Headquarters
California Army National Guard
California State Military Reserve
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***California State Military Reserve Regulation 600-2**

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Personnel Administration

Officer Personnel Management

FOR THE GOVERNOR:

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The Adjutant General

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History. This regulation supersedes CA SMR REG 600-2, dated 15 December 1990.

Summary. This regulation prescribes the policies and procedures for initial appointment, assignment, promotion, separation and other personnel actions relating to commissioned officers and warrant officers 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 or the Commanding General, CA SMR.

Interim changes. Interim changes in this regulation are not official unless they are authenticated by the Adjutant General, Army Division or the Commanding General, CA SMR.

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 officers must produce serving officers who are fully qualified, dedicated, aggressive leaders with high morale and evident job satisfaction. The officer profession requires a strong professional and personal ethic. Ethics therefore must be a substantial factor in decisions required to sustain the excellence of both the quality and quantity within the officer ranks. As a result of these policies, all personnel actions prescribed herein will be made without regard to race, color, religion, gender, or national origin.

1-2. Relative Rank

Officers of the CA SMR, when not on state active duty, rank among themselves according to the laws of the state. When officers of the CA SMR enter state active duty, under any provision of state law, they will rank among officers 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
Appointments

2-1. Appointment of Officers

Officers and Warrant Officers in the CA SMR are appointed by the Governor upon the advice and recommendation of the Adjutant General, in accordance with sections 222 and 550 of the CM&VC. Officer appointments may be permanent or temporary (for a period not to exceed 24 months), as prescribed by this regulation.

2-2. Eligibility Criteria

Individuals possessing all the qualifications outlined below may apply for initial appointment (or reappointment following a 12 month or longer break in service) as a CA SMR commissioned or warrant officer.

a. Assignment. Applicants must apply for assignment to an authorized position in a valid Table of Distribution and Authorization (TDA), by paragraph and line number.

b. Age.

(1) Minimum. No applicant will be appointed a commissioned officer who is less than 21 years of age.

(2) Maximum. Applicants for appointment or reappointment in the CA SMR must not have attained the age shown below prior to appointment in the grade indicated. Age limits may be increased by an amount not to exceed length of previous service in the same or higher grade on active duty in any component of the Armed Forces of the United States, except that such adjustment will not change the basic requirements for the Mandatory Retirement Date (MRD) of 64 years for all CA SMR personnel.

Grade	Age
WO1 through CW4	**63**
Second Lieutenant	**35**
First Lieutenant	**40**
Captain	**45**
Major	**50**
Lieutenant Colonel	**55**
Colonel	**60**
Brigadier General	**63**

(3) The maximum age for initial appointment of any CA SMR officer or warrant officer is 63. Non-professional Applicants over age 63 may only be appointed to the Center for Military History if they meet all the retention criteria outlined in CA SMR Regulation 600-10 (Retention beyond Mandatory Retirement Date (MRD).

(4) The CNG Surgeon, State JAG, and Chief of Chaplains may grant age exceptions to professional applicants who meet all the criteria outlined in CA SMR 600-10. Extension of age limits for all direct appointments, professional or otherwise, must be based on the needs of the California National Guard (CNG), the professional experience of the individual candidate for appointment, and be in full compliance with CA SMR Regulation 600-10.

(5) Citizenship. Applicants must be citizens of the United States, or be in the process of becoming a citizen.

(6) Civilian Education.

a. Applicants for company grade and warrant officer must have an Associate Degree or demonstrate to the satisfaction of the ACS, Personnel, equivalent life experience that would be of direct and immediate benefit to the CA SMR.

b. Applicants for field grade officer must have a Baccalaureate Degree or demonstrate to the satisfaction of the ACS, Personnel, equivalent life experience that would be of direct and immediate benefit to the CA SMR.

c. Applicants for Medical, JAG, and Chaplain appointments must also meet any specific professional requirements established by the California National Guard Surgeon, JAG, or Chief of Chaplains, as appropriate. All applicants for professional appointments must hold current professional credentials, licenses and ecumenical endorsements as required by state law, valid in the State of California, and keep such credentials in force during the entire term of their commissioned service.

(7) Character. Each applicant must be of good moral character.

(8) Leadership. Applicants must possess demonstrated leadership qualities and have the ability to deal effectively with people. Such qualities are to be evaluated in terms of the applicant's age, education, personal and professional background, and military and or civilian management experience as evidenced by their application documents.

(9) Medical. Medical standards for initial appointment and retention are as prescribed in AR 40-501, for retention.

2-3. Ineligibility

The following persons are ineligible for appointment in the CA SMR.

a. Subversive or disloyal persons.

b. Convicted felons.

c. Applicants with a serious misdemeanor conviction or any felony conviction by a civil or military court.

d. Persons dropped from the rolls or released from United States military service for any of the following reasons:

(1) Under other than honorable conditions.

(2) For unsatisfactory service.

(3) Resignation in lieu of court-martial.

(4) Elimination for any form of corrective or disciplinary action, or for the good of the service.

(5) As a security risk, or for reasons other than security while undergoing a security investigation.

(6) Members of the following:

a. Active members of any United States Armed Force.

b. Any reserve component of the United States Military.

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

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

e. Individuals receiving any form of medical disability annuity exceeding 29%.

2-4. Procurement Sources

CA SMR Officers may be appointed from the following sources:

a. Former National Guard officers, Army Reserve officers, and other former commissioned officers with previous honorable service in any component of the United States Armed Forces.

b. Direct Appointment as Warrant Officers if qualified.

c. Direct Professional Appointment. Legal, medical and chaplain personnel may be considered for direct professional appointment if found to be qualified by the certifying CNG authority.

d. In the event that legal, medical or chaplain officer personnel should desire, at some future time, to apply for an appointment as a regular line officer in the CA SMR, they must submit a new application for appointment through their local unit. In the event of a new application, all the requirements of this regulation

for new appointments are applicable.

e. Any former rank awarded an individual as a direct professional appointment will not necessarily carry over to new appointment as CA SMR regular line officer.

f. Any time-in-grade accrued in a direct professional appointment will not carry over in the event of an approved appointment as CA SMR regular line officer.

2-5. Appointment Predetermination Screening

Local CA SMR unit commanders will make the initial predetermination screening on all applications for appointment and direct appointment, including medical, legal and chaplain applications, based on the professional, technical, and educational qualifications of the individual, consistent with the personnel needs of the CA SMR and CNG.

a. All qualified officer appointment applications will be forwarded through command channels to Headquarters, State Military Reserve, Attn.: CASR-P.

b. Requests for professional appointment to legal, medical, or chaplain positions will be forwarded to the State JAG, Staff Surgeon, or Chief Chaplain by CASR-P as appropriate for their approval and then returned to the HQ, CA SMR personnel section for final disposition.

c. Applicants without prior federal commissioned service who desire direct appointment must meet all the eligibility criteria outlined in Para. 2.2 except for prior commissioned service. There must be a valid TDA vacancy for which the applicant is requesting appointment. Direct appointments may only be made in the grade of WO1 or CW2 as appropriate based on the education and professional experience of the applicant. WO1s and CW2s may not be assigned to field grade TDA positions.

d. Except as defined (a.) (b.) and (c.) above, direct appointments as commissioned officers in the CA SMR are not available to individuals without prior commissioned service in the United States Armed Services.

e. Applicants are not considered members of the California State Military Reserve and may not attend any CA SMR drills or other military duty functions until official state orders are published. Applicants who violate this provision will have their appointment process terminated and the responsible unit commander will be subject to disciplinary action.

2-6. Warrant Officer Appointments

In cases where an applicant possesses unique and clearly definable professional skills in the fields of personnel management, logistics, communications, management information systems, law, public affairs or military history, and is not otherwise qualified for appointment as an officer in the CA SMR, they may be considered for appointment as a warrant officer. All such appointments are subject to the approval of the Commanding General, CA SMR, and all commanders are reminded to provide sufficient written documentation at the time of application to justify such an appointment. *The warrant officer appointment process is not to be used to gain CA SMR membership for unqualified individuals, nor to circumvent the basic intent of this regulation - that of providing the CNG with "qualified" specialists and professionals to assist in meeting the mission objectives of the CA SMR and the CA ARNG.*

a. An non-prior service applicant, if found qualified, who otherwise meets the medical, height-weight and other requirements of this regulation may be considered for initial appointment as Warrant Officer One (WO1) .

b. Former active duty warrant officers may be appointed in the next highest warrant grade satisfactorily held in active service up to the grade of CW4.

c. Senior noncommissioned officers with a minimum of two years of former federal service in the grade of E8 or E9, may be appointed in the grade of CW2 if otherwise qualified.

d. All warrant officers are appointed by commission. The CA SMR Oath of Office must therefore be executed upon initial appointment to consummate the action.

e. Except in extenuating circumstances, subject to the approval of the Commanding General, CA SMR, warrant officers below the grade of CW4 will not be assigned to command positions.

f. Warrant officers will normally be exempt from the tenure guidelines established for officer TDA assignments unless requested by the unit commander, and provided their yearly performance evaluation reports justify retention in the assigned TDA position.

g. Whenever possible, the senior warrant officer of a unit should be included in the predetermination screening process at the gaining unit level. The opinion of the senior warrant officer should be given great consideration by the unit commander when making his initial recommendation for potential appointment of warrant officers.

2-7. Temporary Appointments

Applicants for appointment may be extended a temporary appointment pending final determination of eligibility for permanent appointment as an officer or warrant officer in the CA SMR. Temporary appointments may be withdrawn at any time, and will automatically expire if not made permanent within 24 months of the initial appointment.

a. Temporary appointments may be made in the case of exceptional individuals who lack some specific qualification for permanent appointment but have

potential to rectify the deficiency within the 24 month time frame.

b. Temporary appointments may also be made in the case of individuals who are appointed to fulfill a specific, time related task and whose appointment will be terminated by mutual agreement at the end of the 24 month period.

c. Temporary appointments may be extended only with the written approval of the Commanding General, CA SMR.

Chapter 3
Application Procedure

3-1. Actions by the Applicant

Applicants are required to take the following actions to initiate consideration for appointment in the CA SMR. Applicants will submit completed application packet to their immediate unit commander.

a. Initial appointment - applicants must submit the following documents:

(1) CA SMR Form 1 (Application for Appointment) – The original must be forwarded to Headquarters, State Military Reserve.

(2) Standard Form 93 (Report of Medical History). A legible copy of the applicant's latest physical, taken within 12 months of application, must accompany this form.

(3) Birth Certificate. Applicants not previously commissioned in the Armed Forces of the United States must provide a copy of their birth certificate, or other equivalent documentary evidence (i.e. official document with seal of the county recorder).

(4) If prior service, unaltered copies of DD Form 214, NG Form 22 or other documents, which attest to the highest military grade held by the applicant.

a. Commissioned service in military forces other than the United States is not accepted for purposes of appointment. However foreign military service experience may be used to establish proficiency in some appropriate military skill.

b. College Reserve Officer Training Courses, membership in Civil Air Patrol, Navy and Coast Guard Auxiliaries and related organizations does not qualify as prior commissioned service. However such quasi-military service experience may be used to establish proficiency in some specific military skill such as communications, logistics, etc.

(5) Two BID-7 Fingerprint Cards taken by a qualified police agency.

(6) Evidence of highest level of civilian schooling attained.

(7) For professional appointments, copies of all licenses, certification, accreditation, or additional education and training required for medical, legal, chaplain, and certain technical disciplines. JAG applicants and physicians must be currently licensed to practice in the State of California and maintain such privileges during their term of CA SMR service.

(8) Evidence of satisfactory completion of any service schools. An applicant who was not commissioned but who had previously completed a precommission program must provide evidence of satisfactory course completion.

(9) Evidence of citizenship for naturalized citizens.

a. Applicants will submit a statement, signed by a commissioned officer or a notary public, to the effect that they have seen the original certificate of citizenship. The date the document was witnessed and the certification number must also be included in the statement. Certificates of Naturalization may not be photocopied.

(10) Copies of any claimed military awards and correspondence relating to those awards and decorations, if not indicated on the statement of service (DD214, NGB Form 22).

(11) Verification of Social Security Number. This will be accomplished by submitting a facsimile of the card, or by submitting a statement by a commissioned officer or a notary public authenticating the applicant's Social Security Number.

(12) All applicants for CA SMR membership must possess a valid California Motor Vehicle Operators License and submit a photocopy of same with their initial application for appointment.

b. Reappointment and Reinstatement

(1) Applicants who are former CA SMR members and have been honorably separated from the CA SMR in excess of 12 months must apply for reappointment and follow the entire procedure for initial appointment under the latest requirements for appointment contained in this regulation.

(2) CA SMR members who have been honorably separated less than 12 months may request their separation orders be rescinded, and that they be reinstated with the concurrence of the Commanding General, CA SMR providing they have a unit commander's approval and there is a TDA vacancy which the member is qualified to occupy.

(3) Former CA SMR members requesting reinstatement must also have the gaining unit commander submit a CA SMR Form-10, formally requesting reinstatement. The unit commander must specify the TDA position the reinstated member is to occupy and fully document the reasons for requesting reinstatement.

(4) Any officer who has been involuntarily separated from CA SMR service for cause (non-participation for example) may not reapply for appointment without the express written approval of the Commanding General, CA SMR.

3-2. Actions required by the Immediate Unit Command

A unit commander initially receiving the application for any of the personnel actions in paragraph 3-1 will:

a. Interview the applicant, review all submitted documents for completeness and determine applicant's administrative eligibility to apply for desired TDA position. *At no time will any promise of a specific appointment grade be discussed with the applicant.* While the unit commander may recommend a grade in submitting the application, the approving authority for any initial appointment grade is HQ, CA SMR.

b. Unit commanders will then:

(1) Return the entire application package to applicant if applicant does not meet all the required basic administrative prerequisites for appointment or:

(2) Forward the approved application to next higher headquarters. Include appropriate remarks in forwarding endorsement regarding specific TDA vacancy to be filled and recommendation of proposed grade, through all intermediate commanders to Headquarters, State Military Reserve, ATTN. CASR-P.

3-3. Actions Required by Intermediate Command

Intermediate commands will:

a. Review application and allied papers, certify availability of position vacancy and endorse through remaining intermediate commanders, if any, to Headquarters, State Military Reserve, ATTN: CASR-P or:

b. Return application to originating unit when the applicant does not meet the basic administrative prerequisites, or when errors are found that can not be corrected without referring the application to the originator.

3-4. Actions Required by HQ, CA SMR

Upon receipt of a completed and properly endorsed application for commissioned service, the Commanding General, CA SMR or his authorized designee will:

a. Review application and allied papers for:

(1) Completeness and accuracy, including verification of prior service.

(2) Determination that the applicant meets all the current qualifications and standards for appointment.

(3) Determination that an appropriate TDA vacancy exists.

(4) Submit approved application to appropriate specialty office, if required (Surgeon, JAG, Chaplain, etc.), for approval of professional educational stipulations.

(5) File original application and any supporting documents in a temporary MPRJ and submit written request to CNG-MILPO for publication of official appointment orders.

(6) Applications for appointment which are incomplete or where the individual does not meet the criteria for appointment will be returned to the unit of origin without action.

3-5. Additional Actions Required by Originating Unit

When official MILPO appointment orders are published, the applicant's unit commander will arrange appropriate ceremony for swearing-in of the new officer and:

a. Forward original of the executed and signed Oath of Office to HQ, CA SMR, Attn: CASR-P for inclusion in the individual's permanent 201 File.

b. If the required Oath of Office is not executed within 90 days of published orders, the unit personnel officer will return original orders with letter of explanation through channels to HQ, CA SMR, Attn: CASR-P and request termination of appointment.

Chapter 4
Assignments and Attachments

4-1. State Active Duty

a. Officers of the State Military Reserve may be placed on State Active Duty (SAD) under the following provisions of law and conditions:

(1) Section 142 (Authority of the Governor over the Active Militia), Article 2, CM&VC.

(2) Section 142 (Proclamation of Insurrection), Article 2, CM&VC.

(3) Section 146 (Events Justifying Calling Militia into Active Service), Article 2, CM&VC.

b. When called to SAD (with pay), CA SMR officers will be placed on official state orders and receive pay and allowances as prescribed by law.

4-2. Assignment Policy

The primary factors that influence an officer's assignment are the needs of the CNG and accomplishment of the CA SMR mission in support of the CNG. Other factors influencing assignment considerations are:

a. Grade, specialty, education, and experience of the officer.

b. Officer's demonstrated potential for advancement.

c. Availability of officers with required qualifications.

d. Professional development needs of the individual.

e. Except as otherwise specified in this regulation, officers will only be assigned to positions that are compatible with their grade and specialty.

(1) Grade. The applicable TDA position will determine the highest authorized grade in which an officer may be assigned, except as modified below:

a. Medical, Chaplain and JAG specialties, in the grade of Lieutenant Colonel or below, may be assigned

to any TDA position requiring their specialty, one grade higher than authorized by the TDA.

4-3. Reassignment

The periodic reassignment of a CA SMR officer is subject to the following conditions:

a. There must be an authorized TDA vacancy in the same or higher grade, unless otherwise authorized in this regulation.

b. If there is not an authorized TDA vacancy in the same or higher grade for which the individual is qualified, he may be placed temporarily overstrength for a period not to exceed one year.

c. Reassignments to other staff or command positions are not authorized to or between JAG, Medical and Chaplain specialties. JAG, Medical or Chaplain personnel who desire reassignment to any other position within the CA SMR field forces must reapply for appointment under the provisions of Chapter 2-4 of this regulation.

d. Officers assigned to professional specialties (JAG, Medical and Chaplain) may, if qualified, occasionally be detailed to certain specialized non-command military duties outside their normal TDA duties such as armory inspection, LNO or SIMDET with the approval of the Commanding General, CA SMR.

e. Assignment and reassignment of officers in the grade of Lieutenant Colonel or above, will be made only with the approval of the Commanding General, CA SMR.

4-4. Changes in Unit Structure

a. Officers whose TDA positions are deleted or changed during any reorganization may be carried "unassigned" for a period not to exceed 12 months. Such action should only be taken if there is no other suitable position in which the officer may be assigned. This policy does not apply to Medical Doctors, JAGs, or Chaplains who will be reassigned to the OTAG Support Group in the event of any reorganization which eliminates a TDA position in a field unit.

4-5. Overstrength and Additional Position Authorizations

a. The Adjutant General, in conjunction with the Commanding General, CA SMR may publish an annual personnel policy statement on the management of CA SMR officer and non-commissioned officer assignments, to include any allowable overstrength positions, strength management directives, or "exceptions to policy" instructions. These additional instructions, if any, will supplement any provisions of this regulation until revoked or replaced by a later iteration of any such personnel policy statement.

b. Officers are authorized to be assigned "overstrength" for a period not to exceed one year under the following conditions:

(1) They are California National Guard Officers appointed within 6 months of their honorable separation from National Guard service awaiting assignment to an authorized TDA position.

(2) When unit of assignment has been reorganized or deactivated.

(3) When normal staff reassignment results in no available TDA position for an outgoing officer.

4-6. Attachments

Officers will normally drill and train with the unit to which they are assigned. Should this not be practical, officers may be authorized by their commander, on written orders, to train with another unit in an attached status, for a specified period provided this is acceptable to the gaining unit commander.

a. At the discretion of the Commanding General, CA SMR, Medical Doctors, JAGs, and Chaplains may be attached or otherwise detailed to any unit that will provide maximum utilization of their specialty. During that period of attachment, these officers will not be used in any position or assigned any duty detail other than within their area of professional specialty.

b. Officers will be relieved from attached status as soon as practicable or upon the expiration of period of attachment stated in published orders, whichever occurs first.

c. The commander of the unit of attachment is responsible for all administration, requests for normal training orders, and training of any attached personnel.

d. Attachment orders will cite this paragraph as authority and will state the reason for attachment and specific period of attachment. There are no "indefinite" attachments authorized.

4-7. Duty Details

Duty details are a command function. However, their use must meet the prescribed regulations and accepted officer management practices of this and any other CA SMR regulations.

a. The authority to detail officers to duty in the categories of primary general staff officer or aide-de-camp is the prerogative of the Commanding General, CA SMR.

b. General Staff. Field grade officers only may be assigned to primary general staff positions. These positions will be so designated in approved TDA documents.

c. Adjutant Appointments. Only commissioned officers may be appointed as adjutants. Adjutants perform their function in addition to the various other duties that only a commissioned officer can execute for the command. Commanders may delegate signature authority to any subordinate however, via memorandum for record.

4-8. Tenure

The tenure policy for commanders and senior staff as well as senior non-commissioned officers is established by the Commanding General, CA SMR published in CA SMR Circular 98-1, *Key Personnel Professional Development and Tenure Guidelines.*

Chapter 5
Promotion

5-1. Criteria

Promotion consideration will be based on demonstrated past performance of duty, efficiency, command and staff ability, potential for effective service in the next higher grade, time in grade, and military and civilian education.

a. Promotion will not be used solely as a reward for past performance or future consideration of any kind.

b. Promotion will be made without regard to race, color, religion, sex, or national origin.

c. All officers recommended for promotion must be fully qualified under all the terms of this regulation.

5-2. Wearing of Insignia

a. Wearing the insignia of a higher grade is only authorized after official state promotion orders have been published by MILPO.

b. The practice of "Frocking" or allowing an officer to wear the insignia of the next higher grade pending official publication of orders is prohibited.

5-3. Promotion Eligibility

a. To be considered by the Officer Promotion Selection Board (OPSB) for promotion, a CA SMR officer must:

(1) Be medically fit in accordance with standards prescribed for retention in AR 40 501 and meet the height and weight standards as specified in CA SMR REG 600-9.

(2) Have completed the minimum years of Time-in- Grade prescribed in paragraph 5-4.

(3) Have completed the minimum military education requirements prescribed in paragraph 5-5.

(4) Have completed the minimum civilian education requirements prescribed in paragraph 5-6.

(5) Medical, JAG and Chaplain candidates for promotion must have their promotion recommendation signed by State Surgeon, JAG or Chief of Chaplains as appropriate.

b. Any officer who has been in an inactive status, or recently reappointed, will not be considered by the Officer Promotion Selection Board for promotion until one year after the date of return to active status as established by the reappointment order effective date.

5-4. Time-in-Grade (TIG) Requirements

a. The following minimum years of Time-in-Grade are required for promotion to the next higher grade.

Grade	minimum time-in-grade
WO1 to CW2	2 years
CW2 thru CW4	3 years (each grade)
2LT to 1LT	2 years
1LT to CPT	3 years
CPT to MAJ	4 years
MAJ to LTC	4 years
LTC to COL	3 years
COL to BG	2 years

b. A CA SMR officer with prior U.S. commissioned service of at least 48 months may request a one-time waiver of 50% of the required TIG when otherwise qualified for promotion from 1LT to CPT (18 months) or from CPT to MAJ (2 years). TIG waivers are not authorized for field grade officers in any case.

c. Maximum Time-in-Grade. Officers whose time-in-grade exceeds the maximum will be separated. If the officer is on a current Order of Merit List (OML) they may be separated and retired at the next higher grade if approved by the Commanding General, CA SMR.

1. The maximum Time-in-Grade (TIG) for officers shall be as shown below:

Grade	maximum years time-in-grade
WO1 - CW3	5 years
CW4	7 years
2LT	3 years
1LT	5 years
CPT	6 years
MAJ	7 years
LTC	7 years
COL	6 years
BG and above	2 years

d. CA SMR Officers who have been separated or otherwise inactive for any period will, if reappointed, not be credited for any inactive time and will have their time-in-grade adjusted accordingly for the record.

5-5. Military Education

a. The minimum military education requirements for promotion are as follows:

1LT - CPT	50% of an AIPD Advanced Course or preapproved equivalent.
MAJ	100 % of an AIPD Advanced Course or preapproved equivalent.
LTC	50% completion of USMC C&SC or preapproved equivalent.
COL	100% completion of USMC C&SC or preapproved equivalent.

b. The list of approved Army Institute for Professional Development (AIPD) Advanced Courses or their approved equivalents available to CA SMR officers will be maintained by the ACS, Operations, HQ, CA SMR and will be modified as required to provide the widest possible range of qualification courses appropriate to the mission of the CA SMR and military regulations for eligibility to participate in AIPD and other distance learning educational opportunities.

5-6. Civilian Education

a. The minimum civilian education requirements for promotion are as follows:

(1) Company grade officers must hold an Associate Degree, or CNG approved equivalent life or business experience.

(2) Field grade officers must hold a Baccalaureate Degree, or CNG approved equivalent life or business experience.

(3) Officers holding professional appointments (JAG, Chaplain, Medical) have their specific education requirements determined by the CNG JAG, Chaplain or Surgeon who will publish such requirements annually or otherwise inform CA SMR professional officers of the specific ongoing educational requirements for promotion.

5-7. Officer Promotion Selection Board (OPSB)

a. The OPSB will only review the promotion packages of fully qualified officers recommended for promotion. Officers submitted for promotion consideration will not appear before the board.

b. The board will consider documentary evidence submitted by the immediate commander together with appropriate official files, including medical records, performance evaluation reports, training certificates and academic reports, evidence of civilian education, and other documents that cite the officer's manner of performance. The individual's complete MPRJ may be made available by the HQ, CA SMR personnel section upon request of the board.

c. Whenever official state personnel records are made available to the board, a representative of the personnel section must be present and will retain physical custody of official files at all times.

d. The following records and allied documents will be attached to all promotion packages. A CA SMR Officer Promotion Package which will consist of:

e. A Letter of Recommendation from the candidate's immediate commander, properly endorsed by all intermediate commanders concerned. (Format for letter of recommendation and endorsements are contained in appendix B). In addition, JAG, Medical and Chaplain promotion candidates will provide an additional letter of recommendation from the State JAG, State Surgeon or Chief of Chaplains as appropriate.

f. Biographical Summary (Appendix C) in approved format and CA SMR Form 13A, Recommendation for Promotion (Appendix D).

g. Medical Form 93 or current physical or physician's statement in lieu of.

h. Evidence of completion of required military education.

i. Evidence of completion of required civilian education.

j. Full Length 5 x 7 color photo in Class B uniform with all awards and decorations, without hat.

k. Candidate's latest Performance Evaluation Report.

5-8. Certificates of Promotion Eligibility

a. Officers who are selected for promotion by the OPSB, will be issued a Certificate of Promotion Eligibility valid for a period of 18 months and included on the required Order of Merit (OML) List established by the Officer Promotion Selection Board .

b. Officers holding a valid Certificate of Promotion Eligibility will be considered, along with other qualified officers at all Command Promotional Review Board (CPRB) meetings, when duty assignments are being proposed.

c. Holders of Certificates of Promotion Eligibility are not authorized to wear the insignia of higher grade until official state promotion orders are published upon their certification by the CPRB and permanent assignment to an appropriate TDA position.

d. Holders of Certificates of Promotion Eligibility may use the designator (P) after their current grade to indicate their status.

e. All Certificates of Promotion Eligibility will automatically expire after 18 months from date of issue, requiring that a new promotion package be submitted to the next OPSB.

Chapter 6
Separations

6-1. General

Membership in the California State Military reserve is a privilege, not a right. Officers must maintain current eligibility criteria and conduct themselves in an exemplary manner. If, at anytime, an officer fails to meet the eligibility criteria, immediate separation may be effected.

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

b. All state appointments are automatically terminated upon the death of the individual.

6-2. Voluntary Separation

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

(1) Upon the individual's written request.

(2) Appointment/enlistment in an active Federal military component.

(3) Change of legal 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 initiate all separation orders and make distribution of published separation orders and any appropriate retirement or discharge certificates upon receipt of the individual's CA SMR Identification Card.

6-3. Involuntary Separation

a. Officers whose conduct, behavior, or duty performance 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 alone would justify termination action.

c. Involuntary separation from the CA SMR will be effected for the following reasons:

(1) Conduct involving moral turpitude.

(2) Conduct unbecoming an officer 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 CA SMR regulations or directives.

(8) Failure to obey regulations, policies and orders of higher authority.

(9) Insubordination.

(10) Failure to maintain current membership eligibility criteria.

(11) Lack of interest demonstrated by failure to:

a. Maintain acceptable standards of military appearance, to include height/weight standards as published.

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.

c. Failure to maintain at least an 80% attendance at all required CA SMR Unit Training Assemblies in any given CA SMR training year.

(12) Conviction by any criminal court of a serious misdemeanor or any category of felony.

(13) Membership in, or active participation in any organized activities of so-called "Militia" groups or any other paramilitary force, club or association not sanctioned by the Congress of the United States.

(14) Concurrent Membership in any other State's authorized State Defense Force.

6-4. Administrative procedures for involuntary separation

a. Requesting unit commanders will forward through channels to the HQ, CA SMR personnel section, a CA SMR Form 10, requesting involuntary separation, along with any supporting documentation.

b. HQ, CA SMR personnel section will send notice via certified mail to subject officer requesting a written response within thirty days and forwards all material to the Senior JAG for legal review and recommendation.

c. The HQ, CA SMR JAG will review all documentary evidence as well as member's written response, if any, and make a recommendation in accordance with the appropriate supplement to this regulation . It the JAG supports the recommended separation, and if approved by the Commanding General, CA SMR, the personnel section will request separation orders and notify the individual by certified mail when such orders are published.

d. Individuals who have been involuntarily separated other than for nonparticipation are not eligible for reappointment or reenlistment in any unit the California State Military Reserve and their MPRJ will be annotated to reflect this fact.

e. 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.

6-5. Resignation

a. Officer personnel may tender an official resignation through channels to the Commanding General, CA SMR.

b. If accepted, HQ, CA SMR will publish orders separating the individual from the California State Military Reserve. The CA SMR Identification Card of the officer must accompany the resignation request.

6-6. Retirement

a. CA SMR personnel with five (5) or more years of California State Military Reserve service, upon reaching the mandatory retirement age of sixty-four (64), will be honorably separated and transferred to the California State Military Reserve Retired List.

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

c. All CA SMR personnel with at least five (5) 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 separated and transferred to the California State Military Reserve Retired List.

d. HQ, CA SMR will effect all separation orders and prepare retirement certificates upon receipt of a CA SMR Form 10 and the individual's CA SMR Identification Card. No retirement or discharge certificates will be issued without the individual's CA SMR I.D. Card being returned to state custody.

e. Monthly audits of HQ, CA SMR personnel records will result in automatic separation of any CA SMR officers who have passed their mandatory retirement date and have not requested an extension IAW CA SMR Regulation 600-10.

6-7. Retention beyond Mandatory Retirement Date (MRD)

a. Physicians, Dentists, Nurses and Physician's Assistants, licensed to practice in the State of California, may be retained in an active status beyond age 64 (on a year-to-year basis), with the approval of the CNG Chief Surgeon, provided they are otherwise qualified, capable of effectively performing their duties and fully meet all the requirements of CA SMR REG 600-10.

b. Ordained Chaplains may be retained in an active status beyond age 64 (on a year-to-year basis), with the approval of the CNG Chief of Chaplains, provided they are otherwise qualified, capable of effectively performing their duties and fully meet all the requirements of CA SMR REG. 600-10.

c. JAG Personnel, licensed to practice in the State of California may be retained in an active status beyond age 64 (on a year-to-year basis), with the approval of the CNG Judge Advocate General, provided they otherwise qualified, capable of effectively performing their duties and fully meet all the requirements of CA SMR REG. 600-10.

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

e. There are no provisions to waive or extend an individual's MRD except as contained in CA SMR REG. 600-10 which applies to all CA SMR members whether in the Field Forces or the Center for Military History.

f. Any CA SMR personnel on extended MRD status are ineligible for further promotion. However, if they possessed a valid Certificate of Promotion Eligibility at the time of the original retention request, they may be promoted to the higher grade if assigned to a TDA position authorizing that grade or upon formal retirement.

Chapter 7
Officer Promotion Selection Board (OPSB)

7-1. Authority

Under Sections 160, 222, and 551, CM&VC; an Officer Promotion Selection Board (OPSB) will be appointed and convened once each year to determine whether applicants for promotion through the grade of Colonel (0-6) fully meet the qualifications to perform the duties of the grade for which submitted. The appointing authority is the Commanding General, CA SMR.

7-2. Composition of OPSB

The OPSB shall consist of a total of five commissioned officers of the California Army National Guard and the California State Military Reserve. Officers selected for membership on the board will be appointed on an official Letter of Authority IAW current CNG policy and this regulation.

a. Board Members must be equal to, or senior in grade to the applicant being considered for promotion, and not below the grade of Major (O-4) in any case.

b. At least one member must be from the California Army National Guard and one from the HQ, CA SMR personnel section, acting as recorder/proctor. Other members may be selected from HQ, CA SMR senior staff and/or major subordinate commands as appropriate.

c. The senior member of the board present will serve as president of the board.

d. Every effort should be made to include members with specialties similar to those being considered for promotion.

e. Whenever possible, board membership should include minority or female officer when considering minority or female officers.

f. Board members will be guided by all current CA SMR regulations with regard to personnel actions. No waivers of promotion requirements are permitted by board members.

7-3. OPSB Board Site

The Officer Promotion Selection Board will be conducted annually at Headquarters, California National Guard.

7-4. OPSB Procedure

a. Conduct of the board. The board will assemble at the time and place designated and proceed as follows:

(1) The recorder will read the Letter of Authority appointing the board.

(2) The recorder will administer the oath to all members of the board, and brief them on their responsibilities as well as present the Adjutant

General's and/or CA SMR Commanding General's Letter of Instructions (if any)

(3) The President of the board then administers the oath to the recorder.

(4) The board will proceed to consider the promotion packages submitted in alphabetical order, from lowest to highest grade.

(5) Each member will examine every promotion package and may request additional information or verification via the individual's MPRJ, which will be available via the representative of the personnel section.

(6) After all members have examined the package, the President of the board may ask for any discussion, following which, each member (excepting the Board President and Recorder) shall vote by secret written ballot, for or against promotion. Ballots will be collected, counted and announced by the Recorder, then destroyed.

(7) A majority of affirmative votes will cause approval of promotion. In case of tie, the Board President will cast the deciding vote.

(8) A record of each vote outcome will be kept for the recorder excepting that specific votes by members shall not be retained or recorded.

(9) At the conclusion of the voting process for each grade, the President of the board will direct that an Order of Merit List (OML) be created from all the approved promotion candidates. The OML will rate all promotable candidates of a given grade from "best qualified" to "least qualified" based on a point system as directed by the Recorder. Results of the OML will be collected by the Recorder and forwarded to the Commanding General, CA SMR.

(10) The results of the OPSB will remain confidential until the results have been certified by the personnel section, submitted to the Commanding General, CA SMR for approval and orders for promotion or Certificates of Eligibility issued as appropriate.

(11) The Recorder will take possession of all submitted promotion packages, file in the custody of the HQ, CA SMR Personnel Section for 12 months and then destroy via burning or other approved methods.

(12) All records of the Officer Promotion Selection Board's working session will forever remain confidential and any attempt by any person to obtain information on the deliberations, voting records and proceedings of any OPSB will be reported to the Commanding General, CA SMR in writing at the earliest opportunity.

7-5. Actions by HQ, CA SMR

When an individual is considered eligible for promotion by the OPSB and approved by the Commanding General, CA SMR, the HQ, CA SMR personnel section will cause to be issued, a Certificate of Promotion Eligibility as appropriate for each individual on the OML for each respective grade.

Chapter 8
General Officers

8-1. Prerequisites

To be considered for appointment as a general officer in the CA SMR, a candidate must meet the following minimum requirements:

a. Have completed the minimum Time-in-Grade:

COL to BG	**2 years**
BG to MG	**1 year**

b. Be in an active CA SMR status at the time the GO Board is convened ,and be recommended by letter from the Commanding General, CA SMR for promotion to general officer.

c. Have served continuously for at least three years in an active CA SMR status immediately preceding consideration by the General Officer Selection Board (GOSB). This requirement may be waived by the Adjutant General for retired officers (O-5 and above) of the Army National Guard or U.S. Army Reserve.

d. Have successfully completed at least one of the following: Army Command and General Staff Course, National Defense University National Security Management Course, USMC Command and Staff College (nonresident) or a preapproved military equivalent.

e. Have had brigade, group command, or primary HQ, CA SMR general staff officer experience which totals two years. Service as deputy commander or chief of staff of HQ, CA SMR is considered equivalent experience.

f. Be medically qualified in accordance with standards for retention prescribed in chapter 3, AR 40-501. All candidates must also meet the height/ weight standards of CA SMR REG 600-9.

g. Must possess a baccalaureate degree or higher from an institution accredited by the American Council of Education or have equivalent civilian life experience as determined by the General Officer Selection Board, demonstrated by past performance of duty in previous CA SMR assignments.

8-2. GO Recommendation Procedure

Upon announcement by the Adjutant General that a General Officer Selection Board (GOSB) will be convened by the Office of the Adjutant General, the following documents will be submitted by each officer who is qualified to be considered by the GOSB:

a. A letter of recommendation from the Commanding General, CA SMR. The letter must clearly state the specific reasons for nominating the individual for possible promotion and assignment to a general officer position.

b. Full-length, 5" x 7" or 8" x 10" color photograph, taken within the past 120 days, showing the officer in the Army Green Class "B" uniform (less hat), with name tag and all authorized awards and decorations.

c. Biographical summary in the proper CA ARNG format, Appendix D , which may include no more than a one-page addendum describing a candidate's civilian occupation and the scope and extent of current or previous job responsibilities.

d. Evidence of current medical fitness to include a physical examination (Form 93) or statement from a physician attesting to a candidate's general health and fitness taken within 120 days of the board's review.

e. A candidate's most recent OER and any other ocuments specified by the memorandum announcing the formation of the GOSB.

f. Submitted packages and records of candidates will be screened by HQ, CA SMR personnel section, and the Office of the Adjutant General for accuracy and completeness, and to ensure that each candidate meets the published standards for promotion to general officer.

g. All packages for promotion to general officer will be submitted through the personnel section, HQ, CA SMR. Any GO promotion package submitted directly to CNG or in any way by-passing the official GO board process will not be considered.

8-3. General Officer Selection Board (GOSB)

Under provisions of sections 160, 222, and 551, CM&VC; a board of general officers will be appointed and convened by the Adjutant General to determine the qualifications and fitness of candidates for possible appointment as a CA SMR general officer.

a. Appointment - The GOSB for examination of candidates for promotion to the rank of brigadier general will be appointed by the Adjutant General and convened by him as required.

b. Composition - The GOSB will consist of three general officers and a recorder. One must be a currently serving California Army National Guard general officer. One must be the currently serving Commanding General, CA SMR. The third general officer may be any active or retired CNG or CA SMR general officer appointed by the Adjutant General to serve on the GOSB.

c. Procedures - The President of the Board will prescribe the procedure and extent of the examination.

(1) For each officer not recommended for general officer appointment, the board will specify the deficiency or deficiencies that formed the basis for its recommendation.

(2) Candidates for general officer will not appear before the board. Only official records of the candidates, as prescribed by paragraph 7-2, will be considered by the board and will form the basis for its decision.

d. Findings and recommendations - In all cases, the board will be governed by this regulation and any additional instructions from the Adjutant General.

e. Exceptions to policy may not be requested nor solicited by a candidate. Such "exceptions to policy", if any, may only be initiated by the Adjutant General, the Deputy Adjutant General for Army or the Commanding General, CA SMR.

Chapter 9
Command Promotional Review Board (CPRB)

9-1. CPRB Purpose

A CPRB will be held to provide the Commanding General, CA SMR with an informed recommendation for the assignment and advancement of the best-qualified senior officers in the CA SMR. The CPRB performs its function by reviewing the current Order of Merit List (OML) established by the last OPSB for promotion and recommends to the Commanding General, CA SMR the following:

a. All assignments of Colonels and Lieutenant Colonels to command and senior staff positions.

b. The assignment of Majors and below will at the discretion of field commanders.

9-2. CPRB Membership

The CPRB will consist of the following members:

a. Deputy Commander, CA SMR.

b. Commander, 40th Division Support Brigade.

c. Commander, Installation Support Group, AFRC.

d. Commander, 100th Troop Command Support BDE.

e. Commander, OTAG Support Group.

f. Commander, CMH

g. Representative of SMR Personnel Section (Recorder).

h. Senior specialist personnel (JAG, Medical, Chaplain) as required by board agenda if considering professional assignments or policy matters affecting these branches.

i. The senior officer will be the Board President.

j. There must be a minimum of 5 eligible voting members present to constitute a quorum, one of whom must be the Deputy Commander, CA SMR. In all cases, board actions will be governed by this regulation and any Letters of Instruction or other guidance from the Adjutant General or his representative.

9-3. CPRB Procedure

The CPRB will meet no more than twice annually at the call of the President by direction of the Commanding General, CA SMR.

a. The Recorder will swear in CPRB members, and the President will swear in the Recorder who will then read any required instructions.

b. The CPRB will review those personnel actions recommended by the commanders to fill current or proposed command or unit vacancies.

c. In determining its recommendations, the CPRB will be guided by current CA SMR regulations, the latest Order of Merit List, instructions of the commander, and the Adjutant General's Annual Personnel Policy Memorandum, if any.

d. When reviewing the OML, the CPRB will take into consideration the overall qualifications of the officer for the position being considered, past duty assignments and the quality of duty performance as evidenced by past OER's.

e. Recommendations of the CPRB are established by majority vote of the members present. The President votes only in the event of a tie vote.

f. Personal appearance by officers being considered by the CPRB is not required . Individual officers are however, responsible for insuring that their biographical summary and other documents that may appear before the CPRB are complete and accurate.

g. The CPRB President conveys the recommendations of the board to the Commanding General, CA SMR who reviews and approves the recommendations, adds any pertinent comments, and informs the Commander, CA ARNG. Personnel assignments, promotion actions and policy guidance recommended by the CPRB and endorsed by the Commander, CA ARNG will be returned to the Commanding General, CA SMR for implementation as required.

NOTE: THE CHARTS HAVE BEEN ELIMINATED FOR EDUCATIONAL REQUIREMENTS AND THE ACS-OPERATIONS IS THE PROPONENT OFFICER.

APPENDIX A
Format for Letter of Transmittal for Initial Appointment

LETTERHEAD OF SUBMITTING UNIT

OFFICE SYMBOL (MARKS NUMBER) DATE dd mmm 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 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 appointment or enlistment in the California State Military Reserve.

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

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

6. I recommend initial appointment/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 mmm yyyy

MEMORANDUM THRU *Higher Headquarters if required*

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

SUBJECT: Certification for Promotion Eligibility Consideration

1. Under the provisions of CA SMR Regulation 600-2, I certify that the following named officer meets the statutory requirements for promotion to the next higher grade in the California state Military Reserve:

a. Name:

b. SSN:

c. Branch:

d. Designated Initial and additional specialty:

e. Present grade: Qualified for promotion to:

f. Present assignment

g. Mailing address:

2. This officer 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:
List periods of service here

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

JOHNNY B. GOODE
LTC, CA SMR
Commanding

CF:
Unit Personnel File

APPENDIX C
Format for Biographical Summary

BIOGRAPHICAL SUMMARY

As of 01 February 1999

GOODE, Johnny Bob, 000-00-0000

Colonel, AGC, CA SMR

Date and Place of Birth:

Mandatory Removal Date:

Home Address:

Present Assignment:

Civilian Occupation:

Enlisted Service:

Source and Date of Commission or Appointment:

Total Years of Commissioned Service:
xx years

Total Years of Service (Commissioned and Enlisted):
xx years

Military Education: (Show resident or nonresident) **Completed**

Education Degrees: (School, city, state, degree, major & date)
Year Received

Decorations, Service Medals, and Badges:
Meritorious Service Medal (1998)
Army Commendation Medal (19xx)
Etc, continuing through CA and CA SMR

Chronological List of Appointments:

MAJ	CA SMR	Date:
LTC	CA SMR	
COL	CA SMR	

Chronological Record of Duty Assignments:

JOHNNY B. GOODE

APPENDIX D
Format for CA SMR Form 13A

CALIFORNIA STATE MILITARY RESERVE PROMOTION RECOMMENDATION

Under the provisions of CA SMR Regulation 600-2, the following individual is recommended for promotion consideration by the CA SMR Officer 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 officer meets the height and weight standards of CA SMR REG 600-9

HEIGHT: WEIGHT:

CA SMR FORM 13A (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**

See attached Military Biography

c. **BRANCH QUALIFICATION COURSES**

See attached Military Biography

d. **OTHER MILITARY TRAINING COURSES**

See attached Military Biography

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. CSMR PARTICIPATION RECORD

a. Total hours of CA-CMR Service _____ Hours

b. Summary of Participation as of:

Date

	YR	UTA	MUSTER	CSTI	CPX	CONF	SPECIAL
(1) Current Year	'98	5	0	0	0	3	3
(2) Previous Year	'97	0	0	0	0	0	6
(3) Previous Year	'96	0	0	0	0	0	5

Note: Show ony previous three years Activity documented by certified CA SMR Form 20's

5. OTHER EVENTS

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

7. AWARDS, DECORATIONS, ACHIEVEMENTS

See Attached Military Biography

8. JUSTIFICATION FOR PROMOTION ACTION

Show 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

10. ENDORSEMENTS: