Headquarters
California Army National Guard
California State Military Reserve
Sacramento, CA
15 July 1998

California State Military Reserve
Regulation 640-1

Effective 15 July1998

Personnel Administration

Issuance, Control and Processing of California State Military Reserve (CA SMR) Identification Cards

FOR THE GOVERNOR:

TANDY K. BOZEMAN
Major General
The Adjutant General

OFFICIAL:

STATE OF CALIFORNIA ★ ★ OFFICIAL COPY MILITARY DEPARTMENT

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Director of Administration

History. This regulation replaces CAL SMR REG 310-1, Chapter 5, dated 1 March 1989.

Summary. This regulation prescribes procedures for the issuance of CA SMR Identification Cards. It also specifies document control, physical security and administrative procedures required for issuance of CA SMR Identification Cards.

Applicability. This regulation applies to all elements of the California State Military Reserve.

Proponent and exception authority. The proponent and exception authority of this regulation is the Deputy Adjutant General, Army Division. Supplementation and any exceptions to this regulation are prohibited without prior written approval from the Deputy Adjutant General, Army Division.

Interim changes. Interim changes in this regulation are not official unless they are authenticated by the Deputy Adjutant General, Army Division.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to the Personnel Section, HQ, CA SMR, (CASR-P).

Distribution. Distribution of this regulation is CA SMR-A.

Contents (Listed by paragraph and page number)

CHAPTER 1 - General
Policy •1-1, *page 1*
Issuing Authority • 1-2, *page 1*

CHAPTER 2 - Identification Cards
Eligibility • 2-1, *page 1*
Procurement source • 2-2, *page 1*
Penalties for Improper Use • 2-3, *page 1*
Controlled Item Security • 2-4, *page 1*

CHAPTER 3 - Administrative Procedures
Action by the Individual • 3-1, *page 1*
Action by the Issuing Authority • 3-2, *page 1*
Action by Brigade and Command • 3-3, *page 2*
Expiration by Class of Service • 3-4, *page 2*
Identification by Class of Service • 3-5, *page 2*
Reports to CA NG (MILPO) • 3-6, *page 2*
Revocation of CA SMR I.D. Card • 3-7, *page 2*

CHAPTER 4 - Special Circumstances
Lost or Mutilated I.D. Cards • 4-1, *page 2*
Voided I.D. Cards • 4-2, *page 3*
Accountability • 4-3, *page 3*
Resignation, Discharge, Separation, or Retirement of a CA SMR Member • 4-4, *page 3*
Death of a CA SMR Member • 4-5, *page 3*
Obsolete "Red" CA SMR Identification • 4-6, *page 3*
Retired Identification Cards • 4-7, *page 3*

Appendixes

A. Sample CA SMR Form 1 (I.D. Card), *page 4*
B. Sample CA SMR Form 428 (Request for CA SMR Identification Card, *page 5*
C. Sample Form 428-1 Monthly Card Status Report, *page 6*
D. Sample Form 428-2, Report of Loss, *page 7*
E. Sample of Memorandum for Record, Controlled Item Status Report, *page 8*

This regulation supersedes CAL SMR REG 310-1, Chapter 5, 1 Mar 89

Chapter 1
General

1-1. Policy

It is the policy of the Office of The Adjutant General, under authority of the California Military and Veterans Code (CM&VC) to issue distinctive state military identification cards to active CA SMR personnel. These cards are used to facilitate lawful entrance to controlled state facilities while in CA SMR service or on other official business. The CA SMR Identification Card is to be used as personal military identification when requested by federal, state and local authorities within the State of California only while the bearer is an active member of the California State Military Reserve. Use of the CA SMR Identification card for purposes of fraud, deception or personal gain is unlawful and may subject the offender to heavy penalties.

1-2. Issuing Authority

Authority to issue CA SMR Identification Cards is the responsibility of the Military Personnel Directorate (MILPO) of OTAG, under the direction and supervision of the Deputy Adjutant General (DAG), ARMY. This authority may be further conditionally delegated to the CG, CA SMR, upon written direction from DAG, ARMY or his representative.

Chapter 2 - Identification Cards

2-1. Eligibility

All officers, warrant officers and enlisted personnel who are on active status in the CA SMR will be issued an official CA SMR Identification Card. Additionally, certain personnel on state duty with the California National Guard must also be issued a CA SMR Identification Card. No other persons are authorized to be in possession of a valid CA SMR Identification Card. Unauthorized issuance or delivery of a CA SMR Identification Card, or any facsimile thereof, to non-qualified personnel is unlawful under the California Military and Veterans Code and other California civil and criminal statutes.

2-2. Procurement Source

CA SMR Identification Cards are a controlled item available only from OTAG through MILPO. Local reproduction is prohibited. CA SMR Identification Cards are the property of the State of California and will be surrendered upon demand, separation or retirement. All CA SMR Identification Cards are sequentially numbered by MILPO as **SMR97-0000**. Any other serial numbering system is unauthorized and voids the identification card.

2-3. Penalties for Improper Use

California law provides for severe penalties for the improper issuance and use of CA SMR Identification Cards. Any and all incidents involving fraudulent issuance, unauthorized possession, or improper use of a CA SMR Identification Card are to be reported in writing within 48 hours of the incident becoming known to HQ CA SMR, ATTN: CA SMR-SJA (Staff Judge Advocate). Copies of report will also be furnished, by the originator, to CNG-MILPO (ATTN: CAMP) and HQ CA SMR (ATTN: CASR-P).

2-4. Controlled Item Security

Identification cards are a controlled item and will be secured in a padlocked metal file, safe or other secure container. Access to CA SMR I.D. Card blanks are restricted to CNG-MILPO or specifically designated CA SMR personnel. Voided or otherwise defaced CA SMR Identification Cards will be accounted for IAW Para 4-2 of this regulation. The CA SMR Director of Military Personnel (CASR-P) is responsible for administrative control and final accountability of all CA SMR Identification Cards.

Chapter 3 - Administrative Procedures

3-1. Action by the Individual

When an active CA SMR member requires a new, revised or replacement CA SMR Identification Card, he/she must complete CA SMR Form 428 (Application for Identification Card) with all required information. Failure to provide all information required, and personally sign the Form 428, will result in delay or refusal of further processing of request.

3-2. Action by Issuing Authority

Upon receipt of a properly completed CA SMR Form 428, issuing authority will transfer the necessary information to the CA SMR I.D. Card blank, using a typewriter. The issuing authority will assure that the individual requesting the card is currently an active CA SMR member, verify grade/rank and unit assignment to an authorized TDA position, provide the required identification photograph, record the serial number along with date of issue and countersign the card after witnessing the member's signature. The countersigned identification card will then be delivered to the individual or returned (if necessary) to the individual's unit personnel officer for final processing (signature, photograph) and any

required lamination. The original CA SMR Form 428 will be forwarded to the HQ-CA SMR Personnel Section (CASR-P) for inclusion in the individual's MPRJ IAW regulations.

3-3. Action by Brigade or Command Personnel Officer

The Brigade or Command Personnel Officer will, upon receipt of a properly filled out CA SMR Form 438, cause to be taken, a color photograph of the individual in uniform in the appropriate size (1" x 1 1/4"). The photograph will contain, on a black background in the lower quadrant, the full name, grade and SSN of the individual using white 1/2" sans-serif capital lettering in the order shown below:

LAST NAME
FIRST NAME, MI
GRADE, SSN

The issuing personnel officer will affix the photograph in the proper area of the I.D. card and have the individual sign both the I.D. card and the CA SMR Form 428 in the designated areas. Lastly, the personnel officer will laminate the card and inspect for defects. The individual will sign for receipt and to acknowledge the card as state property. The original CA SMR Form 428 will be returned to CASR-P for inclusion in the individual's permanent MPRJ. A copy of CA SMR Form 428 should also be filed in the individual's field 201 or MPRJ file for record.

3-4. Expiration Dates by Class of Service

All CA SMR Identification Cards will, without exception, contain an expiration date. The two classes of authorized expiration dates are shown below and will be calculated on the basis of original date of issue (DOI):

a. Active CA SMR Personnel	3 Years from DOI
b. Post Specialists	4 Years from DOI

No CA SMR Identification Card will be issued with "**indefinite**" in place of a valid DD/MM/YY expiration date. CA SMR Identification Cards that do <u>not</u> display a specific expiration date (DD/MM/YY) are invalid and subject to immediate confiscation.

3-5. Additional Identification by Class of Service

CA SMR Identification Cards for CA SMR and Center for Military History personnel will be issued without modification. CA SMR Identification Cards required by law for certain Post Specialists and other OTAG support personnel will be issued only by the HQ, CA SMR Personnel Directorate upon specific written application by CNG Post Commanders or OTAG Support Group Commander and will be identified by a red overstamp on card front reading:

"Specialist".

A permanent record of all CA SMR Identification Cards issued to "Specialists" will be maintained by the Director of Personnel, HQ CA SMR and will contain the individual's name, position, SSN, Post location, I.D. Card serial number, date of issue and date of expiration of all such specialist cards.

3-6. Reports to CNG (MILPO)

The CNG Military Personnel Directorate (MILPO) is responsible for the control and administration of all aspects of CA SMR I.D. Card policies contained in this regulation. A permanent record (by serial number and date of original issue) of all CA SMR I.D. Cards issued will be maintained and updated monthly by the CA SMR Personnel Directorate and made available to CNG inspecting officers or CA SMR internal audit personnel when requested. The CA SMR Form 428-1 and Memorandum for Record (Appendix-E) will be used for that purpose. All voided, mutilated, incorrect, defective, recovered or confiscated I.D. cards will be returned to MILPO, through the CA SMR Personnel Section (CASR-P), who will record receipt of same and supervise their destruction at the direction of MILPO.

3-7. Revocation of CSMR Identification Card

CA SMR Identification Cards will be immediately revoked under the following conditions:

a. Discharge or Separation.
b. Retirement.
c. Resignation.
d. Any CA SMR member under formal criminal charges after consultation and recommendation of the CA SMR JAG.
e. Upon the death of the CA SMR member.
f. By written or verbal order from OTAG or MILPO.
g. Upon dissolution of the CA SMR by state order.

Chapter 4
Special Circumstances

4-1. Lost or Mutilated Cards

Lost or stolen CA SMR Identification Cards will be reported to the issuing authority within 48 hours of the occurrence or discovery of loss. The individual

member will report the full circumstances of the loss and complete CA SMR Form 428 for issuance of a replacement I.D. card. Mutilated or damaged CA SMR I.D. Cards will be returned to the issuing authority accompanied by a request for issuance of a new I.D. Card. All commands will forward to MILPO through CASR-P, a report of the loss, theft or replacement of any CA SMR I.D. Card. In the case of a damaged or mutilated I.D. card, it will be returned to the issuing authority with a request for issuance of new card (CA SMR Form 428), and disposition or destruction of old card.

4-2. Voided I.D. Cards

Any CA SMR I.D. Card which is voided due to typographical error, faulty lamination, or other damage preventing its issuance will be logged in the CA SMR I.D. Card Security Log (CSMR Form 428-1) and the damaged card returned to MILPO through CASR-P for logging and destruction. All CA SMR I.D. Cards which are rendered unusable for any reason will be clearly marked "VOID" in letters covering a minimum of 50% of the card's length in black ink.

4-3. Accountability

CA SMR members are personally accountable for the care and safekeeping of their CA SMR Identification Cards. The reoccurring loss of a CA SMR I.D. Card may result in disciplinary action or refusal to reissue a replacement card.

4-4. Discharge, Separation, Retirement or Resignation of a CA SMR Member

When a CA SMR member is discharged, separated, retired or submits his or her written resignation, the unit commander will take possession of the individual's CA SMR Identification Card and deliver it to the Brigade or Command Personnel Officer. The CA SMR Certificate of Honorable Discharge, Separation or Retirement as well as any other awards and decorations due shall not be issued to the individual until all state property, which includes the CA SMR I.D. Card, is recovered. Subordinate commands will forward recovered I.D. cards to MILPO through CASR-P, via their higher headquarters for processing.

4-5. Death of a CA SMR Member

When a CA SMR member dies while in an active status, every reasonable effort shall be made to recover the individual's CA SMR Identification Card. It shall be the duty of the unit personnel officer or adjutant to undertake this task at such time as he/she shall deem appropriate under the circumstances. In all cases, MILPO through CASR-P, shall be notified in writing as soon as possible of the death of any CA SMR member. When and if recovered, the CA SMR I.D. Card of a deceased member will be returned to MILPO through CASR-P for final disposition.

4-6. Obsolete Red CSMR Identification Cards (Disposition of)

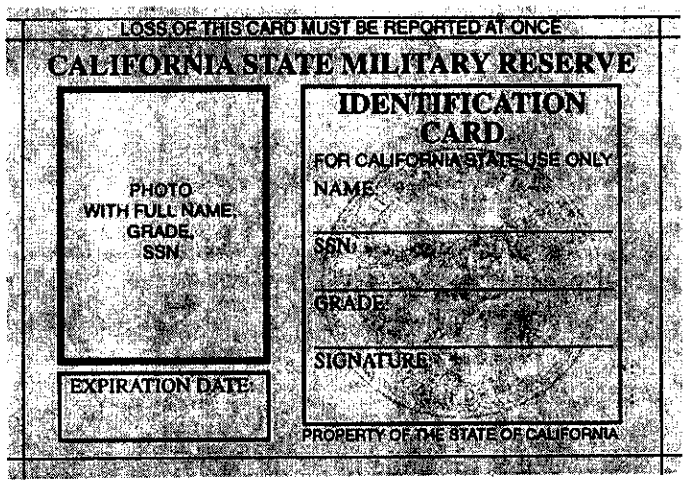
All **RED** CSMR Identification Cards previously issued to CA SMR personnel are revoked and recalled effective 31 January 1998. The current **BLUE** CA SMR Identification Card (CSMR Form 1) will be reissued to all active CA SMR members upon proper completion of CA SMR Form 428 and forwarding of same through channels to MILPO through CASR-P. Obsolete red CSMR I.D. Cards must be returned to state control (CASR-P) and destroyed upon issuance of a current card. Base security personnel will be instructed to confiscate any red CA SMR identification card presented for entry or identification to base facilities after 1 July 1998.

4-7. CA SMR Identification Cards for Retired Personnel

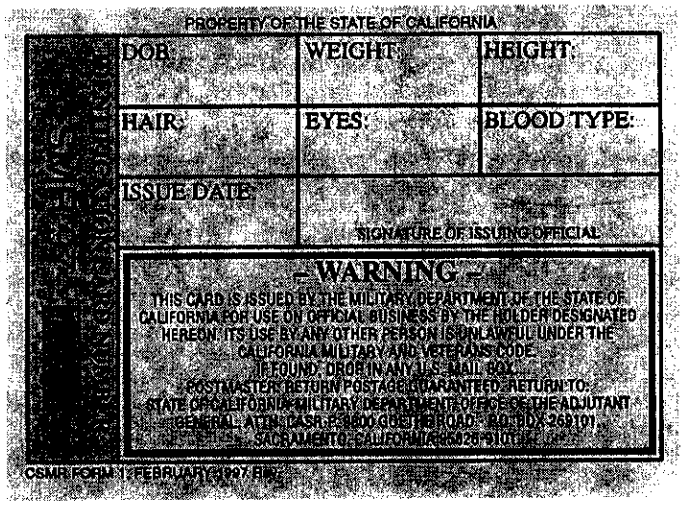
As there are no specific benefits or privileges accruing to personnel in "Retired" status with the CA SMR, there is no specific provision for the issuance of identification cards to retired CA SMR personnel. Issuance of such "retired" identification to retired personnel is therefore, strictly prohibited, without the express prior written approval of the Adjutant General or the DAG, Army Division.

Appendix A

Sample CA SMR Form 1 (I.D. Card)



OBVERSE



REVERSE

Appendix B

Sample CA SMR Form 428 (Request for CA SMR Identification Card)

1. LAST NAME	FIRST NAME	MIDDLE INITIAL (PRINT OR TYPE)	TO BE FILLED IN BY ISSUING AUTHORITY		
			DATE OF ISSUE	EXPIRATION DATE	CARD SERIAL NUMBER
2. ADDRESS			3. HOME PHONE	4. OFFICE PHONE	5. DATE OF APPLICATION

6. CHECK TYPE OF CARD DESIRED			7. CHECK REASON FOR REQUESTED CARD		
	CSMR FIELD FORCES		INITIAL ISSUE		RETIREMENT (SPECIFY TYPE)
	CSMR MEDICAL FORCES		REPLACE LOST CARD		OTHER (SPECIFY)
	CENTER FOR MILITARY HISTORY		REPLACE MUTILATED CARD		IF REPLACING A LOST CARD, STATE FULL CIRCUMSTANCES BELOW
	SELECTED INDIVIDUAL RESERVE		EXPIRATION		
	PAAC / SPECIALIST		CHANGE OF GRADE / RANK		
	RETIRED		CORRECT AN ERROR		
	SPECIAL (SPECIFY)		CHANGE OF STATUS		

8. GRADE	9. SOCIAL SECURITY NUMBER	10. DATE OF BIRTH	11. WEIGHT	12. HEIGHT
13. COLOR OF EYES	14. COLOR OF HAIR	15. BLOOD TYPE	16. EXPIRATION OF CSMR SERVICE (64TH BIRTHDAY)	
17. CSMR UNIT AND LOCATION				

SIGNATURE OF APPROVING AUTHORITY	SIGNATURE OF APPLICANT
RECIEPT OF STATE PROPERTY (ID CARD) IS ACKNOWLEDGED (SIGNATURE)	DATE ACKNOWLEDGED

CSMR FORM 428 10 MARCH 1991 **APPLICATION FOR IDENTIFICATION CARD**

Appendix C

Sample of Monthly report to HQ, CA SMR of issued, lost, mutilated, voided, recalled or revoked CA SMR Identification Card (CA SMR FORM 1)

UNIT IDENTIFIER: (CASR-) DATE:

MEMORANDUM TO HQ CA SMR, ATTN: CASR-P

SUBJECT: Monthly Report of issued, lost, mutilated, voided, recalled or revoked CSMR Identification Cards.

1. During the reporting period from _____ to _____, the following CA SMR Identification Cards have been issued, lost, mutilated, voided, recalled or revoked:

_____ New I.D. Cards were issued. List attached.

_____ Cards were mutilated in service. List & cards attached.

_____ Cards were voided during issue. List & cards attached.

_____ Cards were revoked / recalled. List and cards attached.

_____ Cards were reported lost / stolen. List attached.

2. We currently have _____ Identification cards remaining in stock as signed for on_____ by_____

(Signature)
John W. Doe
CPT, CA SMR
Adjutant or Personnel Officer

DISTRIBUTION:
CASR-P (2 Copies)
Unit Personnel Officer's File

Form CA SMR 428-1

Appendix D

UNIT IDENTIFIER: (CASR-) DATE:

MEMORANDUM TO HQ, CA SMR, ATTN: CASR-P

SUBJECT: Report of individual lost, mutilated, voided, recalled or revoked CA SMR Identification Card.

1. CA SMR Identification Card, Serial Number _____ is herewith returned to you for the following reason (s):

_____ Card was mutilated in service

_____ Card was voided during issue

_____ Card was revoked on _____

_____ Card was recalled for _____

2. CA SMR Identification Card, Serial Number _____ was reported lost or stolen on _____. Issued to _____.

3. Circumstances of loss or theft are as follows:

(DESCRIBE CIRCUMSTANCES FULLY. USE ADDITIONAL SHEETS AS NECESSARY)

4. A new CA SMR Identification Card was issued on _____. Serial Number _____. A copy of CA SMR Form 428 is attached.

5. Unit reporting Loss:_____.

(Signature)
John W. Doe
CPT, CA SMR
Adjutant or Personnel Officer

DISTRIBUTION:
CASR-P (2 Copies)
Unit Personnel Officer's File
Individual's Field 201 File

Form CA SMR 428-2

Appendix E

MEMORANDUM FOR RECORD

SUBJECT: Monthly Report of Controlled Item Status (CA SMR Identification Cards)

TO: HQ CA SMR, ATTN: CASR-P via CASR-COS

1. Reporting Period -
2. Serial Number Sequence: SMR97- through SMR97- or as appropriate

SERIAL #	Issued to	SSN	Date Issued
SMR97-xxx1	CPT JOHN D. DOE	xxx-xx-xxxx	dd/mm/yy
SMR97-xxx2	PVT JOHN D. DOE	xxx-xx-xxxx	dd/mm/yy
SMR97-xxx3	VOIDED BY ERROR	xxx-xx-xxxx	dd/mm/yy

. . . and so on. Each month, Unit Personnel Officer will simply add any new issues or voided cards to list and resubmit. In the end, the full issue of cards will be 100% accounted for. A new issue of cards will begin the process again with a new MOR.

All reports will be maintained at HQ CA SMR by the Personnel Directorate (CASR-P) as part of their permanent records and will be made available for inspection by MILPO or other inspecting authority upon demand.

3. I certify that this report is accurate and reflects the true accounting of these controlled items for the period covered.

SIGNED:_____ DATE:_____

Your Name
Grade, etc CA SMR
Title
(will usually be ranking personnel officer of reporting unit)

CF:
Unit Personnel File
MILPO via CASR-P