Army Chief of Staff**	**Admiral** **ADM** **Chief of Naval Operations** **and** **Commandant of the Coast Guard**	**General** **Gen** **Commandant of the Marine Corps**	**General** **Gen** **Air Force Chief of Staff**
	General of the Army **(Reserved for wartime only)**	**Fleet Admiral** (Reserved for wartime only)		**General of the Air Force** (Reserved for wartime only)

Figure 10 Officer Rank Insignia

(From the Department of Defense Public Website)

C:\

THE UNITED STATES MILITARY ENLISTED RANK INSIGNIA

Service members in pay grades E-1 through E-3 are usually either in some kind of training status or on their initial assignment. The training includes the basic training phase where recruits are immersed in military culture and values and are taught the core skills required by their service component.

Basic training is followed by a specialized or advanced training phase that provides recruits with a specific area of expertise or concentration. In the Army and Marines, this area is called a military occupational specialty; in the Navy it is known as a rate; and in the Air Force it is simply called an Air Force specialty.

ARMY — * For rank and precedence within the Army, specialist ranks immediately below corporal. Among the services, however, rank and precedence are determined by pay grade.

NAVY/COAST GUARD — *A specialty mark in the center of a rating badge indicates the wearer's particular rating. ** Gold stripes indicate 12 or more years of good conduct. *** 1. Master chief petty officer of the Navy and fleet and force master chief petty officers. 2. Command master chief petty officers wear silver stars. 3. Master chief petty officers wear silver stars and silver specialty rating marks.

	ARMY	NAVY / COAST GUARD	MARINES	AIR FORCE
		The U.S. Coast Guard is a part of the Department of Homeland Security in peacetime and the Navy in times of war. Coast Guard rank insignia are the same as the Navy except for color and the seaman recruit rank, which has one stripe.		
E1	**Private**	**Seaman Recruit (SR)**	**Private**	**Airman Basic**

E2	Private E-2 (PV2)	Seaman Apprentice (SA)	Private First Class (PFC)	Airman (Amn)
E3	Private First Class (PFC)	Seaman (SN)	Lance Corporal (LCpl)	Airman First Class (A1C)
E4	Corporal (CPL) Specialist (SPC)	Petty Officer Third Class(PO3) **	Corporal (Cpl)	Senior Airman (SrA)
	Leadership responsibility significantly increases in the mid-level enlisted ranks. This responsibility is given formal recognition by use of the terms noncommissioned officer and petty officer. An Army sergeant, an Air Force staff sergeant, and a Marine corporal are considered NCO ranks. The Navy NCO equivalent, petty officer, is achieved at the rank of petty officer third class. TOP			
	ARMY	NAVY COAST GUARD	MARINES	AIR FORCE

E5	Sergeant (SGT)	Petty Officer Second Class (PO2) **	Sergeant (Sgt)	Staff Sergeant (SSgt)	
E6	Staff Sergeant (SSG)	Petty Officer First Class (PO1) **	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	
E7	Sergeant First Class (SFC)	Chief Petty Officer (CPO) **	Gunnery Sergeant (GySgt)	Master Sergeant (MSgt)	First Sergeant
	At the E-8 level, the Army, Marines and Air Force have two positions at the same pay grade. Whether one is, for example, a senior master sergeant or a first sergeant in the Air Force depends on the person's job. The same is true for the positions at the E-9 level. Marine Corps master gunnery sergeants and sergeants major receive the same pay but have different responsibilities. All told, E-8s and E-9s have 15 to 30 years on the job, and are commanders' senior advisers for enlisted matters. A third E-9 element is the senior enlisted person of each service. The sergeant major of the Army, the sergeant major of the Marine Corps, the master chief petty officer of the Navy and the chief master sergeant of the Air Force are the spokespersons of the enlisted force at the highest levels of their services. TOP				
	ARMY	NAVY COAST GUARD	MARINES	AIR FORCE	

E8	Master Sergeant (MSG)	First Sergeant (1SG)	Senior Chief Petty Officer (SCPO) **		Master Sergeant (MSgt)	First Sergeant	Senior Master Sergeant (SMSgt)	First Sergeant	
E9	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Master Chief Petty Officer (MCPO) ** ***	Fleet/Command Master Chief Petty Officer ** ***	Master Gunnery Sergeant (MGySgt)	Sergeant Major (SgtMaj)	Chief Master Sergeant (CMSgt)	First Sergeant	Command Chief Master Sergeant
E9	Sergeant Major of the Army (SMA)		Master Chief Petty Officer of the Navy (MCPON) and Coast Guard (MCPOCG) ** ***		Sergeant Major of the Marine Corps (SgtMajMC)		Chief Master Sergeant of the Air Force (CMSAF)		

Figure 11 Enlisted Rank Insignia

(From the Department of Defense Public Website)

U.S Army Branch Insignia and Plaques

Acquisition Corps

Adjutant General

Air Defense Artillery

Armor

Tank and Armor Obsolete

Aviation

Army Security Obsolete

Army Band

Cavalry

Chaplain Corps - Christian Chaplain

Chaplain Corps - Jewish Chaplain

Chaplain Corps - Buddhist Chaplain

Chaplain Corps - Muslim Chaplain

Chaplain Assistant

Chemical

Civil Affairs

Coast Artillery Obsolete

Corps of Engineers

Electronic Warfare

Field Artillery

~~Finance~~

~~General Staff~~

Immaterial and Command Sergeant Major

Infantry

Inspector General

Insular Affairs Obsolete

Judge Advocate General

Logistics

Medical Corps

Dental Corps

Veterinary Corps

Medical Service

Nurses Corps

Medical Spec Corps

Military Intelligence

Military Intelligence Obsolete

Military Police Corps

National Guard Bureau

Ordnance Corps

Psychological Operations Corps

Public Affairs

~~Quartermaster Corps~~

Signal Corps

~~Special Forces~~

Staff Specialist USAR/ARNG

Transportation

Warrant Officer Obsolete

Women's Army Corps Obsolete

Aide, President of the United States

Aide, General Officers

Aide, General of the Army

Aide, Secretary of the Army

Aide, Chief of Staff Army

Aide, Secretary of Defense

Aide, Joint Chief of Staff

top

Figure 12 U.S. Army Branch Insignia

(From the Department of Defense Public Website)

X. CALIFORNIA NATIONAL GUARD AND CSMR AWARDS AND DECORATIONS

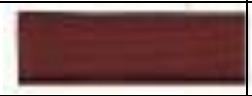
It is the commander's intent to recognize Soldiers for their performance and achievements. CSMR Soldiers are eligible to receive CSMR as well as most California National Guard awards. All awards and decorations are issued IAW CAARNG 600-8-22. Please refer to this regulation for information on procedures for award. Below is a list of available awards.

CSMR AWARDS		
RIBBON	**AWARD**	**General**
	CSMR MILITARY HISTORY MEDAL (CSMR CA SMR-MHM)	May be awarded to those who have made a significant contribution to the preservation and safekeeping of the military history and historical programs of the state in support of the CSMR Center for Military History, the California Military Museum, any of its satellite facilities. May be awarded upon the recommendation of any General Officer of the California National Guard or the California State Military Reserve with the concurrence of the Commander of the Center for Military History
	CSMR TRAINING EXCELLENCE RIBBON (CASMR-TER)	May be awarded to any member who, as a trainer, has met the objectives stated in their unit training programs, or, who has excelled in the preparation, conduct and evaluation of training.
	CSMR ENLISTED EXCELLENCE RIBBON (CASMR-EER)	May be awarded to any enlisted person who has demonstrated fidelity, faithful and exemplary performance of duty, efficiency and capacity to produce desired results and whose behavior has been such as to deserve commendation. Must be recommended by unit senior NCO.
	CSMR RECRUITING ACHIEVEMENT RIBBON (CASMR-RAR)	Be awarded to any member who secures three (1) enlistment / appointment within a twelve-month period or has contributed significantly to the overall success of the recruiting goals as set forth by the CSMR Commanding General

	CSMR PROFESSIONAL DEVELOPMENT RIBBON (CASMR-PDR)	May be awarded to any CSMR member who successfully completes an approved military professional development course appropriate to his / her grade or rank.
	CSMR MISSION QUALIFICATION RIBBON (CSMR CA SMR-MQR)	May be awarded to any member who satisfactorily completes Annual Training in support of any approved CAARNG “non emergency” mission, to include support to Drug Demand Reduction (DDR), Employer Support for the Guard and Reserve (ESGR), Physical Security and SIMDET training.
	CSMR EMERGENCY TRAINING RIBBON (CASMR-ETR)	May be awarded to any member who satisfactorily completes an approved CSMR emergency training course. Approved courses include CAARNG LNO training, CSTI and the FEMA Incident Command System (IS-100 or equivalent) self-study course.
	CASMR OUTSTANDING SERVICE RIBBON (CASMR-OSR)	May be awarded to any member who completes of a minimum of 200 hours of certified military service to the CSMR during any one year. The counted time is exclusive of drills, staff meetings, ceremonies, parades and professional development.

	CSMR VOLUNTEER SERVICE RIBBON (CASMR-VSR)	May be awarded to a CSMR member for honorable and satisfactory volunteer service in the CSMR for three consecutive years. Additionally, the accumulation of 100 certified hours per year of community outreach and other non-military public service projects, over and above the required Unit Training Assembly (UTA) hours during each of the three years is also required. *A year is based on a training year rather than a calendar year.*
	CSMR CA SMR DRILL ATTENDANCE RIBBON (CSMR CA SMR-DAR)	May be awarded to each member for 100% attendance at all Unit Training Assemblies (UTAs) during any one CSMR training year.

Figure 13 - CSMR Awards

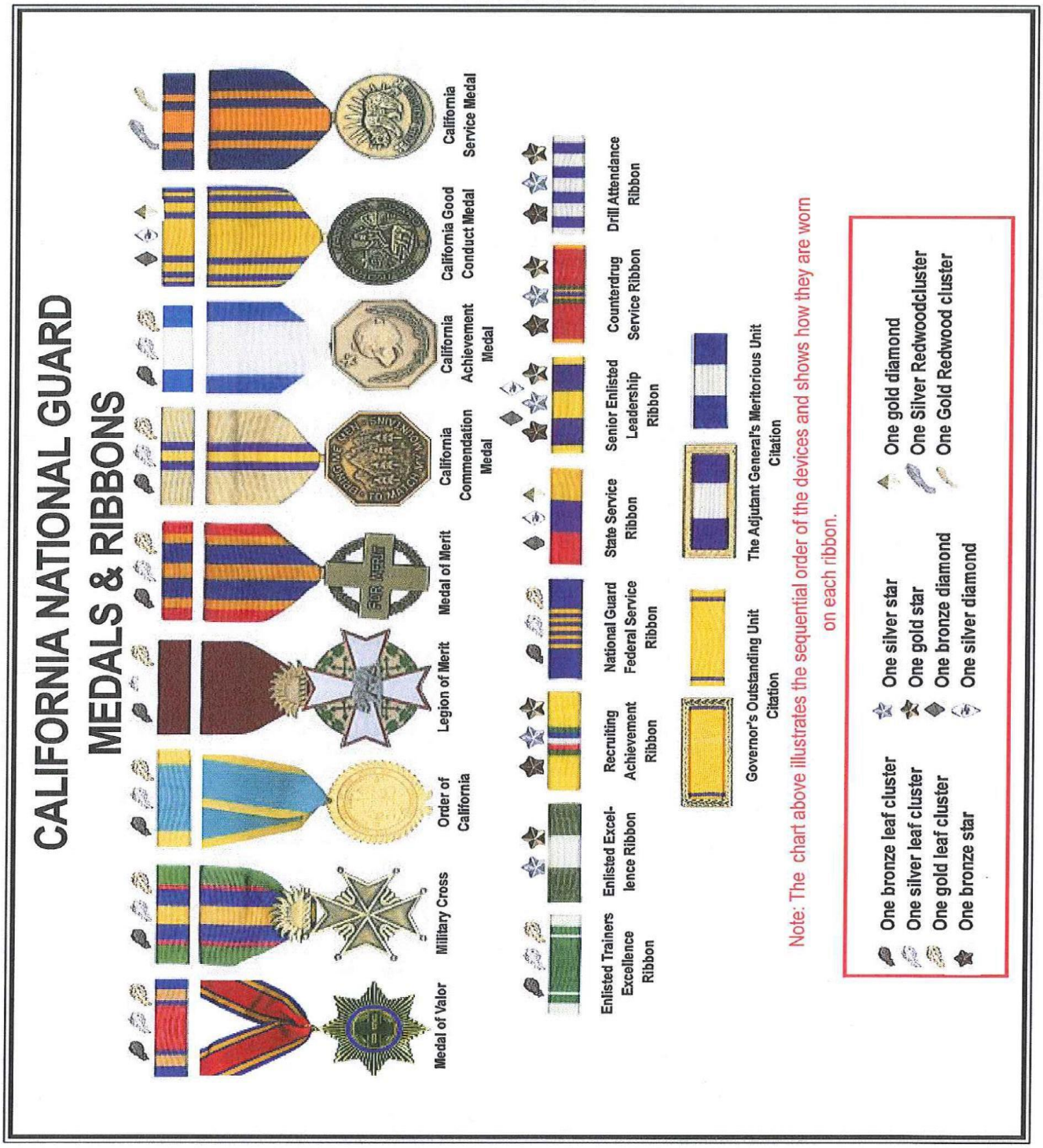
STATE AWARDS		
	CALIFORNIA MEDAL OF VALOR (CAMV)	May be presented to each member who distinguished himself / herself by courageous conduct at the risk of his / her own life, above and beyond the call of duty. The act or deed need not have occurred while in the service of the State or of the United States.
	CALIFORNIA MILITARY CROSS (CAMC)	May be presented to each person, who, while a member of the California National Guard, distinguishes himself / herself by heroism. The act or deed need not have occurred while in the service of the State or of the United States.
	CALIFORNIA ORDER OF CALIFORNIA (CAOC)	May be presented to each member who distinguished himself / herself by exceptionally meritorious conduct in the performance of outstanding service to the State or the United States in a position of great responsibility. The performance of duty must have been such as to merit recognition of service rendered in a clear exceptional manner within the scope of a special requirement or of an extremely difficult duty performed in a clearly outstanding manner.
	**CALIFORNIA LEGION OF MERIT (CALOM)**	May be presented to each member who has distinguished himself/herself by exceptionally meritorious conduct in the performance of outstanding services and achievements.
	CALIFORNIA MEDAL OF MERIT (CAMM)	May be presented to each member, who distinguishes himself / herself by exceptionally meritorious service to the State or the United States, or to any person who has rendered a distinct service in furthering the interests of and in promoting the security and welfare of the State and the California National Guard.
	CALIFORNIA COMMENDATION MEDAL (CACM)	May be presented to each person, who distinguishes himself / herself while serving in any capacity by meritorious service or achievement to the State or the United States. The requirement of meritorious service or achievement is accomplished with distinction but is lesser than what is required for the CAMM, performance of duties normal to the position does not warrant award of the CACM.
	CALIFORNIA ACHIEVEMENT MEDAL (CAAM)	May be presented to any member who distinguishes himself / herself by meritorious achievement or significant service. While of lesser degree than that required for award of the California Commendation Medal, the service is accomplished with distinction.

	CALIFORNIA GOOD CONDUCT MEDAL / RIBBON (CAGCM)	May be awarded to each enlisted person, who has demonstrated fidelity through faithfulness and performance of duty, efficiency through capacity to produce desired results, and whose behavior is such as to deserve emulation. There is no right or entitlement to the CAGCM until the immediate commander has approved the award and it has been announced in Permanent Orders.
	CALIFORNIARECRUITING ACHIEVEMENT RIBBON (CARAR)	Must secure three enlistments into the National Guard within a twelve-month period or have contributed significantly to the overall success of the completion of recruiting goals as set forth by The Adjutant General.
	CALIFORNIA SERVICE MEDAL (CASM)	For ten years of combined service. Succeeding awards will be issued for a period of five years of service thereafter.
	CALIFORNIA STATE SERVICE RIBBON (CASSR)	May be presented to each Soldier, who, serves on active duty with the State during a period of emergency declared by the Governor, or, while the United States is engaged in war as defined in Section 18 California Military and Veterans Code.
	CALIFORNIA SENIOR ENLISTED EXCELLENCE RIBBON (CASELR)	May be awarded to First Sergeants and Command Sergeant Majors in accordance with CAARNG 600-8-22 Ch. 2-16.
	CALIFORNIACOUNTER-DRUGSERVICE RIBBON (CACDSR)	May be awarded to any member of the California National Guard who provided support to Counterdrug missions

Figure 14 – California Military Department Medals and Ribbons

California Military Department Medals and Ribbons

APPENDIX H



California State Military Reserve Medals and Ribbons

APPENDIX L

CALIFORNIA STATE MILITARY RESERVE AWARDS

Note:The chart above illustrates the sequential order of the devices and shows how they are worn on each ribbon.

One bronze oak leaf cluster | One Silver Oak Leaf Cluster | One bronze star

One silver star

CAARNG Regulation 600-8-22 CAANGI 36-2803 • 1 December 2008 L-1

SECTION D

PROCEDURES

I. PARTICIPATION REQUIREMENTS

There will be a minimum of 12 Unit Training Assemblies (UTA) per year. Each UTA will be at least eight hours in length including lunch and breaks. In addition to UTA's CSMR members are require to satisfy a 100 hour service requirement each year. Activities that are considered appropriate to satisfy the 100 hour requirement fall into four categories and should be logged on your Monthly Form 20 (CSMR Report of Duty) .

a. Service Member Training: Account for all hours spend conducting training activities which are indirect support of CSMR or California Military Department (CMD). Examples include, but are not limited to: Correspondence courses, professional military education.
b. Direct Support to CMD Activities: Account for all hours spend in supporting the CMD unit. Includes Family Support and Social events. Examples include, but are not limited to: Unit support requests, additional day(s) of drill, exercises, dining-ins, and family day…
c. Service Member duty position: Examples include, but are not limited to: Preparing correspondence, answering emails, staff call dark night…
d. Paid SAD/ESAD: Account for all hours spent on paid orders supporting CMD activities (excludes personnel on full-time State Active Duty). Examples include, but are not limited to: Emergency State Active Duty service…

Activities that do qualify for 100 hours include, but are not limited to:, Individual physical training, church, sport club management, professional organizations such as the Boy/Girl Scouts.

The Commanding General, CSMR or local unit commanders may require individual members of the CSMR to accomplish gaining instruction or other duties which may differ from participation in their normal monthly UTAs, and in lieu thereof. This may be credited if the time is equivalent to UTA requirements and is pertinent to the unit's mission and if there is tangible evidence of its successful accomplishment. The individual may perform such duties in other than a military environment, such as home, library, in the field or other area as designated by the commander.

Non-attendance at scheduled UTAs, or failure to meet training obligations through approved alternative means, may result in separation from the CSMR. Members may claim credit hours only when performing CSMR functions. Functions required by a member's normal occupation may not be claimed for credit, unless for recruiting purposes or if previously approved by Headquarters, CSMR. Final determination of acceptability will be made by HQ CSMR, ACS, Personnel & Administration.

Members are obligated to attend drills and will not be excused from the obligatory monthly eight hour requirement except for extenuating circumstances. The immediate supervisor must be advised of the reason for late arrival, early departure or absence, as far in advance as Possible. This relevant information should be recorded and referred to in reviewing the individually submitted CSMR report of duty (CSMR Form 20). CR F0RM 20 will be prepared by all individuals. This form may also be used by all members to indicate other credit for hours in service to CSMR to qualify, for CSMR Service and/or Attendance Awards. Completed Form 20 will be submitted to the member's section chief or unit commander on a monthly basis.

II. PROCUREMENT OF UNIFORM ITEMS

CSMR Members are responsible for purchasing their uniforms. Members may procure authorized uniforms from commercial vendors. Currently CSMR members are not authorized to purchase uniform items from the Army and Air Force Exchange Service (AAFES) or clothing sales outlets except at National Guard installations such as Los Alamitos, Camp Roberts and Camp San Luis Obispo. However, personnel are cautioned to insure that purchased items meet the prescribed specifications for style, fit, quality of materials, etc. Personnel making purchases of used uniform items should be especially cautious of, such factors as serviceability of items, fit, currency of style, matching of materials, etc. In this regard, it is especially unacceptable for officer personnel to wear enlisted uniforms, particularly where stitch marks show or reflect former enlisted stripes and insignia. CSMR specialized insignia and accouterments may be obtained from Headquarters. Among these items are CA insignia, CSMR shoulder patches, Eureka buttons, and hat devices (male/female). CSMR members will purchase their shoulder flag (ACU/ABU), California name tape (ACU/ABU), name tape (ACU/ABU), and name plate for dress uniform. Information on where to and how to purchase these items can be found by contacting HQ in Sacramento.

III. ENROLLMENT IN CORRESPONDENCE COURSES

Currently CSMR personnel are eligible for limited participation in the Army Correspondence Course Program. Information on these AIPD programs is available from the HQ. CSMR personnel may also participate in the Federal Emergency Management Agency Independent Study Courses. All FEMA home-study courses are administered by the FEMAs Emergency Management Institute and can be found by going to this link: http://training.fema.gov/IS/. You will be required to obtain a Student Identification Number (SID) and you will do that by going to https://cdp.dhs.gov/femasid/. Retain this number.

IV.MAINTAINING PERSONAL RECORDS

In order to insure that individual performance, accomplishments, training and participation are accurately documented and credited, each CSMR member shall maintain a comprehensive personal record of his or her participation. Such items as copies of orders, copies of diplomas, training completion certificates, copies of Reports of Duty (CSMR Form 20), biographical data, applications for courses and orders of awards, etc., should be a part of this file. Members are encouraged to periodically check their field 201 file to insure that data and records are accurate and current. Retain your originals and send copies to HQ for your permanent file.

All unit personnel are required to supply the personnel section with updated contact information OTAG 900-7. This form may be acquired from the personnel section, and is required to be updated no later than January each year. It is the individual CSMR member's responsibility to insure that his or her records are accurate and up-to-date is critical to insuring timely recognition of performance through promotion, selection for assignments, awards and decorations.

V. STATE EMERGENCIES

As a member of the CSMR you have sworn an oath promising to answer the call by the Governor to serve the State of California. You must ensure that you keep your unit notified of any changes to your contact information. Failure to do so can result in disciplinary action. Emergency State Active Duty is NOT voluntary. Failure to report during an emergency is a violation of regulations.

In the event of a state emergency you will be contacted by your command. DO NOT report to the scene of an emergency or to your armory/base. Wait to be contacted by your command. If you are to be activated for an emergency your unit will contact you with a Warning Order (WARNO). A WARNO does not activate you, but you should start getting ready to deploy when you get a WARNO.

If you are activated during an emergency you will generally receive only a Verbal Command (VOCO). You will probably not receive paper orders when you are activated for an emergency. Paper orders will follow. Employers can not require a paper order to release you from your civilian employment for a state emergency. If your employer requires official orders in paper form an Employer Letter can be supplied usually within a day or so after you are activated depending on the severity of the emergency.

If you are required to travel on a commercial carrier to report to a duty station during an emergency the State Travel Office will make those arrangements for you and provide you with an itinerary. Do not make your own transportation reservations or rent a vehicle without explicit authorization as there are limitations on reimbursements from the State Comptroller's Office for these expenditures.

If you are activated directly by HQ CSMR you MUST immediately notify your chain of command.

VI. CHAIN OF COMMAND

Of the utmost importance to any military organization is the adherence to the chain of command. Without it command and control is lost. Any time that you need anything or need to communicate anything it MUST be done thru the Chain Of Command. Unless you receive specific and explicit instructions to go direct, you must always use the chain of command. There is no way to over emphasize this. Going outside the chain of command disrupts a military organization. Additionally, it is a violation of regulations. Violating the chain of command is a punishable offense. If at any time you are in doubt as to the correct way to do something always start with your squad leader or immediate supervisor. NEVER go outside the chain of command and NEVER contact HQ directly for any reason.

Sometimes during state emergencies and at other times HQ may contact you directly for activation. While this is just as bad as if you had gone outside the chain of command it is vital that you notify your chain of command that you have been contacted by HQ. If you do not know your chain of command then you are wrong. You should find out immediately.

SECTION E

TRAINING

I. TRAINING REQUIREMENTS

As a member of the CSMR there will be various courses, both civilian and military, which you will be required to complete. Some of these are requirements for all State of California employees, some will be necessary for you to maintain your current position or for you to promote. Some training can be completed online, some at drill, while other courses may require additional service to complete. All hours you spend on required training will be recorded on your Form 20.

Training requirements for promotion will be listed in CSMR Regulations 600-1, 600-2 and 600-3. A list of other training resources can be found in Appendix V of this handbook.

II. YEARLY TRAINING

There are several courses which you must stay current on as a California State Employee. If you complete these requirements in the course of your civilian employment you must bring in copies of your certification for your field file. These include but are not limited to:

- American Red Cross CPR certification.
- American Red Cross First Aid
- Sexual Harassment Prevention

III. BASIC ORIENTATION COURSE (BOC)

One requirement for all CSMR Soldiers, whether they have prior federal service or not, is attendance at the BOC. This is usually a 3-day course presented on one non-drill weekend or a 4-day course which is presented on two consecutive monthly 2-day drills (OTSE-S presentation). This course is a basic introduction to the CSMR and its mission, as well as some basic D&C, customs and courtesies, proper wear of the uniform, etc. Studying this handbook will be a great foundation for attendance at the BOC. This course should be completed within one (1) year after accession into the CSMR.

IV. NCO EDUCATION SYSTEM

NCO's wishing to promote will have to complete various courses to qualify for promotion. These include but are not limited to:

- Basic Non-Commissioned Officers Course (BNCOC)
- Advanced Non-Commissioned Officers Course (ANCOC)
- Senior Non-Commissioned Officers Course (SNCOC)
- First Sergeants Course
- Sergeant Majors Course

V. OFFICER EDUCATION SYSTEM

Officers wishing to promote will have to complete various courses to qualify for promotion.
These are listed in CSMR Regulation 600-2 and 600-3.

Currently the following Officer Professional Development Courses are available:

- Officer Candidate School and Warrant Officer Candidate Course (OCS/WOCC)

Available Soon:

- Basic Officer Leadership Course (BOLC)
- Advanced Officer Training Program (AOTP)

APPENDIX I

GLOSSARY OF TERMS

AA-FA	Army Aviation Flight Activity
AAFES	Army and Air Force Exchange Service
AASF	Army Aviation Support Facility
ACCP	Army Correspondence Course Program
ACU	Army Combat Uniform
AFRC	Armed Forces Reserve Center
AG	Adjutant General
AGR	Active Duty Guard/Reserve
AMEDD	Army Medical Department
ANCOC	Advanced Non Commissioned Officers Course
ANG	Air National Guard
APFT	Army Physical Fitness Test
ARCOM	Army Reserve Command
ARNG	Army National Guard
ARTEP	Army Training and Evaluation Program
AT	Annual Training
ATA	Additional Training Assemblies
BDE	Brigade
BDU	Battle Dress Uniform
BG	Brigadier General
BN	Battalion
BNCOC	Basic Non Commissioned Officers Course
BOC	Basic Orientation Course
BTMS	Battalion Training Management System
CSMR CA SMR	California State Military Reserve
CCP	Casualty Collection Point
CDR	Commander
CEOI	Communication-Electronics Operating Instructions
CG	Commanding General
C & GSC	Command and General Staff College
CH	Chaplain
CIB	Combat Infantry Badge
CM	Chemical Corps
COC	Chain of Command
CSTI	California Specialized Training Institute
CWO	Chief Warrant Officer
D&C	Drill and Ceremonies
DA	Department of The Army
DAF	Department of the Air Force
DAG	Deputy Adjutant General
DCG	Deputy Commanding General
DCS	Deputy Chief of Staff
DDR	Drug Demand Reduction
DF	Disposition form
DOD	Department of Defense

DSA	Disaster Support Area
DUI	Distinctive Unit Insignia
DSCA	Defense Support to Civilian Authorities
DSU	Direct Support Unit
EIB	Expert Infantry Badge
EEI	Essential Elements of Information
EN	Engineer Corps
EOC	Emergency Operations Center
ESAD	Emergency State Active Duty
IAW	In Accordance With
IWT	Individual Warrior Task
JFHQ	Joint Forces Headquarters
JFTB	Joint Forces Training Base
JFO	Joint Field Office
JOC	Joint Operations Center
MEMS	Military Emergency Management Specialist
METL	Mission Essential Task List
MOS	Military Occupational Specialty
MRE	Meal Ready to Eat
NBC	Nuclear, Biological, Chemical
NCO	Non-Commissioned Officer
NCOER	Non-Commissioned Officer Evaluation Report
NCOES	Non-Commissioned Officer Education System
NCOIC	Non-Commissioned Officer In Charge
NGAC	National Guard Association of California
NGCA	National Guard, California
NGAUS	National Guard Association of the United States
NGB	National Guard Bureau
NLT	No Later Than / Not Later Than
NTC	National Training Center (Ft. Irwin)
OCS	Officer Candidate School
PAO	Public Affairs Officer
PCS	Permanent Change of Station
PFC	Private First Class
PLT	Platoon
PMO	Provost Marshall's Office
POC	Point of Contact
PSG	Platoon Sergeant
PVT	Private
PX	Post Exchange
OD	Officer of the Day/Olive Drab/Ordinance Corps
OES	Office of Emergency Services
OFF	Officer
OIC	Officer In Charge
OJT	On-The-Job Training
OPFOR	Opposition Force
OPORD	Operation Order
OPSEC	Operations Security
OSD	Office of the Secretary of Defense

OTAG	Office of The Adjutant General
QM	Quartermaster Corps
RON	Remain Overnight
RC	Reserve Component
SAD	State Active Duty
SC	Signal Corps
SDF	State Defense Force
SFC	Sergeant First Class
SGAUS	State Guard Association of the United States
SGM	Sergeant Major
SGT	Sergeant
SM	Service Member
SMA	Sergeant Major Of The Army
SMR	State Military Reserve
SOP	Standard Operating Procedure
SPC	Specialist
SQD	Squad
SQT	Skill Qualification Test
SSG	Specialist Support Group/Staff Sergeant
SSN	Social Security Number
STARC	State Area Command
SUTA	Substitute Unit Training Assembly
S-1	Adjutant or Personnel Officer
S-2	Intelligence Officer
S-3	Operations and Training Officer
S-4	Supply Officer/Logistical Officer
S-5	Civil Affairs Officer
TA	Table of Allowances
TASC	Training and Audiovisual Support Center
TC	Transportation Corps/Training Circular
TDA	Table of Distribution and Allowance
TDY	Temporary Duty
TEC	Training Extension Course
TECH	Technical/Technician
TM	Technical Manual
TOE	Table of Organization and Equipment
TRADOC	U. S. Army Training and Doctrine Command
TSAD	Temporary State Active Duty
UCMJ	Uniform Code of Military Justice
USAF	United States Air Force
USAFR	Unites States Air Force Reserve
USAR	United State Army Reserve
USPFO	United States Property and Fiscal Officer
UTA	Unit Training Assembly
VOCO	Voice Command/Verbal Command/Verbal Order
WARNO	Warning Order

Figure 16 – Glossary of Terms

APPENDIX II PUBLICATIONS

The California State Military Reserve is governed by California National Guard regulations as well as its own regulations. The following are some of the California State Military Reserve regulations which all personnel should be familiar with:

CSMR Regulation 350-3	MEMS Program
CSMR Regulation 600-1	Enlisted Personnel Management
CSMR Regulation 600-2	Officer Personnel Management
CSMR Regulation 600-3	Warrant Officer Personnel Management
CSMR Regulation 600-4	Yearly Performance Evaluation Reports
CSMR Regulation 600-9	Height/Weight Standards for CA SM
CSMR Regulation 600-10	Extended Service Beyond Mandatory Retirement
CSMR Regulation 601-1	Regulation On Advertising, Marketing, and Media
CSMR Regulation 670-1	Wear And Appearance of California State Military Reserve Uniforms and Insignia
CSMR Regulation 672-2	CSMR General Staff ID Badge

Figure 17 – CSMR Regulations

Most of these regulations can be found on the California Military Department's website: https://portal.ca.ngb.army.mil/

(note, CAC card required for access to the National Guard Portal).

APPENDIX III REFERENCES

The information contained within this handbook was derived from a number of sources including:

- CSMR 600-1 Enlisted Personnel Management
- CSMR 600-2 Officer Personnel Management
- CSMR 600-3 Warrant Officer Personnel Management
- CSMR 600-4 Annual Personnel Evaluation Reports
- CSMR 600-50 Standards of Conduct and Code of Ethics for CSMR CA SMR Personnel
- CSMR 670-1 Wear and Appearance of the CSMR Uniform.
- CSMR 600-9 Height/Weight Standards for CSMR Personnel
- CSMR Open Door Policy, 16OCT2006.
- AR 600-9 Army Weight Control Program
- AR 670-1 Wear and Appearance of the Army Uniform
- CAARNG 600-8-22 Military Awards and Decorations
- NGR 600-200 Enlisted Personnel Management
- CG Equal Employment Opportunity and Prevention of Sexual Harassment, 23JAN2006.
- NGR 600-21, Equal Opportunity in the Army National Guard
- CA ANGI 36-2601, State Active Duty.
- AR 600-21, Army Command Policy.
- AR 340-21, Army Privacy Policy.
- AR 600-8-2, Suspension of Favorable Action.
- AR 210-7, Personal Commercial Solicitation on an Army Post.
- AR 600-20, Army Command Policy.
- CNG Emergency Procedures Manual, rev. 2008.
- California Center for Military History, www.militarymuseum.org
- Volunteer Hours / Drill Attendance / Form 20 Bulletin Number 14-004

APPENDIX IV ASSOCIATIONS

CSMR members are eligible for membership in several professional military organizations. The listing of this information is done so only for convenience and in no way is intended to imply an endorsement of any listed organizations nor any requirement to be a member. Here is their information:

National Guard Association of California
3336 Bradshaw Road, Suite 230
Sacramento, CA 95827-2615
(916) 362-3411
www.ngac.org

National Guard Association of the United States
One Massachusetts Avenue N.W. 20001
(202) 789-0031
Washington, DC
www.ngaus.org

State Guard Association of the United States
P.O. Box 1416
Fayetteville, GA 30214-1416
(770) 460-1215
www.sgaus.org

Military Police Association
www.militarypoliceassn.com

Military Police Regimental Association
P.O. Box 2182
Fort Leonard Wood, MO 65473
(573) 329-6772
www.mpraonline.org

Reserve Officers Association of the United States
One Constitution Avenue, N.E.
Washington, DC 20002-5618
(800) 809-9448
www.roa.org

APPENDIX V TRAINING RESOURCES

CSMR members are encouraged and in many cases required to complete military education courses. Some may be completed online while others require resident participation. Here is a list of available resources:

American Red Cross
Offering First Aid, CPR and Automated External Defibrillator training
http://www.redcross.org/services/hss/courses/

FEMA Emergency Management Institute
Offers online Emergency Management Independent Study courses.
http://training.fema.gov/IS/

National Guard Professional Education Center
Offers a limited selection of military courses online including ESGR, ANCOC, Leadership and other technical courses. AKO not currently required.
https://onlinecampus.pec.ngb.army.mil/

Army Training Institute Architecture
Offers a wide variety of Army education online. Requires AKO account.
http://www.adtdl.army.mil/

US Army Combat Readiness University
Offers a number of military courses online including Driver Safety, Risk Management, and others. Requires AKO account.
http://www.adtdl.army.mil/ (Click on TRAINING).

Department of Defense Anti-Terrorism Training
Several Level 1 Terrorism Awareness classes are offered online. Requires a .mil or .gov email account.
https://atlevel1.dtic.mil/at/

California Specialized Training Institute
Managed through the California Office of Emergency Services. A number of resident Emergency Response/Emergency Management courses are offered.
http://www.oes.ca.gov/ (Click on CSTI)

Army Study Guide
A variety of free downloadable PDF study guides on various Army training subjects.
http://www.armystudyguide.com

APPENDIX VI SOLDIERS CREED

I am an American Soldier.

I am a Warrior and member of a team. I serve the people of the United States and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills. I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am guardian of freedom and the American way of life.

I am an American Soldier.

APPENDIX VII GENERAL ORDERS

1- I will guard everything within the limits of my post and quit my post only when properly relieved.

2- I will obey my special orders and perform all my duties in a military manner.

3- I will report violations of my special orders, emergencies, and anything not covered in my instructions to the commander of the relief.

General Orders Explained:

General Order Number 1 gives you responsibility for everything that occurs within the limits of your post while you are on duty. You must investigate immediately any unusual or suspicious occurrence on or near your post, provided you do not have to leave your post to do so. You must apprehend all suspicious persons, using only necessary force to overcome resistance. If you should require relief for any purpose, you must contact the commander of the relief for instructions.

General Order Number 2 also requires you to perform your duties in a military manner, to be courteous to all, and to speak to no one, except in the line of duty. You must maintain an erect and soldierly bearing, carrying your weapon as instructed by the commanding officer or commander of the guard. You must salute individuals according to Army regulations. The special orders will tell you whether and when to challenge.

General Order Number 3 requires you to report all special order violations and emergencies. In case of a fire on or near your post, you should call, "Fire, post number _." You should alert the occupants if the fire is in an occupied building, and should give the alarm or make sure one is given. If possible, extinguish the fire. Help direct fire-fighting apparatus to the fire. If a disturbance occurs that requires assistance, call, "The guard, post number." If the danger is great, fire your weapon into the air three times in rapid succession.

APPENDIX VIII CODE OF CONDUCT

I- I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

II- I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.

III- If I am captured I will continue to resist by all means available. I will make every effort to escape and to aid others to escape. I will accept neither parole nor special favors from the enemy.

IV- If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. 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.

V- When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

VI- I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.