



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



REPLY TO
ATTENTION OF

CASR-CG

2 Oct 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 2013-02
Annual State Military Reserve Combined Travel and Uniform Allowance
(CMVC 328)

1. Effective 1 January 2007, the State Legislature approved the Annual State Military Reserve Combined travel and clothing allowance of \$125.00. This allowance is approved only after the commander certifies the conditions set forth in CMVC 328. Payment is authorized following one year of satisfactory service in the State Military Reserve and annually thereafter following any subsequent full year of satisfactory service.
2. The soldier upon his CSMR anniversary date may obtain the OTAG Form SPP-328 from the CSMR Public Website (www.calguard.ca.gov/csmr). The soldier will complete Part 1 and certifies (Part 2) that he/she has completed 100 percent constructive drill attendance for the previous 12 months. The soldier will also complete STD Form 699 (Direct Deposit Enrollment Authorization); this is a **mandatory** requirement.
3. The soldier **will have up to 60 days** past their enlistment anniversary date to turn in the SPP-328 and STD Form 699 to their Commander. The Commander using their command's monthly attendance reports will verify the soldier's attendance (Part 3) and forward the SPP-328 and STD Fm 699 either by fax (916.854.3848) or scan and email to CSMR HQ. Each command will keep the original forms and maintain the forms and attendance reports two years past the Fiscal Year that the payment was made for audit purposes.
4. Once the completed forms are received at CSMR HQ, headquarters staff will input into the CaSEADS system member payment data/information and certify payment. The Comptroller Office (J8) will then process the claim for payment by EFT to the member.
4. For additional information, please direct your questions to Lt. Col (CA) John C. Oberg, Executive Officer, at (916) 854-3143 or MSG (CA) Shannon Davis at (916) 854-3847.

TIMOTHY E. ALBERTSON
BG (CA), CSMR
Commanding General

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