



STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
CALIFORNIA STATE MILITARY RESERVE
9800 GOETHE ROAD (Box 1)
SACRAMENTO, CALIFORNIA 95827



REPLY TO
ATTENTION OF

CASR-CG

7 June 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 2012-02
Annual State Military Reserve Combined Travel and Uniform Allowance
(CMVC 328)

1. Effective 1 January 2007, the State Legislature has approved an Annual State Military Reserve Combined Travel and Uniform Allowance of \$125.00. This allowance is approved only after the commander certifies the conditions set forth in CMVC 328.
2. The Soldier upon his/her CSMR anniversary date may obtain the new OTAG Form SPP-328 from the CA ARNG Portal or the CSMR Public Website (www.calguard.ca.gov/csmr). The Soldier will complete Part 1 and certify (Part 2) that he/she has completed 100 percent of the requirements IAW CMVC 328. The Soldier will also complete STD Form 699 (Direct Deposit Enrollment Authorization), as this is now a **mandatory** requirement.
3. The Soldier **will have NLT 60 days** past their anniversary date to turn in the completed SPP-328 and STD Form 699 to their Commander. The Commander, using their command's monthly attendance reports will verify the Soldier's attendance (Part 3) and forward the SPP-328 and STD Form 699 either by fax (916-854-3848) or scan and email to this office NLT the 15th of each month. Each command will keep the original forms for audit purposes, and will maintain the forms and attendance reports for two years past the State Fiscal Year (1 Jul to 30 Jun) in which the payment was made (for audit purposes).
4. The CSMR office will submit, on monthly basis an Annual Uniform and Travel Allowance Form payment schedule to the Comptroller's Office (J8) for payment by Electronic Funds Transfer (EFT).
5. For additional information, please direct your questions to COL (Ret) Kenton Ashworth, CSMR XO at (916)854-3143 or MSG (Ret) Richard Castillo at (916)854-3847.

ROLAND L. CANDEE
BG (CA), CSMR
Commanding General

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