Headquarters
California Army National Guard
California State Military Reserve
Sacramento, CA
17 August 1999

California State Military Reserve
Regulation 600-1

Effective 17 August 1999

Personnel Administration

Enlisted Personnel Management

FOR THE GOVERNOR:

PAUL D. MONROE, JR.
Major General
The Adjutant General

OFFICIAL:

RICHARD E. BEARDSLEY
COL, GS, CAARNG
Director of Information Management

History. This regulation replaces California State Military Reserve Regulation 600-1, dated 15 April 1990.

Summary. This regulation prescribes the policies and procedures for initial enlistment, assignment, promotion, separation and other personnel actions relating to enlisted personnel of the California State Military Reserve.

Applicability. This regulation applies to all elements of the California State Military Reserve to include Field Forces and Center for Military History personnel.

Proponent and exception authority. The proponent and exception authority of this regulation is the Adjutant General of the State of California. 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 Adjutant General, 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.

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Chapter 1
General

1-1. Policy

The personnel management system and policies through which the CA SMR manages its soldiers and non-commissioned officers must have, as its end-state goal, enlisted personnel who are dedicated, competent, and aggressive leaders with high personal and professional morale and job satisfaction. Todays non-commissioned officer profession requires a strong professional military ethic, and maintaining such an environment must be a factor in command decisions needed to sustain the excellence of the quality and numbers of personnel within the enlisted ranks. Personnel actions prescribed herein will, as directed by the Equal Opportunity policy mandated by the Adjutant General, be made without regard to race, color, religion, gender, or national origin.

1-2. Relative Rank

Non-commissioned officers and enlisted soldiers of the CA SMR, when not on state active duty, rank among themselves according to the laws of the state. When members of the CA SMR enter state active duty, under any provision of state law, they will rank among other personnel of the California National Guard of the same grade who are also on state active duty, according to the provisions of the California Military and Veterans Code (CM&VC).

Chapter 2
Enlistments

2-1. General

This chapter establishes policy and procedures to be followed when enlisting personnel in the California State Military Reserve.

a. The primary mission of the California State Military Reserve is to provide the State of California an organized and disciplined state military force in the event of federal mobilization of the National Guard. To meet this mission, qualified candidates for enlistment are sought from the ranks of prior enlisted personnel of the national guard, reserve or regular components of the Armed Forces of the United States.

b. Recruitment of qualified individuals shall be the primary focus of CA SMR personnel responsible for, or connected with, processing applicants for enlistment. Enlistment eligibility will be determined by an individual's ability to meet <u>all</u> requirements outlined in this regulation. Applicants shall not be enlisted if any doubts relative to their qualifications exist.

c. Recruiting personnel must examine all source documents for discernible evidence of tampering or alterations. Documents used to substantiate basic eligibility criteria will be legible, written in English, or officially translated to English. All source documents must be original or certified as an official copy of the original.

d. Enlistment in the California State Military Reserve will normally be for an indefinite period unless sooner terminated by change in job status, discharge or retirement.

e. All applicants for enlistment in the California State Military Reserve will sign an oath of allegiance to the State of California.

f. All applicants for enlistment are subject to a complete preenlistment security screening and clearance as a condition of enlistment in the California State Military Reserve.

2-2. Eligibility Criteria

a. To be eligible for enlistment in the CA SMR, an applicant must be between 18 and 60 years of age, be a citizen of the United States (or have declared intent to become a citizen) and reside in California. Prior service members seeking to enlist, who are over 60, may, upon written request and sufficient justification by the unit commander, be considered for a partial age-waiver based on their prior military service. Example: An individual 63 years old must have 3 years prior active or reserve service to qualify for enlistment.

b. Aliens who have made legal declaration to become citizens of the United States must present a U.S. Department of Justice Immigration and Naturalization Form N-315, authenticated by a Federal District Court officer.

c. Applicants without prior military service but who have specialized skills and education that are of direct benefit to the unit's support mission, may be enlisted with the approval of Headquarters, CA SMR. These individuals must fill a specific TDA vacancy which will assist materially in the accomplishment of the CA SMR mission of providing direct support to the California National Guard.

d. Applicants must have demonstrated understanding and proficiency in the English language and must be a high school graduate, or have passed the General Education Development Test.

e. Applicants must be medically qualified as prescribed in AR40-501, for retention.

2-3. Ineligibility

a. Applicants ineligible for enlistment include:

1. Convicted felons.

2. Persons on parole or probation.

3. Individuals with an RE4 reenlistment code on their DD Form 214.

4. Persons with prior service whose separation was other than "Honorable".

5. Persons adjudged a security risk

6. Persons not meeting current height/weight standards of CA SMR Regulation 600-9.

7. Conscientious objectors.

8. Active members of any component of the U.S. Armed Forces.

9. Individuals convicted of offenses involving moral turpitude.

10. Individuals receiving any form of medical disability annuity in excess of 29%. (All personnel on disability less than 29% are subject to review by the CA ARNG State Surgeon prior to enlistment).

11. Persons required to register for State Selective Service but who have failed to do so.

12. Members of any of the following:

a. Active United States Military.

b. Any reserve component of the United States Military.

c. Any military, militia or paramilitary organization not authorized by Congress.

d. Any current member of a State Defense Force of another state.

2-4. Application for Enlistment

1. Applications for enlistment in the California State Military Reserve (CA SMR) will include the following documentation:

a. Completed CA SMR Form 1.

b. CA SMR Form 93– Report of Medical History.

c. Copy of DD Form 214 or NGB Form 22 (if applicable).

d. Two BID-7 Fingerprint Cards and full length color photograph of applicant.

e. Unit Commanders will complete the Letter of Transmittal cover sheet shown in Appendix A.

2. The unit personnel officer will review each application package for completeness and to insure that the applicant meets all eligibility criteria. Partial or incomplete enlistment packets will not be processed or forwarded to the next higher command until deficiencies are rectified.

a. Completed enlistment packets will be forwarded to HQ, CA SMR, Attn: CASR-P for appropriate action.

b. Applicants are not members of the California State Military Reserve until orders are received, and will not attend any CA SMR drills until in receipt of their official state enlistment orders.

2.5. State Examining Boards.

a. The ACS Personnel HQ, CA SMR will review all applications for enlistment and make recommendation whether or not the applicant is suited for State Military Reserve Service. He will also consider recommended entry rank and position and approve or modify as required.

b. Actions by HQ, CA SMR personnel section:

1. Review of enlistment packet.

2. Local records check.

3. Validation of TDA vacancy and authorized grade.

4. Compute date of rank (DOR) for prior service personnel.

5. Publication of enlistment orders (E-8 and E-9 entry grades will be endorsed by the CA SMR CSM.)

6. Distribution of enlistment orders to include forwarding copy of order to individual at HOR.

7. Retain approved application package in permanent 201 file.

c. Action by Unit Personnel Officer upon receipt of individual orders:

1. Prepare Oath of Enlistment for execution (signature).

2. Issue ID Card and return completed Form 428 to HQ, CA SMR.

3. Create Field 201 File.

4. Prepare CA SMR Enlistment Certificate (if available).

5. Arrange appropriate ceremony for executing Oath of Enlistment.

6. Forward copy of completed Oath of Enlistment to HQ, CA SMR, Attn: CASR-P for inclusion in permanent 201 File.

7. If Oath of Enlistment is not executed within 90 days of issue date of enlistment orders, unit personnel officer will return original orders with letter of explanation through channels to HQ, CA SMR, Attn: CASR-P for termination of enlistment.

Chapter 3
Promotions

3-1. Enlisted Promotion Criteria

Enlisted State Military Reserve personnel may only be promoted after meeting all eligibility criteria. The following requirements will be met:

a. Performance of duty in a commendable manner.

b. Recommendation of unit commander and CSM.

c. Time-in-grade requirements.

d. Military education requirements:

FROM	TO	TIG
		Education
E-2	**E-3**	6 Months
		BOC (Phase 1)
E-3	**E-4**	6 Months
		BOC (Phase 2)
E-4	**E-5**	12 Months
		BNCOC (Phase 1)
E-5	**E-6**	18 Months
		BNCOC (Phase 2)
E-6	**E-7**	24 Months
		ANCOC (Phase 1)
E-7	**E-8**	24 Months
		ANCOC (Phase 2)
E-8	**E-9**	24 Months
		SNCOC COURSE (Phase 1)
E-9 SGM	**E-9 CSM**	12 Months in
	TDA Position as SGM , SNCOC(Phase 2)	

BOC - CA SMR Basic Orientation Course
BNCOC - CA SMR Basic NCO Course
ANCOC - CA SMR Advanced NCO Course
SNCOC - CA SMR Senior NCO Course

e. The promotion packet will be screened for accuracy and completeness by the unit personnel section. The packet will contain the following:

1. Current 5x7 colored photograph, Class A uniform with all awards and decorations.
2. Commanders written recommendation and CSM's endorsement.
3. Completed CA SMR Form 13A.
4. Enlisted Evaluation Reports (Immediate Supervisors) (Required for first three grades only) (SSG, SFC, MSG).
5. Commander certified Ht/Wt statement.
6. Current report of medical history.
7. Proof of education, military and civilian.
8. Other documentation for Board consideration as requested. This material, along with the individual's 201 file, if requested, will be reviewed by the CA SMR Enlisted Promotion Review Board (EPRB) in making its promotion recommendations.

f. Promotions to grade E-2 thru E-6 may be accomplished by any Major CA SMR Command.

g. Promotions to grade E-7 and above will be boarded at State Headquarters, State Military Reserve. Promotion Packets will be submitted through channels and will be reviewed by the CA SMR Personnel Section and the State Command Sergeant Major. All Promotion orders will be published by HQ CA SMR.

3-2. Enlisted Promotion Selection Board (EPSB)

a. An EPSB for promotion to E-7 through E-9 will be held at HQ CA SMR and will meet annually, concurrent with any scheduled officer promotion selection board (OPSB)

b. The EPSB will utilize the commander's guidance, and the permanent 201 file of the individual. Promotion candidates will appear before the board if possible.

c. Members of the EPSB, upon being sworn in, will affirm their obligation to report any attempts to contact or influence a member of the Board, to the President of the Board. If any contacts are reported, the President of the Board will immediately report all details in writing to the Commanding General. CA SMR.

d. EPSB members will be appointed by the CA SMR Command Sergeant Major on limited distribution orders. Only the Board member's immediate superior will be informed of the appointment.

e. The EPSB will consist of at least five senior NCO's in the grade of E-7 and above, including the CA SMR CSM or another CSM appointed to serve in his absence. The non-voting member of the EPSB will be a representative of the HQ, CA SMR personnel section.

f. If the EPSB is convened to consider candidates for SGM or CSM, all members of the board must be E-9 and currently serving as unit CSM's or SGMs. If possible, CA SMR CSM Boards will include the State CSM or another senior CSM from the CA ARNG.

g. The EPSB will convene at the call of the President (CA SMR Command Sergeant Major or his designated representative).

h. The EPSB will complete the selection and reporting process as expeditiously as possible.

3-3. EPSB Procedures and Reports

1. HQ, CA SMR will prepare a file for each recommended candidate, consisting of the individual's 201 file, the commander's recommendation and the verification of eligibility. The board will rank-order each candidate (E-8 and above) that it wishes to select for promotion. The board will report the order of selection and those not recommended for promotion. The report will contain reasons for not selecting an individual for promotion.

2. Candidates will be rank-ordered based upon quality of service, time in grade, length of service, military experience, military education, potential for increased responsibility, and demonstrated leadership qualities.

a. Promotions to grades E-2 through E-6 will be accomplished at major command level. HQ, CA SMR however, will publish official promotion orders on receipt of Form-10 requesting same from subordinate personnel sections.

b. Promotion packages for grades E-7 thru E-9 will be submitted through channels and after favorable board action and certification by the CA SMR CSM, requisite promotion orders will be published by MILPO at the request of HQ, CA SMR Personnel Section.

c. Commanders will restrain waiver requests. Only those soldiers demonstrably deserving to be promoted ahead of their peers will receive waiver consideration.

d. Only one waiver per promotion will be considered.

e. The same waiver will not be considered on consecutive promotions.

f. TIG waivers may be submitted on consecutive promotions to E-7 through E-9 if justified in writing by the unit commander and endorsed the unit CSM.

g. The ESPB may request the Commanding General, CA SMR to waive up to 50% of the required TIG as computed from date of rank of current grade to date of the ESPB.

3. The CA SMR personnel section will provide any administrative support requested by the President of the board, and a representative of the personnel section will be present to act as recorder and keep physical custody of any requested 201 files needed by the board for their deliberations.

Chapter 4
Separations

4-1. General

a. Membership in the California State Military Reserve is a privilege, not a right. Enlisted personnel must maintain initial eligibility criteria and conduct themselves in an exemplary manner. If, at anytime, an enlisted soldier fails to meet the initial eligibility criteria, immediate separation may be effected.

b. Enlisted personnel are required to comply with all regulations, policies and lawful orders of higher authority. When a commander, and the unit CSM determine that an individual soldier's continued membership to be adverse to the best interests of the California State Military Reserve or the California National Guard, the soldier may be involuntarily separated.

c. All state enlistments are automatically terminated upon the death of the individual.

4-2. Voluntary Separation

a. California State Military Reserve soldiers may be separated under honorable conditions for the following reasons:

1. Upon the individual's written request for discharge.
2. Appointment/enlistment in an active Federal military component.
3. Change of residence outside the State of California.
4. Occupational or educational interference.
5. Deactivation or reduction in force of the CA SMR.
6. Attainment of mandatory retirement date (MRD) of 64th birthday.

b. HQ, CA SMR will effect all separation orders and make distribution of official separation orders and any appropriate certificates.

4-3. Involuntary Separation

a. Enlisted personnel whose conduct, behavior, or performance effectiveness fails to meet CA SMR standards, will be separated for cause.

b. Termination action may be justified by the seriousness of a single incident or by repeated minor incidents, none of which would alone justify termination action.

c. Separation from the CA SMR may be effected for the following reasons:

1. Conduct involving moral turpitude.
2. Conduct unbecoming a member of the California State Military Reserve as defined in CA SMR Code of Conduct and Ethics Regulation 600-50.
3. Financial irresponsibility.
4. Mental instability, habitual drunkenness, sexual perversion, harassment, or illiteracy.
5. Habitual failure to perform duty.
6. Making a false statement to, or, concerning the CA SMR.
7. Serious or willful violations of any CA SMR regulations or directives.
8. Failure to obey regulations, policies and orders of higher authority.
9. Insubordination.
10. Failure to maintain initial membership eligibility criteria.
11. Lack of interest demonstrated by failure to:

a. Maintain acceptable standards of military appearance, to include weight standards.

b. Attend all regularly scheduled drills for entire drill day. Termination without notice may be effected when three consecutive drills are missed without reasonable prior justification in writing.

12. Conviction by any criminal court of a serious misdemeanor or any category of felony.
13. Membership in, or active participation in any activities of so-called "Militia" organizations or any paramilitary organization not sanctioned by the Congress of the United States.
14. Membership in another authorized state militia or military reserve force.

4-4. Administrative Procedures for Involuntary Separation.

1. Subordinate commanders will forward through channels to HQ, CA SMR personnel section, a Form-10, requesting separation along with any supporting docu-

2. HQ, CA SMR personnel section sends notice via certified or registered mail to individual requesting a written response within 15 days.

3. HQ, CA SMR legal staff will review documentary evidence as well as member's written response, if any, and make recommendation for or against separation. If the decision is for separation, and is approved by the CA SMR CSM and the Commanding General, CA SMR, the personnel section will process separation orders and notify the individual by certified/registered mail.

4. Individuals who have been involuntarily separated for cause are not eligible for reenlistment in any unit in the California State Military Reserve. The personnel files of any personnel so separated will be flagged with Reenlistment Code **"RN".**

5. Individuals who have been involuntarily separated are not eligible to receive Certificates of Honorable Discharge or Honorable Retirement and their permanent state military records will reflect involuntarily separation as in (4) above.

4-5. Discharge at own Request

a. Enlisted personnel may request discharge from CA SMR service through channels to Commanding General, HQ, CA SMR.

b. HQ, CA SMR will, on receipt of a Form-10 and signed letter requesting separation, publish orders discharging the individual from the California State Military Reserve. The CA SMR Identification Card of the individual must accompany the resignation request.

4-6. Retirement

a. CA SMR enlisted personnel with a minimum of four (4) or more years of California State Military Reserve service including any prior California National Guard service, will, upon reaching the mandatory retirement age of sixty-four (64), be honorably discharged and transferred to the California State Military Reserve Retired List.

b. Soldiers who complete ten (10) or more years of California State Military Reserve active service may, at their request, be honorably discharged and transferred to the California State Military Reserve Retired List.

c. CA SMR enlisted personnel with at least four (4) years of California State Military Reserve service may, upon presenting satisfactory evidence of a medical condition which would reasonably preclude continued active service, be honorably discharged and transferred to the California State Military Reserve Retired List.

d. HQ, CA SMR will effect all separation orders and prepare honorable discharge or retirement certificates upon receipt of a Form-10 from the individual's unit commander, and the member's CA SMR Identification Card. No certificates will be issued without the I.D. card being returned to the control of CA SMR HQ.

e. If no request for retirement is received from the individual's unit when appropriate, monthly checks of HQ, CA SMR personnel records will result in automatic separation of any CA SMR members who have passed their MRD.

4-7. Extension Beyond Mandatory Retirement Date (MRD).

a. Certain CA SMR enlisted personnel may be extended in an active status beyond age 64 (on a year-to-year basis), with the approval of the Adjutant General, provided they are otherwise qualified, capable of effectively performing their duties and fully meet all the requirements of CA SMR REG 600-10.

b. There are no provisions to waive or otherwise extend an individual's MRD except as contained in CA SMR REG 600-10.

Chapter 5
CA SMR Soldier & NCO Of The Year

5-1. Regulations pertaining to CA SMR Soldier and NCO of the Year

CA SMR Soldier of the Year and CA SMR NCO of the Year selection will be governed by CA ARNG regulations and or policies relating to qualifications, selection and award of soldier and NCO of the year. The CA SMR Soldier of the Year and NCO of the Year will compete with CA ARNG personnel on a co-equal basis. See CA ARNG Circular 672-98-5 or subsequent iterations thereof for authority and details.

Appendix A.
Format for Letter of Transmittal for Initial Enlistment

LETTERHEAD OF SUBMITTING UNIT

OFFICE SYMBOL (MARKS NUMBER) DATE dd/mm/yyyy

MEMORANDUM THRU *Higher Headquarters if required*

FOR Assistant Chief of Staff, Personnel (CASR-P), HQ, CA SMR, Sacramento, CA

SUBJECT: Transmittal Review/Certification of CA SMR Enlisted Membership Application

1. I have personally reviewed the documents indicated in paragraph 2 and find them to be complete and accurate.

2. The attached application package for _____ SSN _____ consists of the following required documentation (Check as appropriate):

( ) a. CA SMR Form 1, Membership application
( ) b. Form 93, Report of Medical History
( ) c. BID-7 Fingerprint Cards (2 each) taken by an approved law enforcement agency
( ) d. DD Form 214 or NGB Form 22 if prior service applicant
( ) e. Copies of any applicable professional licenses (Clergy, Legal, Medical)
( ) f. Full length color photo of applicant
( ) g. Copy of Current California Drivers License
( ) h. Copy of Social Security Card
( ) i. Copy of Birth Certificate
( ) j. If resident alien, required documentation of application for citizenship
( ) k. Documentation attesting to highest level of civilian education or other special skills
( ) l. Additional documentation from unit commander (specify)_____

( ) Missing documents: describe and explain action to correct

3. Based on my review of this applicant's application package, and the unit interview with the applicant, I certify that he/she meets all current eligibility requirements, including height/weight standards, for enlistment in the California State Military Reserve.

4. Applicant's current height and weight are _____ inches and _____ lbs.

5. I request this applicant be assigned to the following vacancy in my unit:
Unit: Position: Para: Line:

6. I recommend initial enlistment grade of _____ based on the applicant's military and professional qualifications.

JOHNNY B. GOODE
LTC, CA SMR
Commanding

CF:
Unit Personnel File

Appendix B.
Format for Letter of Promotion Recommendation

LETTERHEAD OF SUBMITTING UNIT

OFFICE SYMBOL (MARKS NUMBER) DATE dd/mm/yyyy

MEMORANDUM THRU *Higher Headquarters if required*

FOR Assistant Chief of Staff, Personnel (CASR-P), HQ, CA SMR, Sacramento, CA 95826

SUBJECT: Certification for Enlisted Promotion Eligibility Consideration

1. Under the provisions of CA SMR Regulation 600-1, I certify that the following named individual meets the statutory requirements for promotion to the next higher grade in the California State Military Reserve:

a. Name:

b. SSN:

c. MOS:

d. Additional specialty/MOS:

e. Present grade: Qualified for promotion to:

f. Present assignment:

g. Mailing address:

2. This NCO clearly demonstrates the required qualifications for the responsibility and potential duties of the grade to which recommended as documented on the attached CA SMR Form 13A and Military Biography Summary.

a. The following periods of service are creditable for promotion to a higher grade:

b. This individual meets the minimum military and civilian education requirements as shown on the attached CA SMR Form 13A.

JOHNNY B. GOODE
LTC, CA SMR
Commanding

I. M. HEADMAN
CSM, CA SMR

CF:
Unit Personnel File

Appendix C.
Format for CA SMR Form 13A

CALIFORNIA STATE MILITARY RESERVE
ENLISTED PROMOTION RECOMMENDATION

Under the provisions of CA SMR Regulation 600-1, the following individual is recommended for promotion consideration by the CA SMR Enlisted Promotion Selection Board.

1. IDENTIFICATION DATA:

a. NAME:
LAST FIRST MI

b. CURRENT GRADE: GRADE NOMINATED FOR:

c. DOR: SSN: DOB:

d. CURRENT TDA ASSIGNMENT PARA LINE

DUTY TITLE: AUTH GRADE:

e. PROPOSED DUTY ASSIGNMENT (if different from above)

DUTY TITLE: AUTH GRADE:

f. CURRENT MAILING ADDRESS/TELEPHONE

Street or P.O. Box City ZIP

Home Phone Business Phone

2. QUALIFICATION DATA

a. FEMA Courses Completed

Date of Completion

Date of Completion

Date of Completion

Date of Completion

b. This individual meets the height and weight standards of CA SMR REG 600-9

HEIGHT: WEIGHT:

CA SMR FORM 13A 17 AUGUST 1999 (Supersedes SMR Form 13 (01 APR 81)

2. QUALIFICATION DATA, Con't

a. EMERGENCY QUALIFICATION COURSES

ARC Standard First Aid Course:

Date of Completion

ARC CPR Course:

Date of Completion

b. ARMY RESIDENCE COURSES

c. MOS QUALIFICATION COURSES

d. OTHER MILITARY TRAINING COURSES

3. SUMMARY OF PREVIOUS CA SMR DUTIES

a.

Duty Assignment	Unit	Inclusive Dates

b.

Duty Assignment	Unit	Inclusive Dates

c.

Duty Assignment	Unit	Inclusive Dates

d.

Duty Assignment	Unit	Inclusive Dates

4. CA SMR PARTICIPATION RECORD

a. Total hours of CA-SMR Service _____ Hours

b. Summary of Participation as of:

Date

(1) Current Year
(2) Previous Year
(3) Previous Year

YR	UTA	MUSTER	CSTI	CPX	CONF	SPECIAL

Note: Show only previous three years activity documented by certified CA SMR Form 20's

5. OTHER EVENTS

6. PROFESSIONAL QUALIFICATIONS (List other pertinent qualifications, skills, including professional association memberships, that directly relate to qualifications for promotion).

7. AWARDS, DECORATIONS, ACHIEVEMENTS

8. JUSTIFICATION FOR PROMOTION ACTION

Short summary of applicant's prior performance of duty and reasons for recommending promotion at this time.

9. RECOMMENDED BY:

Commander_____
Signature
Name Grade Unit Title

Command Sergeant Major_____
Signature
Name Grade Unit Title

10. ENDORSEMENTS (if any):