



STATE OF CALIFORNIA  
CALIFORNIA MILITARY DEPARTMENT  
CALIFORNIA STATE MILITARY RESERVE  
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SACRAMENTO, CALIFORNIA 95826-9101



Bulletin Number 15-003

Expiration Date: Indefinite

CASR-PE

6 June 2015

## CSMR Identification Card Requests

1. Purpose: To establish guidance on the process to requesting a CSMR identification Card.
2. Effective Date: This policy is effective immediately.
3. Scope: This policy applies to all California State Military Reserve organizations.
4. Background: The Identification Card System is operational and in-place at CSMR Headquarters. ID Cards are a Controlled Item. The ID cards are requested through the unit chain-of-command via the S-1. S-1s are responsible for signing for the completed ID Cards and keeping a copy of the signed Hand Receipt (CSMR Form 428) at their office.
5. The following process will be utilized for service members to request an identification card:
  - a. The service member , through their unit S-1 will:
    - (1) Complete CSMR Form 428.
    - (2) Sign block 20.
    - (3) Attach a current photograph, in a JPEG file with the filename in the following format: LastName\_FirstName\_MI, where MI is the middle initial (1 letter only). Scaled and cropped to 5 inches from the top of the head and to 5 inches below the chin; similar to a passport photo
  - b. Unit S-1, through the MSC Personnel Office will:
    - (1) Review, consolidate, and process the CSMR Form 428 and obtain the commander's signature in block 19.
    - (2) Fill out the attached CSMR ID Data Entry Excel spreadsheet with the data from the CSMR Form 428. The information on the spreadsheet must be completely filled out prior to submission, even if some of the information has been provided previously. Any fields that are not completed will require the entire spreadsheet being sent back to the S-1 and delay the process.

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(3) The completed spreadsheet should contain no more than 30 entries each to keep the ID card process manageable by non-permanent staff and to ensure reasonable turnaround time. All fields must be completed. Mail or e-mail the spreadsheet and photos to SFC (CA) Christlene Villefranche at the C-1.

- Mailing Address:  
Office of the Adjutant General  
Attn: SFC Christlene Villefranche (Box 1)  
PO Box 269101  
Sacramento, CA 95826-9101
- E-mail Address: christlene.s.villefranche.nfg@mail.mil. All ID Cards requests sent via e-mail must be sent encrypted (instructions attached). Requests that are sent via e-mail that are not encrypted will not be processed.

(4) Receive and validate ID Cards from the C-1. Have the service member sign and date CSMR Form 428, block 21 and 21a, when issuing the ID Card. The S-1 will retain the Form 428 and collect the old ID Card and destroy, if issuing a new ID Card.

c. C-1 ID Card Section will:

(1) Receive and validate ID data entry spreadsheet and photographs received from unit S-1.

(2) Maintain a log and produce the ID Cards.

(3) Return completed ID Cards to the unit S-1, via certified mail. The turnaround is expected to be no more than 60 days once the spreadsheet and photograph are received and validated at C-1.

6. Point of contact is SFC (CA) Christlene Villefranche at christlene.s.villefranche.nfg@mail.mil.

FOR THE COMMANDER:



Robert A. Burge  
LTC (CA), CSMR  
Director of Personnel