

California State Military Reserve

REPORT OF DUTY

Name

Month/Year of Report

Grade/Rank

Unit

<u>Type of Duty Hours</u>	Monthly Totals	Previous Month's YTD Totals	Year To Date Totals (Current)
Drill Hours: (1)			
Training Hours (2)			
Support Hours (3)			
Duty Assignment Hours (4)			
Paid SAD Hours (5)			
Non-Paid SAD Hours (6)			
Other (7)			
Other (8)			
Comments:			

Total For Month:

Total Year to Date:

Individual Soldier's Signature & Date

Supervising Officer's Signature & Date

NOTE: Enter the amount of hours in the category, which most accurately describes the activity. Use the descriptions listed below as a guide. Example: If 8 hours of support work is done during a drill then the time should be added as 8 hours of drill. Example: 8 hours paid SAD for an SRP support activity is reported in the Paid SAD Hours category.

(1) Regular drill hours including travel time.

(2) Hours spent in training to include hours of classes (other than regular drill training), correspondence courses and any other classes taken other than regular drill hours.

(3) Hours spent in direct support of CNG units, i.e., SRP, CTT, AT support in non-pay SAD status.

(4) Hours spent doing projects, research, report writing, or record keeping. Add any hours spent doing tasks which the soldier's assignment requires, other than during regular drill hours.

(5) SAD hours for all missions in which the soldier is paid.

(6) Non-Paid SAD hours for all missions in which the soldier is on SAD orders in a Non-Pay status.

(7) Other hours spent in any task which is not covered by another category – describe.

(8) Other hours spent in any task which is not covered by another category – describe.