

General Administration

State of California-Military Department
Joint Force Headquarters
Sacramento, California
30 January 2008

UNCLASSIFIED

SUMMARY of CHANGE

CR 1
General Administration

*This is a major revision of the previously published regulation.

GENERAL ADMINISTRATION

WILLIAM H. WADE II
Major General
The Adjutant General

Official:

SYLVIA R. CROCKETT
Colonel, AG, CAARNG
Army Division G-1

History. This is a major revision of CR 1 last published 1 November 1986. This publication brings the California Cadet Corps administrative processes into alignment with current Department of the Army and California National Guard protocols for publication of correspondence, orders, file management, and personnel records management.

Summary. This regulation describes the methods to prepare and manage correspondence, manage unit files, report unit strength and activities, prepare orders, and prepare and manage cadet service records.

Applicability. This regulation applies to all schools currently maintaining membership in the CACC.

Proponent and exception authority. The proponent of this regulation is the Executive Officer, CACC. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and

Regulations. The proponent may delegate this approval authority, in writing, to a field-grade man-day staff officer or State Projects Officer. Activities or units may request a waiver to this regulation by providing full justification that includes a full analysis of the expected benefits. All waiver requests will be endorsed by the senior commandant officer of the requesting activity or unit and forwarded through their higher headquarters to the policy proponent.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval, in writing, from the Executive Officer, California Cadet Corps. Send a draft copy of each supplement to – Youth Programs, California Cadet Corps, ATTN: Executive Officer, 10620 Mather Blvd., Suite 6, Sacramento, CA 95655

Suggested improvements. Users are invited to send comments and suggested improvements in memorandum form directly to the address listed above.

Distribution. This publication is available in electronic media only and is intended for all levels of the California Cadet Corps organization and is authorized for public distribution. Printed copies of this publication may be provided, within budget limitations, at the discretion of the Joint Force Headquarters, California

Table of Contents (Listed by paragraph and page number)

Chapter 1 - General

1-1. Purpose, *page 1*

1-2. Authority, *page 1*

1-3. Responsibilities, *page 1*

Chapter 2 – Strength and Activity Reporting

- 2-1. General, *page 3*
- 2-2. Procedures, *page 3*
- 2-3. Preparation of the Unit SAR, *page 4*
- 2-4. Preparation of the Regimental/Brigade SAR, *page 6*

Chapter 3 – Preparation of Orders and Permanent Orders

- 3-1. General, *page 8*
 - Purpose, *page 8*
 - Formats, *page 8*
 - Templates, *page 8*
 - Classes of Orders, *page 8*
 - Levels and Functions of Publication, *page 8*
 - Clarity, *page 9*
 - Effective Dates, *page 9*
 - Changes to orders, *page 9*
 - Numbering of orders, *page 9*
 - Length of orders, *page 9*
 - General formatting of orders, *page 9*
 - Headings, *page 9*
 - Maintenance of order copies, *page 9*
 - Distribution of copies, *page 9*
 - Order of precedence of individuals listed on orders, *page 10*
- 3-2. Orders, *page 10*
- 3-3. Permanent Orders, *page 10*
- 3-4. Authentication of Orders, *page 11*

Chapter 4 – Cadet Service Records and Personnel Files

- 4-1. General, *page 12*
- 4-2. Procedures, *page 12*
 - Initial preparation, *page 12*
 - Transfer of Records, *page 12*
 - Format of entries, *page 12*
 - Dates, *page 12*
 - Authority Entries, *page 12*
 - Erasures, *page 12*
 - Computerized versions, *page 12*
- 4-3. Preparation of the Form 13, Service Record Form, *page 13*
- 4-4. Maintenance of the Cadet Personnel File (201 File), *page 16*

Chapter 5 – Preparing and Managing Correspondence

- 5-1. General, *page 18*
 - Types of correspondence and their purposes, *page 18*
 - Routing of correspondence, *page 18*
 - Quality and style of writing, *page 18*
 - Abbreviations, *page 19*
 - Acronyms, *page 19*
 - Letterhead, *page 19*
 - Paper, *page 19*
 - Font, *page 19*
 - Ink, *page 19*
 - Conservation, *page 19*
 - Office symbols, *page 19*
 - Expressions of date and time, *page 20*
 - Suspense dates, *page 20*

Authority Lines, *page 20*

Signature blocks, *page 20*

Underlining, boldface, and italics, *page 20*

5-2. The Memorandum, *page 21*

5-3. The Letter, *page 23*

5-4. The Information Bulletin, *page 24*

5-5. The Circular, *page 25*

5-6. The Letter of Instruction, *page 26*

Chapter 6 – File Management

6-1. General, *page 27*

6-2. File contents, *page 27*

Appendix A-1 Example of Form 5- Unit Strength and Activities Report, *page 33*

Appendix A-2 Example of Form 5B- Brigade or Regimental Strength and Activities Report, *pages 34-35*

Appendix B-1 Form CAL401: Duty Assignment Order Example, *page 36*

Appendix B-2 Format CAL301: Promotions, Demotions, Reductions Order Example, *page 37*

Appendix B-3 Format CAL320: Awards and Decorations Permanent Order Example, *page 38*

Appendix B-4 Format CAL320: Awards and Decorations (Brigade PO Example), *page 39*

Appendix C-1 Blank Service Record, Form 13, *pages 40-41*

Appendix C-2 Example of Service Record, Form 13, *pages 42-43*

Appendix D Authorized Ribbon Abbreviations, *page 44*

Appendix E-1 Example of Single Page Memorandum with single addressees, *page 45*

Appendix E-2 Example of Two-page memorandum with single addressee, *pages 46-47*

Appendix E-3 Example of Single Page Memorandum with multiple addressees, *page 48*

Appendix E-4 Example of Single Page Memorandum with more than 5 addressees, *page 49*

Appendix E-5 Example of Single Page Thru Memorandum with more than 5 addressees, *page 50*

Appendix F-1 Example of Single Page Letter, *page 51*

Appendix F-2 Example of Two-page Letter, *pages 52-53*

Appendix G Example of Information Bulletin, *page 54*

Appendix H Example of a Circular, *page 55*

Appendix I Example of a Letter of Instruction, *page 56*

Appendix J Outline of Master Index, *pages 57-60*

Appendix K Index of CACC Forms, *pages 61-63*

CHAPTER 1

GENERAL

1-1. PURPOSE.

This regulation establishes the methods to prepare and manage correspondence, manage unit files, report unit strength and activities, prepare orders, and prepare and manage cadet service records

1-2. AUTHORITY.

- a.* Sections 500-520.1 and 530-531 of the California Military and Veterans Code (CMVC) govern the conduct of the California Cadet Corps.
- b.* Specifically, sections 503 and 504 grant the Adjutant General authority to establish regulations regarding the appointment, warrant, and commission of cadets.
- c.* Sections 506 and 507 govern cadet promotions, reductions and dismissals.
- d.* Section 509 authorizes the prescription of rules and regulations by the Adjutant General.

1-3. RESPONSIBILITIES.

- a.* Executive Officer, California Cadet Corps – The Executive Officer of the California Cadet Corps is responsible for ensuring compliance with the provisions of this regulation and for delegating authority to appropriate members of the M-Day staff for the supervision of state-level functions prescribed in this regulation.
- b.* M-Day S-1 (Administrative/Personnel Officer), Headquarters California Cadet Corps (HQs, CACC). The M-Day S-1 is responsible for preparation and publication of applicable state orders and permanent orders as detailed in this regulation, the preparation and management of correspondence initiated by HQs, CACC, the maintenance of HQs CACC master files, the collection and publication of monthly statewide strength reports, and the review of cadet service records and 201 files when cadets are considered for promotion to cadet field grade rank.
- c.* Brigade/Regimental Advisors. Each Brigade Advisor is responsible for ensuring preparation and publication of applicable brigade or regimental orders and permanent orders as detailed in this regulation, the preparation and management of correspondence initiated by the brigade or regiment, the maintenance of brigade or regimental master files, the collection, publication, and timely submission of monthly consolidated brigade strength reports, and the review of cadet service records and 201 files when cadets are considered for promotion to cadet officer rank, as well as the maintenance of 201 files for cadet brigade or regimental staff members not assigned specifically to a subordinate school unit.
- d.* Cadet Brigade and regimental commanders and staff officers are responsible for compliance with the provisions of this regulation, including the preparation and publication of applicable brigade or regimental orders and permanent orders as detailed in this regulation, the preparation and management of correspondence initiated by the brigade or regiment, the maintenance of brigade or regimental master files, the collection, publication, and timely submission of monthly consolidated brigade strength reports, and the maintenance of 201 files for cadet brigade or regimental staff members not assigned specifically to a subordinate school unit.
- e.* Principals are responsible for monitoring Commandant personnel assigned to their schools to ensure compliance with the provisions of this regulation, including the preparation and publication of applicable unit orders and permanent orders as detailed in this regulation, the preparation and management of correspondence initiated by the unit, the maintenance of unit master files, the

collection, publication, and timely submission of monthly unit strength reports, and the maintenance of 201 files for all cadets assigned to the school unit.

- f.* Commandants of Cadets are responsible to ensure compliance with the provisions of this regulation, including the preparation and publication of applicable unit orders and permanent orders as detailed in this regulation, the preparation and management of correspondence initiated by the unit, the maintenance of unit master files, the collection, publication, and timely submission of monthly unit strength reports, and the maintenance of 201 files for all cadets assigned to the school unit.
- g.* Cadet Battalion and Company Commanders and their cadet staffs are responsible to ensure compliance with the provisions of this regulation, including the preparation and publication of applicable unit orders and permanent orders as detailed in this regulation, the preparation and management of correspondence initiated by the unit, the maintenance of unit master files, the collection, publication, and timely submission of monthly unit strength reports, and the maintenance of 201 files for all cadets assigned to the school unit.
- h.* Individual Cadets are responsible to ensure the proper preparation and maintenance of their 201 file and service record, Form 13.

CHAPTER 2

STRENGTH AND ACTIVITY (SAR) REPORTING

2-1. GENERAL.

- a. The timely and accurate reporting of unit strength is necessary to comply with school accountability protocols, local governing board policies, and a requirement that annual reports be submitted to the Adjutant General and State Superintendent of Public Instruction regarding cadet attendance, among other requirements (see section 515 of the California Military and Veterans Code). In addition, the California Department of Finance works with the Office of the Adjutant General to establish a “per cadet uniform allowance” based on the average of cadet enrollment statewide. Accurate reporting of these figures allows for the Adjutant General to request appropriate levels of funding for cadet activities and uniforms, supplies and equipment.
- b. Units on traditional school calendars will normally be expected to submit Strength and Activities Reports (SAR) monthly from September through June. Units on modified schedules, including year-round or single- or multiple-track schedules, will normally be expected to submit SARs monthly each month cadets are attending school. Brigades or regiments will normally be expected to submit SARs each month of the calendar year.
- c. SARs will be completed in blue or black ink only or will be prepared electronically.
- d. Pencil will not be used.
- e. Signatures can be accomplished electronically IN ITALICS by placing a letter “s” between two slash marks and the words “signed electronically by” next to the printed name. For example, */s/ signed electronically by Johnny K. Dett, C/SGT, Company First Sergeant.*
- f. SARs will be prepared as specified in paragraph 2-3 below.
- g. Copies of unit SARs will be filed in the unit’s master file.
- h. Copies of brigade/regimental SARs will be filed in the brigade/regiment’s master file and copies will be furnished to subordinate units for inclusion in the appropriate brigade/regimental SAR folder of the unit filing system.
- i. Copies of state SARs will be filed in the state’s master file and copies will be furnished to subordinate units for inclusion in the appropriate state SAR folder of the brigade/regimental and/or unit filing systems.
- j. A copy of the unit SAR will be published on the unit bulletin board if at all possible.
- k. When saving electronic versions of SARs, the following naming convention should be used:
 - a. The letters SAR followed by an underscore “_”
 - b. Followed by a three digit number representing the unit preparing the report (9th Brigade would be “009,” 396th Battalion would be “396,”) followed by another underscore “_”
 - c. Followed by the four digit month and year of preparation (i.e. May 2013 would be 0513)
 - d. For example the 118th Battalion’s SAR for December of 2010 would be saved as SAR_118_1210.
- l. Copies of brigade and statewide SARs will be published on unit bulletin boards if at all possible.
- m. Auto-form versions of the CACC Form 5 (Unit SAR) and CACC Form 5B (Brigade/Regimental SAR) will be available for download from the cacc.cadet.org web site. These versions will automatically complete various sections of the form(s). Blank versions of the form can also be used but are not preferred.

2-2. PROCEDURES.

- a. On or about the first of each calendar month a school is officially in session, school/unit level cadets responsible for the preparation of the SAR will begin the preparation of CACC Form 5. This report is a “snapshot” of the unit’s enrollment as of the 1st of each calendar month school is in

- session. In cases where school is not officially in session on the 1st of the month, this “snapshot” should be taken on the next student attendance day after the 1st of the month.
- b. The cadets responsible at the unit level will normally be a company First Sergeant or Administrative Officer or, in the case of a battalion, the Battalion S-1. This cadet shall be referred to as the “reporting cadet” for the purposes of this regulation.
 - c. The reporting cadet will review the official “register” or “roll” sheet(s) provided to the Commandant by the school registrar and place each cadet into exactly and only ONE of the following subcategories:
 - a. Elementary School male cadets (including grades K-5)
 - b. Elementary School female cadets (including grades K-5)
 - c. 6th Grade male enlisted cadets (there will be no 6th grade cadet officers)
 - d. 6th Grade female enlisted cadets (there will be no 6th grade cadet officers)
 - e. 7th Grade male enlisted cadets (there will be no 7th grade cadet officers)
 - f. 7th Grade female enlisted cadets (there will be no 7th grade cadet officers)
 - g. 8th Grade male enlisted cadets
 - h. 8th Grade female enlisted cadets
 - i. 8th Grade male officers (including Warrant Officers)
 - j. 8th Grade female officers (including Warrant Officers)
 - k. 9th Grade male enlisted cadets
 - l. 9th Grade female enlisted cadets
 - m. 9th Grade male officers (including Warrant Officers)
 - n. 9th Grade female officers (including Warrant Officers)
 - o. 10th Grade male enlisted cadets
 - p. 10th Grade female enlisted cadets
 - q. 10th Grade male officers (including Warrant Officers)
 - r. 10th Grade female officers (including Warrant Officers)
 - s. 11th Grade male enlisted cadets
 - t. 11th Grade female enlisted cadets
 - u. 11th Grade male officers (including Warrant Officers)
 - v. 11th Grade female officers (including Warrant Officers)
 - w. 12th Grade male enlisted cadets
 - x. 12th Grade female enlisted cadets
 - y. 12th Grade male officers (including Warrant Officers)
 - z. 12th Grade female officers (including Warrant Officers)
 - d. The reporting cadet will complete sections 1 and 2 of the SAR and, as necessary, consult with the cadet training officer to complete section 3 of the form (the *Activities Report* section).
 - e. The reporting cadet will sign the form and forward it to the unit cadet commander for his/her signature.
 - f. The report will be authenticated by the signature of the Commandant.
 - g. Completed unit SARs will be forwarded to the Brigade or Regimental Advisor by the 10th of each month.
 - h. Brigades or regiments will receive these reports and consolidate them onto a CACC Form 5B not later than the 15th of each calendar month.
 - i. Brigades or regiments will submit consolidated CACC Form 5 to the HQs, CACC NLT the 20th of each calendar month.

2-3. PREPARATION OF THE UNIT SAR. CACC Form 5 is completed as follows:

- a. Form Point 1 – Report Date. Enter the date the “snapshot” is taken of cadet enrollment.
- b. Form Point 2 – Unit Office Symbol. Enter the unit’s office symbol, which is CACC followed by a “dash” and the one, two, or three digit battalion number of the unit completing the report.

- c. Form Point 3 – Unit Name of Record. Enter the unit’s complete name of record without abbreviation (e.g. Martin Luther King, Junior Middle School).
- d. Form Point 4 – Abbreviated Unit Name. Enter the unit’s abbreviated name (e.g. ML King MS).
- e. Form Point 5 – Unit Headquarters Address. Enter the complete mailing address of the school completing the form. Include the City and Zip Code of the headquarters mailing address.
- f. Form Point 6 - Unit Office Symbol. Enter the unit’s office symbol, which is CACC followed by a “dash” and the one, two, or three digit battalion, regiment, or brigade number of the unit completing the report. The auto-form will automatically transfer this information from form Point 2.
- g. Form Point 7 – Abbreviated Unit Name. Enter the unit’s abbreviated name (e.g. ML King MS). The auto-form will automatically transfer this information from Form Point 4.
- h. Form Points 8a-z – Subcategory entries. Enter the number of cadets in each subcategory under the appropriate grade, gender, and rank classification.
- i. Form Points 9a-d – Categorical Subtotals. The auto-form will complete this automatically. Otherwise, calculate and enter the categorical subtotals for gender and enlisted/officer.
- j. Form Point 10 – Grand Total. The auto-form will complete this automatically. Otherwise, calculate and enter the grand total of cadets enrolled/assigned to this unit.
- k. Form Points 11a-d – Activities Held Previous Month.
 - a. Form Point 11a – Unit. For activities that involved the entire unit, enter your unit office symbol. (i.e. **CACC-999**). For activities that involved only a subset of the entire unit, enter the unit office symbol PLUS a unique identifier for the subunit (i.e. **CACC-999-B** for bravo company or **CACC-999-B-4** for 4th platoon of bravo company).
 - b. Form Point 11b – Date. For activities that take place on a single date, enter the date it occurred (i.e. **5OCT**). For activities that take place over two or more consecutive dates, enter the start and end dates (i.e. **5SEP-17SEP** or **28SEP-9OCT**). For activities that occur on multiple non-consecutive dates, list dates separated by commas (i.e. **15SEP, 18SEP,21SEP,24SEP**)
 - c. Form Point 11c – Activity. Enter a brief title or description of the activity (i.e. Color Guard, Bivouac, Leadership School). Specify sponsor if applicable (i.e. 24th Brigade Leadership School or VFW Parade.)
 - d. Form Point 11d – Location. Enter the name and city of the facility, camp, or base where the event occurred (i.e. Schmuckatella HS Auditorium, Twentynine Palms, CA, Camp Wannamucka, Madera, CA or Fort Whatsahoosee, Inglewood, CA).
- l. Form Points 12a-d – Activities Scheduled This Month.
 - a. Form Point 12a – Unit. For activities that are planned to involve the entire unit, enter your unit office symbol. (i.e. **CACC-999**). For activities that are planned to involve only a subset of the entire unit, enter the unit office symbol PLUS a unique identifier for the subunit (i.e. **CACC-999-B** for bravo company or **CACC-999-B-4** for 4th platoon of bravo company).
 - b. Form Point 12b – Date. For activities that will take place on a single date, enter the date it occurred (i.e. **5OCT**). For activities that will take place over two or more consecutive dates, enter the start and end dates (i.e. **5SEP-17SEP** or **28SEP-9OCT**). For activities that will occur on multiple non-consecutive dates, list dates separated by commas (i.e. **15SEP, 18SEP,21SEP,24SEP**)
 - c. Form Point 12c – Activity. Enter a brief title or description of the activity (i.e. Color Guard, Bivouac, Leadership School). Specify sponsor if applicable (i.e. 24th Brigade Leadership School or VFW Parade.)
 - d. Form Point 12d – Location. Enter the name and city of the facility, camp, or base where the event occurred (i.e. Williamsburg HS Auditorium, Twentynine Palms, CA, Camp Poughkipsee, Madera, CA or Fort Point, Inglewood, CA).

- m. Form Point 13 – Report Prepared By. Enter into the horizontal signature line an electronic signature of the reporting cadet in the same manner as specified in 2-1(e) above (or its handwritten equivalent).
- n. Form Point 14 – Approved By. Enter into the horizontal signature line an electronic signature of the cadet commanding officer in the same manner as specified in 2-1(e) above (or its handwritten equivalent).
- o. Form Point 15 – Authenticated By. Enter into the horizontal signature line an electronic signature of the Commandant of Cadets (or a duly authorized Assistant Commandant of Cadets) in the same manner as specified in 2-1(e) above (or its handwritten equivalent).

2-4. PREPARATION OF THE BRIGADE/REGIMENTAL SAR. CACC Form 5B is completed as follows:

- a. Form Point 1 – Report Date. Enter the date the “snapshot” is taken of cadet enrollment.
- b. Form Point 2 – Unit Office Symbol. Enter the unit’s office symbol, which is CACC followed by a “dash” and the one or two digit brigade or regiment number of the unit completing the report.
- c. Form Point 3 – Unit Name of Record. Enter the unit’s complete name of record without abbreviation (e.g. 15th Brigade).
- d. Form Point 4 – Abbreviated Unit Name. Enter the unit’s abbreviated name (e.g. 15th Bde).
- e. Form Point 5 – Unit Headquarters Address. Enter the complete mailing address of the regiment or brigade completing the form. Include the City and Zip Code of the headquarters mailing address.
- f. Form Point 6 - Unit Office Symbol. Enter each subordinate unit’s office symbol, which is CACC followed by a “dash” and the one-, two- or three-digit number of the subordinate unit.
- g. Form Point 7 – Abbreviated Unit Name. Enter each unit’s abbreviated name (e.g. ML King MS).
- h. Form Points 8a-z – Subcategory entries. Enter the number of cadets in each subcategory under the appropriate grade, gender, and rank classification. When using auto-forms, the subordinate unit’s entire “row” can be copied from the respective Form 5 and pasted into the Form 5B.
- i. Form Points 9a-d – Categorical Subtotals. The auto-form will complete this automatically. Otherwise, calculate and enter the categorical subtotals for gender and enlisted/officer.
- j. Form Point 10 – Grand Total. The auto-form will complete this automatically. Otherwise, calculate and enter the grand total of cadets enrolled/assigned to this unit.
- k. Form Points 11a-d – Activities Held Previous Month.
 - a. Form Point 11a – Unit. For activities that involved the entire unit, enter your unit office symbol. (i.e. **CACC-999**). For activities that involved only a subset of the entire unit, enter the unit office symbol PLUS a unique identifier for the subunit (i.e. **CACC-999-B** for bravo company or **CACC-999-B-4** for 4th platoon of bravo company).
 - b. Form Point 11b – Date. For activities that take place on a single date, enter the date it occurred (i.e. **5OCT**). For activities that take place over two or more consecutive dates, enter the start and end dates (i.e. **5SEP-17SEP** or **28SEP-9OCT**). For activities that occur on multiple non-consecutive dates, list dates separated by commas (i.e. **15SEP, 18SEP,21SEP,24SEP**)
 - c. Form Point 11c – Activity. Enter a brief title or description of the activity (i.e. Color Guard, Bivouac, Leadership School). Specify sponsor if applicable (i.e. 24th Brigade Leadership School or VFW Parade.)
 - d. Form Point 11d – Location. Enter the name and city of the facility, camp, or base where the event occurred (i.e. Polytechnic HS Auditorium, Twentynine Palms, CA, Camp Bluebird, Madera, CA or Fort Meyer, Inglewood, CA).
- l. Form Points 12a-d – Activities Scheduled This Month.
 - a. Form Point 12a – Unit. For activities that are planned to involve the entire unit, enter your unit office symbol. (i.e. **CACC-999**). For activities that are planned to involve only

- a subset of the entire unit, enter the unit office symbol PLUS a unique identifier for the subunit (i.e. **CACC-999-B** for bravo company or **CACC-999-B-4** for 4th platoon of bravo company).
- b. Form Point 12b – Date. For activities that will take place on a single date, enter the date it occurred (i.e. **5OCT**). For activities that will take place over two or more consecutive dates, enter the start and end dates (i.e. **5SEP-17SEP** or **28SEP-9OCT**). For activities that will occur on multiple non-consecutive dates, list dates separated by commas (i.e. **15SEP, 18SEP,21SEP,24SEP**)
 - c. Form Point 12c – Activity. Enter a brief title or description of the activity (i.e. Color Guard, Bivouac, Leadership School). Specify sponsor if applicable (i.e. 24th Brigade Leadership School or VFW Parade.)
 - d. Form Point 12d – Location. Enter the name and city of the facility, camp, or base where the event occurred (i.e. Werner HS Auditorium, Twentynine Palms, CA, Camp Riverfork, Madera, CA or Fort Jodelle, Inglewood, CA).
 - m. Form Point 13 – Report Prepared By. Enter into the horizontal signature line an electronic signature of the reporting cadet in the same manner as specified in 2-1(e) above (or its handwritten equivalent).
 - n. Form Point 14 – Approved By. Enter into the horizontal signature line an electronic signature of the cadet commanding officer in the same manner as specified in 2-1(e) above (or its handwritten equivalent).
 - o. Form Point 15 – Authenticated By. Enter into the horizontal signature line an electronic signature of the Brigade or Regimental Advisor (or a duly authorized Support Officer) in the same manner as specified in 2-1(e) above (or its handwritten equivalent).

CHAPTER 3

PREPARATION OF ORDERS AND PERMANENT ORDERS

3-1. GENERAL.

- a. Purpose - Orders are the written and oral means by which instructions are transmitted to cadets, units, or personnel.
- b. Formats - Orders and permanent orders shall be published in accordance with the formats identified in this regulation. No other formats are authorized.
- c. Templates - Electronic templates in Microsoft Word format are available from HQs,CACC; ATTN: M-Day S-6.
- d. Classes - There are two classes of orders: Permanent Orders and Orders.
- e. Levels and Functions of Publication - Orders may be published at the following levels:
 - a. State – The Director of Administration in the Joint Staff Division publishes orders relating to commandant personnel.
 - b. State – The Headquarters of the 10th Cadet Brigade publishes orders relating to cadet personnel, normally cadet field grade officer promotions, reduction, demotions, and assignments, and the awarding of state level awards and decorations.
 - c. Brigade – Brigades publish orders relative to brigade level awards and decorations and orders relative to the promotion, reduction, demotion, and assignment of cadet company grade officers. If necessary, brigades can publish orders relative to unit level awards and decorations and the promotion, reduction, demotion, and assignment of cadet non-commissioned officers. Unless specifically directed by action of the 10th Brigade Headquarters, brigades cannot award state level awards and decorations, nor can they publish actions relative to the promotion, reduction, demotion, or assignment of cadet field grade officers. Brigades are never allowed to publish orders relative to commandant personnel.
 - d. Regiment – Regiments normally publish orders relative to unit level awards and decorations and orders relative to the promotion, reduction, demotion, and assignment of cadet company grade officers. If necessary, regiments can publish orders relative to the promotion, reduction, demotion, and assignment of cadet non-commissioned officers. Unless specifically directed by action of the 10th Brigade Headquarters, regiments cannot award state level awards and decorations, nor can they publish actions relative to the promotion, reduction, demotion, or assignment of cadet field grade officers. Regiments are never allowed to publish orders relative to commandant personnel.
 - e. Battalion – Battalions publish orders relative to the appointment, promotion, reduction, demotion, and assignment of cadet non-commissioned officers and publish orders relative to the award of unit level awards and decorations. Unless specifically directed by action of a Brigade Headquarters, battalions cannot award brigade level awards and decorations, nor can they publish actions relative to the promotion, reduction, demotion, or assignment of cadet officers. Battalions are never allowed to publish orders relative to commandant personnel.
 - f. Company - Companies publish orders relative to the appointment, promotion, reduction, demotion, and assignment of cadet non-commissioned officers and publish orders relative to the award of unit level awards and decorations. Unless specifically directed by action of a Brigade Headquarters, companies cannot award brigade level awards and decorations, nor can they publish actions relative to the promotion, reduction, demotion, or assignment of cadet officers. Companies are never allowed to publish orders relative to commandant personnel.

- f. Clarity - Orders must be clear and concise to ensure they are understandable. Each must state what, where, when, why, and how an action is to be taken and who is to do it. Clarity must never be sacrificed for brevity in any order where there is a chance of misunderstanding the intent of the order.
- g. Effective Dates - Orders are effective on the date of publication unless another date is specified. Dates will follow standard military formatting rules. If a month is spelled out completely, the year will also be spelled out completely. If a month is abbreviated, the year will be abbreviated to the last two digits. For example, 15 September 2017 or 15 Sep 17 are the only two permissible variations.
- h. Changes to Orders - Changes to orders already published will be accomplished by publishing another order in the same series. Orders may be amended to make corrections, or they may be revoked. Change orders will identify the original order by referring to the order number, issuing headquarters, date of publication, and paragraph number.
- i. Numbering of Orders - All orders and permanent orders shall be numbered in separate numbering sequences (one for orders and another for permanent orders) according to the following naming convention:
- The word "ORDER" or "PERMANENT ORDER" followed by a single space
 - Followed by a three digit unit number (with leading zeroes as necessary) followed by a dash (i.e. 9th Brigade would be 009, 27th Regiment would be 027, and 113th Battalion would be 113)
 - Followed by a four digit school year number followed by a dash (i.e. 2010-2011 school year would be 1011)
 - Followed by a three digit number for the order or permanent order's position in the series.
 - For example, the 14th order published by the 75th Battalion in the 2019-2020 school-year would be numbered as follows: ORDER 075-1920-014; the 9th permanent order published by the 315th Battalion in the 2009-2010 school year would be numbered as PERMANENT ORDER 315-0910-009.
 - The purpose of the naming convention is twofold. First, it helps when saving files electronically; secondly it allows others reading cadet service records to know the unit of issue, school year, and order number in the sequence for that school and year.
 - Numbering will reset at the beginning of each new school year.
- j. Length of Orders - Orders may contain any number of paragraphs; however, orders may never occupy more than one side of one 8.5 X 11 page. Orders with only one paragraph will not have that single paragraph numbered.
- k. General formatting of Orders - Orders will only be published in no less than 10-point nor greater than 12-point Times New Roman font, on white bond paper, normally 20 lb. weight.
- l. Headings - The heading on all orders will consist of the words CALIFORNIA CADET CORPS in block capital letters on the top line; the letters Headquarters, XXX Brigade (or Regiment or Battalion or Company) in upper and lower case letters on the second line; the complete name of the school on the third line in upper and lower case letters (this line may be eliminated if a regimental or brigade headquarters is not physically located on a school campus); the complete mailing address of the school on the fourth line in upper and lower case letters with no abbreviations; and the city, state, and zip code of the school on the fifth line in upper and lower case letters with no abbreviations. The numerical suffixes "st" for 1st, "nd" for 2nd, "rd" for 3rd, and "th" for 4th, etc are the only abbreviations allowed in the heading of orders.
- m. Maintenance of order copies - Copies of orders and permanent orders published by units, regiments, brigades, and the state will be maintained in the appropriate files in the master filing system.
- n. Distribution of Copies - Copies of orders will be distributed as follows:
- One copy to each individual affected
 - One copy to the 201 file of each individual affected
 - One copy to the unit's master file
 - One copy to the next highest level headquarters

- e. One copy to the authenticating authority (the principal for unit orders, brigade or regimental advisor for brigade or regimental orders, and the Executive Officer for state orders)
 - f. One copy to appropriate bulletin boards
- o. Order of precedence of individuals listed on orders - Individuals listed on orders will be identified by LAST NAME, FIRST NAME, MIDDLE INITIAL, and when practical, rank. For example, DETT, JOHNNY K. C/CPL. Also if practical, individuals will be identified by home unit of assignment. For example, DETT, JOHNNY K. C/CPL Shenandoah Middle School. In cases where identifying a cadet's home unit is not practical, especially in the case of large brigades with many subordinate units, every attempt should be made to separate individuals onto orders with individuals of the same home unit. Whenever practical, individuals listed on orders will be listed in alphabetical order by rank, with the highest rank listed first.

3-2. ORDERS.

- a. State orders from the 10th Brigade HQs will be published to direct actions relative to the promotion, reduction, and demotion of cadet field grade officers.
- b. State orders from the 10th Brigade HQs will also be published to direct the duty assignments of 10th Brigade staff members.
- c. State orders formatted IAW AR 600-8-105 will direct the appointment, assignment, reassignment, transfer, promotion, reduction, or separation of adult officers of the California Cadet Corps.
- d. Brigade orders will be published to direct actions relative to the promotion, reduction, and demotion of cadet company grade officers, including warrant officers.
- e. Brigade or regimental orders will be published to direct the duty assignments of brigade or regimental staff members.
- f. Unit (battalion or company) orders will be published to direct actions relative to the promotion, reduction and demotion of cadets through each of the enlisted and non-commissioned officer ranks.
- g. The body of an order may be divided into numbered paragraphs. When only one paragraph is used, it will not be numbered.
- h. Each paragraph of an order will contain only one type of transaction: promotion, reduction, demotion, separation, or duty assignment. Paragraphs may pertain to a single individual or multiple individuals.
- i. Each paragraph of an order is considered a complete order within itself.

3-3. PERMANENT ORDERS.

- a. State permanent orders from the 10th Brigade HQs will be published to direct the award of state-level ribbons, medals, badges, bars, decorations, and accouterments identified in CR 1-1.
- b. Only State permanent orders from the 10th Brigade HQs will be published to direct the award of the Superior Unit or Unit Community Service Awards identified in CR 1-1.
- c. State permanent orders formatted IAW AR 600-8-105 will direct the change in status of California Cadet Corps units, such as activation, inactivation, reorganization, assignment, attachment, etc.
- d. State permanent orders formatted IAW AR 600-8-105 will announce the death of commissioned officers on duty with the California Cadet Corps.
- e. State permanent orders formatted IAW AR 600-8-105 will announce the awarding of ribbons, badges, and accouterments identified in CR 1-7.

- f.* Brigade or regimental permanent orders will be published to announce the awarding of brigade or regimental or unit level awards identified in CR 1-1.
- g.* Unit (battalion or company) permanent orders will be published to announce the awarding of unit - level awards identified in CR 1-1.
- h.* The body of a permanent order may be divided into numbered paragraphs. When only one paragraph is used, it will not be numbered.
- i.* Each paragraph of an order will contain only one type of award or action. Paragraphs may pertain to a single individual or multiple individuals.
- j.* Each paragraph of an order is considered a complete order within itself.
- k.* Paragraphs of the same order will be organized in order of precedence of awards with the highest award listed first.

3-4. AUTHENTICATION OF ORDERS.

- a.* There are two signature block positions on orders. One is left justified nine spaces below the authentication line and the other is centered four spaces below the authentication line.
- b.* 10th Brigade State level orders and permanent orders are issued with the Executive Officer acting FOR THE ADJUTANT GENERAL. The signature block of the Executive Officer, California Cadet Corps is centered four spaces below the authentication line of FOR THE ADJUTANT GENERAL and the signature block of the 10th Cadet Brigade Commander is left justified nine spaces below that authentication line.
- c.* Brigade or Regimental level orders and permanent orders are issued BY ORDER OF THE BRIGADE ADVISOR or BY ORDER OF THE REGIMENTAL ADVISOR. The signature block of the Brigade or Regimental Advisor is centered four spaces below the authentication line of BY ORDER OF THE BRIGADE ADVISOR or BY ORDER OF THE REGIMENTAL ADVISOR and the signature block of the Cadet Brigade or Regimental Commander is left justified nine spaces below that authentication line.
- d.* Unit level orders and permanent orders are issued with the Commandant acting FOR THE PRINCIPAL. The signature block of the Commandant is centered four spaces below the authentication line of FOR THE PRINCIPAL and the signature block of the Cadet Commander is left justified nine spaces below that authentication line.
- e.* Orders must either be signed in ink by hand or must be electronically stamped.
- f.* When signed by the cadet commander, the signature will be placed directly above the cadet's signature block and below the OFFICIAL line.
- g.* When an order is signed in ink by the adult whose signature block is included on the order, the signature block of the cadet is omitted entirely as is the OFFICIAL line. When signed by the adult, the signature is placed above the adult's signature block.
- h.* When the cadet commander is included as an awardee or directee in one or more paragraphs of the order, his/her signature block must be omitted. The OFFICIAL line is also omitted.
- i.* Electronic stamps will either be placed above the cadet's signature block centered on the OFFICIAL line, or in the case of the omission of the cadet's signature block, over the adult's signature block.
- j.* Electronic stamps can be obtained by submitting a request to HQs, CACC, ATTN: M-Day S-6. Only electronic stamps provided by HQs, CACC are authorized.

CHAPTER 4

CADET SERVICE RECORDS AND PERSONNEL FILES

4-1. GENERAL.

- a. Purpose: A cadet's permanent record reflecting the career progression during his/her tenure in the California Cadet Corps is reflected in a properly completed Form 13, Cadet Service Record Form.

4-2. PROCEDURES.

- a. Initial Preparation: The initial preparation of the service record and personnel file will be accomplished within 15 school days of the date a cadet enrolls in a unit. Initial preparation will include the entry of the cadet's name, enrollment date and location, date of birth, home address and phone number.
- b. Transfer of Records: When a cadet enrolls in a California Cadet Corps program after having been enrolled previously in another program, the commandant of the receiving school shall prepare a memorandum requesting the transfer of the entire 201 file from the previous unit. This memorandum should be sent within 15 school days of the date a cadet enrolls in a unit. The previous unit's commandant should send the entire 201 file to the requesting unit within five school days of the date the request is received. A copy of the cadet's Form 13 and a copy of the memorandum requesting the original 201 file should be retained by the releasing unit.
- c. Format of entries: All entries should be typewritten, except that block hand-printed letters in blue or black ink are acceptable if electronic means are not available. If hand written entries are made, the address and phone number shall be in pencil.
- d. Dates: All dates are recorded without spaces between digits or letters, with the day entered first, then the three letter month abbreviation in all capital letters followed by the last two digits of the year. For example June 25, 2023 would be entered as 25JUN23.
- e. Authority Entries: All entries will cite the order or permanent order unit of publication, school year, and sequence number in the identical format to the order itself. For example Order 308-09-10-054 would be entered simply as 308-0910-054. This would indicate that the authority for that entry could be found on the 54th order published during the 2009-2010 school year by the 308th Battalion. The word "order" or "permanent order" are not included in the authority sections.
- f. Erasures: Erasures are limited to pencil entries. If necessary to delete a permanent hand-written entry, a single black or blue-black line will be drawn or typed through the entry. Correction fluid may not be used.
- g. Computerized Versions: A printed version of each cadet's service record will be stored in the cadet's 201 file. During interim periods where a computer file has not yet been updated, the hard copy may be updated using pen and ink and the information later transferred to the computer file. At all times, however, a cadet's hard copy of the record should be maintained.

4-3. PREPARATION OF THE FORM 13.

- a. Appendix C to this regulation includes a blank Form 13 and an example of a completed Form 13.
- b. The following instructions specify the correct manner to complete the Form 13.
 - a. Form Point 1: Enter the cadet's full last name in all capital letters.
 - b. Form Point 2: Enter the cadet's full first name in all capital letters.
 - c. Form Point 3: Enter the cadet's middle initial. If no middle name, enter NMN (indicating no middle name).
 - d. Form Point 4: Enter the cadet's date of birth without spaces between digits or letters, with the day entered first, then the three letter month abbreviation in all capital letters followed by the last two digits of the year. For example June 25, 2023 would be entered as 25JUN23.
 - e. Form Point 5: Enter MALE or FEMALE.
 - f. Form Point 6: Enter the complete home address, inclusive of City, State, and Zip Code. No P.O. Boxes are permitted.
 - g. Form Point 7: Enter the mailing address if different than the home address. Include City, State, and Zip Code. If no mailing address, write NONE.
 - h. Form Point 8a: Enter the Battalion number/Company Letter of the unit followed by the school name. There is a total space limitation of 45 characters for this entry point, so abbreviations may be necessary.
 - i. Form Point 8b: Enter the starting date of enrollment in the California Cadet Corps program at the school listed in 8a without spaces between digits or letters, with the day entered first, then the three letter month abbreviation in all capital letters followed by the last two digits of the year. For example June 25, 2023 would be entered as 25JUN23.
 - j. Form Point 8c: If the cadet transfers to a second school during their CACC Career, enter the Battalion number/Company Letter of the unit followed by the school name. There is a total space limitation of 45 characters for this entry point, so abbreviations may be necessary.
 - k. Form Point 8d: Enter the starting date of enrollment in the California Cadet Corps program at the school listed in 8c without spaces between digits or letters, with the day entered first, then the three letter month abbreviation in all capital letters followed by the last two digits of the year. For example June 25, 2023 would be entered as 25JUN23.
 - l. Form Point 8e: If the cadet transfers to a third school during their CACC Career, enter the Battalion number/Company Letter of the unit followed by the school name. There is a total space limitation of 45 characters for this entry point, so abbreviations may be necessary.
 - m. Form Point 8f: Enter the starting date of enrollment in the California Cadet Corps program at the school listed in 8e without spaces between digits or letters, with the day entered first, then the three letter month abbreviation in all capital letters followed by the last two digits of the year. For example June 25, 2023 would be entered as 25JUN23. If a cadet enrolls in more than 3 schools during their CACC Career, a second Form 13 should be started.
 - n. Form Point 9: Enter at least one contact phone number, including area code for the cadet. If the cadet has a secondary phone number, such as a cell phone, enter both numbers, including the area code.
 - o. Form Point 10: Enter the cadet's complete email address.

- p. Form Point 11a: Enter the rank to which a cadet is promoted or reduced/demoted. Use the correct abbreviations from CR 3-22: RCT, CDT, CFC, C/CPL, C/SGT, C/SSG, C/SFC, C/MSG, C/1SG, C/SGM, C/CSM, C/WO1, C/WO2, C/2LT, C/1LT, C/CPT, C/MAJ, C/LTC, or C/COL.
- q. Form Point 12a: Enter the number of the order that directed the promotion or reduction/demotion. For example 047-1112-006 would be the sixth order published by the 47th Battalion in the 2011-2012 school year.
- r. Form Point 13a: Enter the effective date of the promotion, reduction or demotion without spaces between digits or letters, with the day entered first, then the three letter month abbreviation in all capital letters followed by the last two digits of the year. For example June 25, 2023 would be entered as 25JUN23.
- s. Form Point 11b: Continue the entry of rank data after the seventh entry in the 11a column.
- t. Form Point 12b: Continue the entry of authority data after the seventh entry in the 12a column.
- u. Form Point 13b: Continue the entry of effective dates after the seventh entry in the 13a column.
- v. Form Point 14a: Enter the name of the ribbon or award IN CAPITAL LETTERS ONLY. Use only the authorized abbreviations list found at Appendix D to this regulation. Include parentheses with any accouterments awarded. For instance the third award of the School Service Ribbon would be listed at SCHL SVC (3).
- w. Form Point 15a: Enter the number of the permanent order that awarded the decoration. For example 119-1112-046 would be the forty-sixth order published by the 119th Battalion in the 2011-2012 school year.
- x. Form Point 16a: Enter the effective date of the award without spaces between digits or letters, with the day entered first, then the three letter month abbreviation in all capital letters followed by the last two digits of the year. For example June 25, 2023 would be entered as 25JUN23.
- y. Form Point 14b: Continue the entry of ribbon data after the last entry in the 14a column.
- z. Form Point 15b: Continue the entry of authority data after the last entry in the 15a column.
- aa. Form Point 16b: Continue the entry of effective dates after the last entry in the 16a column.
- bb. Form Point 17: Enter the date a cadet takes the Physical Fitness test. If taken over multiple dates, enter the last date without spaces between digits or letters, with the day entered first, then the three letter month abbreviation in all capital letters followed by the last two digits of the year. For example June 25, 2023 would be entered as 25JUN23.
- cc. Form Point 18: Enter the cadet's mile run time in minutes and seconds and a "Y" or "N" denoting whether the cadet's mile run time was within the Healthy Fitness Zone for their age and gender.
- dd. Form Point 19: Enter the number of push ups completed properly by the cadet and a "Y" or "N" denoting whether the cadet's number of push ups was within the Healthy Fitness Zone for their age and gender.
- ee. Form Point 20: Enter the number of curl ups the cadet properly completed and a "Y" or "N" denoting whether the cadet's number of curl ups was within the Healthy Fitness Zone for their age and gender.

- ff. Form Point 21: Enter whether or not the cadet passed “P” or Failed “F” the left shoulder stretch test.
- gg. Form Point 22: Enter whether or not the cadet passed “P” or Failed “F” the right shoulder stretch test.
- hh. Form Point 23: Enter the cadet’s height for the trunk lift in inches and a “Y” or “N” denoting whether the cadet’s trunk lift height was within the Healthy Fitness Zone for their age and gender.
- ii. Form Point 24: Enter the cadet’s sit and reach length for their left arm in inches and a “Y” or “N” denoting whether the cadet’s sit and reach length for their left arm was within the Healthy Fitness Zone for their age and gender.
- jj. Form Point 25: Enter the cadet’s sit and reach length for their left arm in inches and a “Y” or “N” denoting whether the cadet’s sit and reach length for their left arm was within the Healthy Fitness Zone for their age and gender.
- kk. Form Point 26: Enter YES or NO to indicate whether the cadet met the minimum requirement to pass the CACC Physical Fitness Test. The minimum requirement is to be in the Healthy Fitness Zone for the mile run, the push ups, the curl ups, and ONE of the flexibility tests (both shoulder stretch tests OR the trunk lift, OR both sit and reach tests).
- ll. Form Point 27a,b,c: Enter the date a cadet took the rifle qualification test without spaces between digits or letters, with the day entered first, then the three letter month abbreviation in all capital letters followed by the last two digits of the year. For example June 25, 2023 would be entered as 25JUN23. Form Points b and c are continuations of Form Point 27a.
- mm. Form Point 28a,b,c: Enter the cadet’s score and a slash followed by the number of points possible. For instance, if the cadet fired a 112 out of 200, enter 112/200. Form Points b and c are continuations of Form Point 28a.
- nn. Form Point 29a,b,c: Enter AIR if the cadet fired an Air Rifle or .22 if the cadet fired a .22 cal rifle, followed by a colon (:) followed by their qualification level: PRO for pro marksman, MKS for marksman, SHP for sharpshooter, EXP for expert, or FAM for familiarization (if the cadet did not qualify). For example if a cadet fires a .22 cal rifle and scored as a Pro Marksman, the entry would read .22: PRO. If the cadet fired an AIR rifle and qualified as a marksman, the entry would be AIR: MKS. Form Points b and c are continuations of Form Point 29a.
- oo. Form Point 30: Enter the effective date a cadet was assigned to a particular duty. Duties can include squad member, squad leader, etc through all positions noted in CR 3-22. They may also include additional duties such as color guard commander, flag detail commander, drill team leader, etc.
- pp. Form Point 31: List the full title of any duties assigned to the cadet. This space may also be used to denote a cadet’s actual grades in the CACC coursework in which s/he is enrolled. In that case, at form Point 31, you would enter “Course Grade” and a descriptive name of the grading period (such as fall semester or third quarter or second trimester).
- qq. Form Point 32: The Commandant of Cadets or the cadet’s next highest cadet leader should rate the cadet using the rating scale of A=Superior, B=Good, C=Average, D=Below Average; F=Poor. Pluses and minuses may be used at the discretion of the rater.
- rr. Form Points 33 and 34: When an official copy of the service record form is required, the commandant completes the date at Form Point 33 and signs at Form Point 34, writing his/her rank and CACC after the signature. For example, *Martin J. Hicks*, MAJ, CACC.

- ss. Form Points 35 and 36: When a cadet is officially discharged from the CACC, the cadet's final rank is noted at Form Point 35 (using the conventions noted in 4.3(p) above with their full name (FIRST MI LAST) in capital letters.
- tt. Form Points 37 and 38: The dates of initial entry and discharge are entered in form Points 37 and 38 respectively without spaces between digits or letters, with the day entered first, then the three letter month abbreviation in all capital letters followed by the last two digits of the year. For example June 25, 2023 would be entered as 25JUN23.
- uu. Form Point 39: Enter the date a discharge certificate was issued (using no spaces between digits or letters, with the day entered first, then the three letter month abbreviation in all capital letters followed by the last two digits of the year. For example June 25, 2023 would be entered as 25JUN23).
- vv. Form Point 40: The Commandant of Cadets signs the Statement of Service, writing his/her rank and CACC after the signature. For example, *Martin J. Hicks*, MAJ ,CACC.

4-4. MAINTENANCE OF THE CADET PERSONNEL FILE (201 FILE).

- a. Naming: The Cadet personnel file is also known as the 201 file. The file consists of a file folder with a copy of the cadet's current Form 13 and supporting documentation for the entries on the Form 13 as well as additional information the commandant deems appropriate for a cadet's permanent record.
- b. Construction: 201 files will normally be constructed from four-section letter size pressboard classification folders (Pendaflex Style 1157G brand or similar).
- c. Section 1: In section 1 of the classification folder (to the left as you open it), copies of all orders pertaining to the cadet are stored with the most recent order on top. Ideally, as in the Pendaflex style noted in 4-4(b) above, the folder will contain prong fasteners at the top to two-hole punch orders and store them semi-permanently.
- d. Section 2: In section 2 of the classification folder (on the front side of the inserted card stock tab) copies of all promotion test results (including scan trons), physical fitness test results, and marksmanship qualification results will be stored with the most recent document on top. Ideally, as in the Pendaflex style noted in 4-4(b) above, the folder will contain prong fasteners at the top to two-hole punch orders and store them semi-permanently.
- e. Section 3: In section 3 of the classification folder (on the back side of the inserted card stock tab) copies of all supporting documentation for ribbons and awards along with other miscellaneous papers deemed appropriate for the 201 file will be stored with the most recent order on top. Ideally, as in the Pendaflex style noted in 4-4(b) above, the folder will contain prong fasteners at the top to two-hole punch orders and store them semi-permanently. This section can include such documents as uniform inspection rubrics, citizenship or academic/grade reports, school or community service records, flag detail records, duty rosters, and other academic work from the CACC course.
- f. Section 4: In section 4 of the classification folder (to the back right as you open it), copies of all permanent orders pertaining to the cadet are stored with the most recent order on top. Ideally, as in the Pendaflex style noted in 4-4(b) above, the folder will contain prong fasteners at the top to two-hole punch orders and store them semi-permanently.
- g. Form 13: The cadet's hard copy Form 13 will be placed between sections 1 and 2 of the classification folder.

- h.* Electronic Files: In cases where electronic files are maintained in lieu of hard copies, it is expected that hard copies of all documents that would normally appear in a hard copy 201 file are immediately accessible by the cadet administrative officer/S-1 and could be printed within a few seconds upon request by an inspecting officer. This includes the Form 13, copies of all orders and permanent orders cited on the Form 13, and supporting documentation for physical fitness and marksmanship qualification as well as copies of promotion test results, etc cited in 4-4(e) above.

CHAPTER 5

PREPARING AND MANAGING CORRESPONDENCE

5-1. GENERAL.

- a. Types of Correspondence and their purposes:
 - a. *Letter* – the letter is used when communicating with civilian individuals and groups, including parents of cadets, school district officials, and civic and governmental entities.
 - b. *Memorandum* – the memorandum is used when communicating with other members of the California Cadet Corps, with any entities of the Department of Defense or State of California Military Department. Memorandums for Record (MFR), Memorandums of Understanding (MOU) or Memorandums of Agreement (MOA) are special types of memorandums which can be used as the circumstances warrant. The MFR normally records the decisions made or information communicated in a telephone conversation or face-to-face conversation. An MOU or MOA is a formal document to record an understanding between two parties. It formalized mutually agreed upon intention, procedures, parameters, policies, or matters of coordination.
 - c. *Information Bulletin* – an information bulletin is a published collection of announcements of general interest to the CACC community in a geographic region or statewide. Information Bulletins will normally be published on a regular basis. HQS, CACC endeavors to send monthly information bulletins at minimum during the months of September through June annually. Brigade, regiments, or units are encouraged to distribute Information Bulletins as appropriate.
 - d. *Circular* – a circular is published to give directives and information relative to a specific event or operation (i.e. Drill Competition, IMA, Leadership School, etc) and usually expires immediately after the completion of the event or operation, HQs, CACC will publish Circulars for state events. Brigades are encouraged to publish circulars for brigade-level events. Circulars should be published a minimum of 90 days prior to the event if at all possible.
 - e. *Letters of Instruction (LOI)* – LOIs are published to communicate policy, directives, or instructions from a higher headquarters to subordinate headquarters. LOIs can contain Standard Operating Procedures, interim regulation changes, clarifying details about existing policy, or new policies yet to be published in a regulation.
- b. Routing of Correspondence – Correspondence should be routed through commands and offices expected to control or take action on a pertinent matter. Correspondence need not be routed through channels that have no interest in the matter, but every effort must be made to ensure that appropriate school district officials and others in the sender’s chain of command are informed of matters even peripherally significant to those channels.
- c. Quality and style of writing –
 - a. Writing must be clear, concise, and effective. Correspondence must aid effective and efficient communication and decision-making. Writing that is effective and efficient can be understood in a single rapid reading and is generally free from errors in grammar, mechanics, and usage.
 - b. Use the subject-verb-object standard sentence order whenever possible.
 - c. Avoid the passive voice. The passive voice is easy to recognize. A verb in the passive voice uses a form of the verb “to be” plus the past participle of the main verb. For example, am, is, are, were, be, being, been, plus a main verb usually ending in “en” or “ed” (i.e. were completed or is requested).

- d. Use short words, keep sentences short and where possible, avoid paragraphs of longer than 10 lines.
- e. Avoid jargon, use correct spelling, grammar and punctuation.
- f. Use “I, We, and You” as subjects of sentences rather than *this office, this headquarters, this command*, and so forth.
- g. Avoid sentences that begin with “It is ...” or “There are...”
- d. Abbreviations – Use CACC regulations as the first reference for standard abbreviations. Whenever there is the possibility of an abbreviation being misunderstood, the full text should be written out and the abbreviation written afterwards in parentheses to avoid miscommunication. Thereafter the abbreviation form is used. For example, *A Memorandum of Understanding (MOU) should be written between the school and the Parks Department. The MOU should contain at minimum three points of clarity....* Common abbreviations found in standard dictionaries may also be used.
- e. Acronyms – Use military and civilian acronyms in correspondence sparingly and only if the writer is sure the reader will be familiar with the use.
- f. Letterhead – All CACC letterhead will have the words CALIFORNIA CADET CORPS in capital letters centered on the first line, followed by the word “Headquarters” followed by a comma and the number of the company, battalion, regiment, or brigade centered on the second line. The third line will be the school name centered in upper and lower case letters if the headquarters is physically located at a school. The final two lines will be the full street address, city, state, and zip code with no abbreviations. Where possible, the Zip+9 will be used. Ideally, the CACC patch will be included justified left and the unit patch (if any) justified right. The following is an example of properly formatted letterhead:

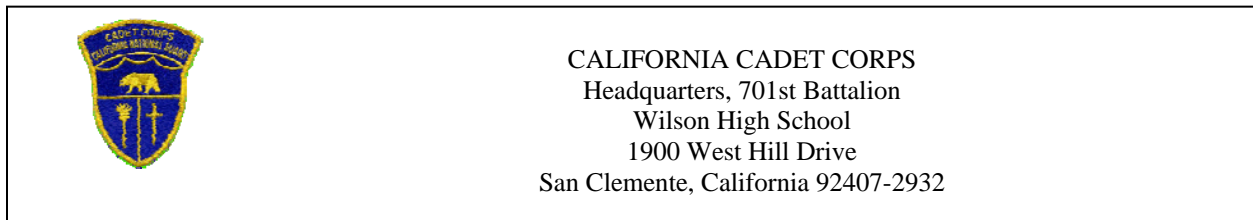


Figure 4-1: Letterhead example

- g. Paper – Paper used on all correspondence will be 8.5 X 11 inch white bond paper
- h. Font – Times New Roman or Times font will be used in a font size no smaller than 10 and no larger than 12 point.
- i. Ink – Blue or black ink will be used to sign communications. Black ink will be used in printing, when stamping dates and signature blocks.
- j. Conservation – When possible, correspondence should be duplicated on both sides of paper to conserve natural resources.
- k. Office Symbols – The office symbol for HQs, CACC is CCC-HQ. Subordinate units will use the CACC-XXX with the “x” characters representing the battalion, regiment, or brigade number. For instance, the 9th Brigade would use the office symbol CACC-9. The 569th Battalion would use CACC-569. Individual offices within the respective headquarters will add a dash after the unit identifier and an accepted office identifier as follows:
 - a. Brigade, Regimental, and Battalion Executive Officers will use “XO.” For instance the battalion XO for the 405th battalion would use CACC-405-XO.
 - b. Staff Officers will use their respective staff identifier such as “S1, S2, S3, S4, S5 or S6.” For instance the brigade S6 of the 6th brigade would use CACC-6-S6.

- c. Subordinate companies and platoons of a battalion can use their letter and number identifiers. For example, first platoon of Charlie company in the 97th Battalion would use CACC-97-C-1. The platoon sergeant for that platoon could use CACC-97-C-1-PS as the office symbol for that position.
- d. HQ, CACC M-Day staff officers will use their respective M-Day positions:
 - i. Assistant XO – AXO
 - ii. Special Projects Officers- SPO
 - iii. S-1, S2, S3, etc – as in 5-1(k)(b) above
- l. Expressions of date and time – Date will be expressed as previously noted in this regulation. Times will be in military 24-hour clock on all correspondence except letters which will always use the civilian 12-hour clock. The word “hours” is never used in conjunctions with military time.
- m. Suspense Dates: Suspense dates indicate when a reply or action is requested or required. Suspense dates are not used on letters.
- n. Authority Lines: When someone is preparing and signing a document on behalf of someone else under the delegated authority of that person, an authority line is used. When a commander or someone in the chain of command prepares and signs a document themselves, they do not use an authority line. For instance, if a Brigade Advisor prepares and signs a memorandum under her authority as brigade advisor, she omits the authority line altogether. The following are the only authority lines to be used by members of the California Cadet Corps:
 - a. When a cadet subordinate signs a document for the cadet commander, use FOR THE COMMANDER.
 - b. When an adult signs for the principal, use FOR THE PRINCIPAL.
 - c. When an adult signs for another adult in the military chain of command, use FOR THE COMMANDANT or FOR THE BRIGADE (REGIMENTAL) ADVISOR or FOR THE EXECUTIVE OFFICER OR FOR THE ADJUTANT GENERAL.
- o. Signature blocks. Cadet signature blocks will have the full first name, middle initial, and last name printed in capital block letters on the first line left justified. The second line will have the abbreviated rank, a comma, and CACC left justified and the third line will have the cadet’s title. Commandant personnel will use the same structure with the abbreviated military rank. When authorized, Commandant personnel should use another branch of service as appropriate, such as CSMR (California State Military Reserve) or USAR (U.S. Army Reserve) or USMC (United States Marine Corps, etc). For example:

JOHNNY K. DETT
 C/SSG, CACC
 Platoon Sergeant

MARK M. GEONVESE
 2LT, CACC
 Assistant Commandant of Cadets

Figure 4-2: Example Cadet Signature Block

Figure 4-3: Example Commandant Signature Block

- p. Underlining, boldface, and italics: Underlining, boldface, and italics should only be used to emphasize an important point or fact. Overuse of these methods defeats their purpose.

5-2. THE MEMORANDUM.

- a. When preparing a memorandum, use the modified block style format. The format has three parts: heading, body, and closing.
- b. Heading. The heading has five elements.
 - a. Heading Element 1: Office symbol. Type the office symbol on the second line below the seal. The symbol names the writer's office (for example, CACC-45). Do not use computer identification codes or word-processing codes as part of the office symbol. Other information may follow the office symbol when needed and if not part of the subject line. Some examples are the name of the individual, social security number, rank, or file number. Do not crowd the office or reference symbol line. If the additional information is lengthy, write it on a second line, flush with the left margin.
 - b. Heading Element 2: Date. Put the date on the same line as the office symbol. End the date approximately even with the right margin. The date may be typed or stamped.
 - c. Heading Element 3: Suspense date. Use a suspense date if a reply is needed by a certain date. Do not impose a suspense date when there is no compelling reason. Put the suspense date at the right margin on the same line as the Reply to Attention Of or two lines above the date of the memorandum. Always consider the time factors involved, for example, transmission time to the reader, time the reader needs to gather information, and transmission time for the return reply.
 - d. Heading Element 4: MEMORANDUM FOR line. Type MEMORANDUM FOR on the third line below the office symbol. Write to the office that is expected to complete the action. Do not simply address an action to a headquarters if it is known which element of that headquarters will receive the action. If the memorandum is sent to someone's attention, place the person's name in parentheses after the office symbol. Exception: When used for appreciation or commendation, a memorandum will be addressed to name and title of the addressee. When a second line is needed for the address, begin it flush with the left margin, except for multiple-address memoranda, which will begin under the third character of the line above it. Type addresses in either all uppercase or upper- and – lowercase type. Be consistent. Do not mix the two type styles.
 - a. *Single-address memoranda.* The "E" appendices give examples of memoranda with single address. When using a single address, MEMORANDUM FOR and the address are on the same line.
 - b. *Multiple-address memoranda.* Note that "multiple-address memoranda" means more than one and fewer than six. If the address extends to more than one line, continue the second as cited in the example. On multiple-address memoranda, prepare one original and make copies for additional addresses after signature. Place a checkmark to the immediate left of each addressee to designate the addressee's copy. This readily identifies the recipient and eliminates the need for reading the entire addressee listing.
 - c. *SEE DISTRIBUTION memoranda.* If a memorandum is sent to more than five readers, use the SEE DISTRIBUTION format (Appendix) for the addresses. Type the words SEE DISTRIBUTION one space after the words MEMORANDUM FOR. On the second line below the last line of the signature block or enclosure listing, whichever is lower, type DISTRIBUTION: and block the addresses as shown in Appendix E. The distribution list may be continued on the second page. If necessary, the complete distribution list may be typed on a separate page. Prepare one

original and make copies for additional addresses after signature. Place a checkmark to the immediate left of each addressee to designate the addressee's copy. This readily identifies the recipient and eliminates the need for reading the entire addressee listing. The envelope for an addressee on a SEE DISTRIBUTION list must show the complete address; otherwise, the U.S. Postal Service (USPS) will not be able to deliver it.

d. *THRU memoranda.* Use a THRU memorandum to let others know what is being done and to give them the opportunity to comment, especially if their comment will have an impact on the action. Use this format when an action must be approved by several recipients, in turn. See Appendix E for the format for a single THRU memorandum. Use the format in Appendix E when sending the THRU memorandum to more than one reader.

e. *Heading Element 5: Subject line.* Type the subject line on the second line below the last line of the address. Use only one subject and write the subject in 10 words or less, if possible. If the subject needs more than 10 words, limit the number of words and use authorized abbreviations. If the subject is more than one line, begin the second line flush with the left margin. Type SUBJECT: in uppercase letters (see example).

c. *Body (Text).*

a. *Beginning.* Begin the text on the third line below the last subject line.

1. If there are references, list these in the first paragraph.
2. Begin the memorandum with a short, clear purpose sentence.
3. Put the recommendation, conclusion, or most important information (the main point) next. (Some writing combines the purpose and the main point.)
4. Clearly separate each major section. Use paragraphs, headings, or sections.
5. When appropriate, a point of contact (POC) line will be the last paragraph of the body of the correspondence.

b. *Spacing.* Single-space the text with double-spacing between paragraphs and subparagraphs. Single-space one-paragraph memoranda. On occasion, one-paragraph correspondence requires subparagraphing. The spacing for subparagraphing is the same as that for major paragraphs.

c. *Indenting.* When paragraphs are subdivided, indent them as shown in Appendix E.

d. *Numbering paragraphs.*

1. Do not number a one-paragraph memorandum.
2. If the memorandum has more than one paragraph, number the paragraphs.

d. *Closing.* Major elements are the authority line, signature block, and enclosure listing. Sub-elements are the DISTRIBUTION listing (if needed) and Copies furnished (CF).

a. *Authority line.* Type the authority line at the left margin in uppercase letters on the second line below the last line of the text. The authority line is used by individuals properly designated as having the authority to sign for the commander of the head of an office.

b. *Signature block.* Begin the signature block in the center of the page on the fifth line below the authority line. If there is no authority line, begin it on the fifth line below the last line of the text.

c. *Enclosures.* Number and attach enclosures in the same order in which they appear in the memorandum. When there is only one enclosure, do not precede “Encl” with the number “1.” Use only “Encl.” Begin the enclosure listing at the left margin on the same line as the signature block.

d. *DISTRIBUTION listing (if needed).* See Appendix E.

e. *Copies furnished.* Use the copy furnished line to inform others of the subject only if they have a need to know or an interest in the subject. Type CF: on the second line below the last line of the signature block, enclosure listing, or distribution listing, whichever is lower. Show whether or not enclosures are included by adding either “(w/encls)” or “(wo/encls)” at the end of each CF address. If all copies furnished addressees will be provided copies of the enclosures or all will not be provided enclosures, type either “w/encl” or “wo/encl” in parentheses after “CF” rather than type each one separately after each address (for example, CF: (w/encls)).

e. Multiple-page memoranda: Try to limit the memorandum to no more than two pages. Use enclosures for additional information. If a memorandum is longer than one page, follow these rules:

1. Type the office symbol at the left margin 1 inch from the top edge of the paper.
2. Type the subject of the memorandum at the left margin on the next line below the office symbol.
3. Begin the continuation of the text at the left margin on the third line below the subject phrase. When continuing a memorandum on another page, do not divide a paragraph of three lines or less between pages. At least two lines of the divided paragraph must appear on each page. Include at least two words on each page of any sentence divided between pages. Do not hyphenate a word between pages. Do not type the authority line and the signature block on the continuing page without at least two lines of the last paragraph. If, however the last paragraph or subparagraph has only one line, it may be placed alone on the continuing page with the authority line and signature block.
4. Center the page number approximately 1 inch from the bottom of the page.

5-3. THE LETTER.

a. The letter consists of three major parts: the heading, the body (text), and the closing. Each part and its sub-elements are discussed in detail in the following paragraphs and in Appendix F.

a. *Heading.* The heading consists of five elements: the date, the Reply to Attention Of line, the subject line when used, the address, and the salutation. (See fig 3-1.)

1. *Date.* The date will be centered two lines below the last line of the letterhead. The date will be expressed in civilian style (for example, January 4, 2000).

2. *Reply to Attention Of* Office symbols rarely have any meaning and appear awkward to civilian recipients of a letter. Do not use them. It is better to use an understandable phrase or title, such as Commandant of Cadets or Brigade Support Officer. If a more specific return address is required, it may be included in the text of the letter. Begin office titles on the second line below the seal, starting at the left margin. If the letterhead address contains more than three lines, thereby bringing it near the bottom of the seal, type the date as usual two lines below the last line of the letterhead address.

3. *Subject Line:* The use of a subject line in letters is optional.

4. *Addresses.* Do not use abbreviations in the address. The only exceptions to this rule are the abbreviations DC, US, Mr., Mrs., Ms., DR., Jr., Sr., II, III, Ret. There is no set number of lines between the Reply Of line and the address. Evenly space the letter on the page. Five lines is the general rule when the letter is two or more pages.

5. *Salutation.* Type the salutation on the second line below the last line of the address.

b. Body (text). Type the first line of the body of the letter on the second line below the salutation. Indent as shown in Appendix E. Leave at least a 1-inch margin at the bottom of multiple page letters. If more than one page is needed, type a minimum of two lines on the continuing page. Center the page number 1 inch from the top edge of the paper, typing a dash on each side of the page number. Start the first line of the text on the fifth line below the number of the page, keeping the margins the same as those of the preceding page(s). Do not number or letter paragraphs of a letter. Avoid subparagraphs when possible. When using one subparagraph, indent as shown in figure 3-4. When more than one subparagraph is needed, use letters of the alphabet (a, b, c, d) to indicate subparagraphs. Further subparagraphs should never be used. Use single spacing even when the letter contains only one paragraph. For effective paragraphs do not use more than 10 lines. The point of contact may include the person's name, telephone, facsimile number, and e-mail address. This information is placed usually in the last paragraph of the letter.

c. Closing. The closing has three sub-elements: complimentary close, signature block, and enclosure.

1. *Complimentary close.* Start the closing on the second line below the last line of the letter. Begin at the center of the page.

2. *Signature block.* Type the signature block on the fifth line below the complimentary close, beginning at the center of the page. Type the signature block in upper- and lowercase. Do not use abbreviations in the signature block except US Army, Jr., Sr., II, and III. Use the individual's full title to improve clarity.

3. *Enclosure.* Type Enclosure at the left margin on the second line below the signature block. Do not show the number of enclosures or list them. If there is more than one enclosure, show the plural form (for example, Enclosures). Be sure enclosures are fully identified in the text. Do not use the words "as stated."

4. *Copy Furnished.* Never use Copy Furnished on letters. If a copy must be furnished to anyone other than the addressee, place a statement in the body of the letter, preferably in the last paragraph, indicating that a copy (copies) is (are) being furnished and to whom; for example, "I am forwarding a copy (or copies) of this letter to (name and address)."

5-4. THE INFORMATION BULLETIN.

a. Purpose: An Information Bulletin is used to communicate announcements from a higher headquarters to subordinate headquarters. Generally, Information Bulletins will be published by HQs, CACC monthly from September through June. Brigades and others units may publish Information Bulletins as appropriate.

b. Format:

1. Information Bulletins will have a standard CACC Heading. The words INFORMATION BULLETIN and the bulletin's number will be included flush left two spaces after the unit symbol as the title line of the bulletin.

2. The bulletin will be numbered using the following scheme: The first three numbers will indicate the issuing headquarters, the next four the school year of publication, and the next three the bulletin number in sequence. For instance, the Headquarters, CACC's 6th bulletin for the 2009-2010 school year would be numbered 010-0910-006. (010 is the designation for the 10th Brigade and HQS, CACC).

3. The date of the bulletin will be in line with the bulletin number and right justified.

4. Numbered paragraphs will follow two spaces below the title line.

5. An authority line will follow two spaces after the last line of text.

6. The signature block will be centered four spaces below the authority line. If there is no authority line, the signature block will be centered four lines below the last line of text.

c. Contents: Generally information bulletins will include both formal and informal announcements. The following are suggested types of announcements:

1. A summary of the content of orders and permanent orders published by that HQs since the last bulletin.

2. Details about upcoming events.

3. Reminders about policies.

4. Announcements celebrating birthdays, weddings, birth of children, etc.

5. A reminder about upcoming events on the Yearly Training Calendar (YTC).

6. Sharing of best practices among commandant personnel.

7. A listing of recent postings to the CACC web site.

d. Example: Appendix G has an example format for an Information Bulletin.

5-5. THE CIRCULAR.

a. Purpose: A circular is used to communicate details about a specific event or operation being conducted by HQs CACC or a subordinate unit. HQs, CACC will publish circulars for all state events, including Annual General Inspections, the State level Individual Major Awards, State Drill Competition, and State Command and Staff School. Generally, circulars should be disseminated not less than 90 days prior to an event.

b. Format:

1. Circulars will have a standard CACC Heading. The word CIRCULAR and the Circular's number will be included flush left two spaces after the unit symbol.

2. The circular will be numbered using the following scheme: The first three numbers will indicate the issuing headquarters, the next four the school year of publication, and the next three the circular number in sequence. For instance, the Headquarters, CACC's 12th circular for the 2013-2014 school year would be numbered 010-1314-12. (010 is the designation for the 10th Brigade and HQS, CACC).

3. The date of the circular will be in line with the circular number and right justified. If a suspense date is included, it will be placed flush right one line above the date of the Circular after a capital S (for example S: 9 Dec 08).

4. A title of the circular will be centered in bold print and underlined two spaces below the number/date line.

5. Numbered paragraphs will follow two spaces below the title line.

6. An authority line will follow two spaces after the last line of text.

7. The signature block will be centered four spaces below the authority line. If there is no authority line, the signature block will be centered four lines below the last line of text.

c. Contents: Generally circulars will include information such as:

1. The date, time, and location of the event, to include arrival times for advance parties and departure times for rear detachments as well as arrival and departure times for main bodies.

2. The uniform(s) of the day to be worn throughout the event.
 3. Transportation arrangements to/from and during the event.
 4. Billeting arrangements, if any.
 5. Food service arrangements to/from and during the event, if any.
 6. An outline of the training schedule.
 7. In-processing and/or registration instructions.
 8. Safety and security considerations/
 9. Medical considerations, including prescription medication, the nearest emergency facility, and information about permission slips and/or parental permission requirements.
 10. Pre-requisites for participation in the event(s), if any.
 11. An explanation of the nature of the training or activity.
 12. What, if anything, parents or other guests would be invited to observe.
 13. Supplies to be brought by cadets and/or commandants.
 14. Considerations for media coverage of the event and release forms for use of images, video, or audio by the media or in CACC promotional materials.
- d. Example: Appendix H has an example format for a Circular.

5-6. THE LETTER OF INSTRUCTION.

a. Purpose: A Letter of Instruction (LOI) communicates policy or instructions to subordinate units or personnel. LOIs may contain Standard Operating Procedures, interim regulation changes, clarifying details about existing policy, or new policies yet to be published in a regulation. An LOI may or may not have an expiration date. Brigades and others units may publish Letters of Instruction as appropriate.

b. Format:

1. LOIs will have a standard CACC Heading. The words LETTER OF INSTRUCTION and the LOI's number will be included flush left two spaces after the unit symbol as the title line of the LOI.
2. The LOI will be numbered using the following scheme: The first three numbers will indicate the issuing headquarters, the next four the school year of publication, and the next three the LOI number in sequence. For instance, the Headquarters, CACC's 6th LOI for the 2009-2010 school year would be numbered 010-0910-006. (010 is the designation for the 10th Brigade and HQS, CACC).
3. The date of the LOI will be in line with the LOI number and right justified. If a suspense date is included, it will be typed one line above the date as noted in 5-5(b)(3) above.
4. Numbered paragraphs will follow two spaces below the title line.
5. An authority line will follow two spaces after the last line of text.
6. The signature block will be centered four spaces below the authority line. If there is no authority line, the signature block will be centered four lines below the last line of text.

c. Contents: The contents of Letters of Instruction will vary depending on their topic.

d. Example: Appendix I has an example format for an Information Bulletin.

CHAPTER 6

FILE MANAGEMENT

6-1. GENERAL.

- a. Purpose: The purpose of files is to have a secure place to store important documents that can easily be retrieved. Filing is a science that involves placing documents in folders using specific clues for their expedient retrieval.
- b. Each California Cadet Corps unit from school level to regiment, brigade, and the state headquarters, will maintain a set of files that, at minimum, contains the folders identified in the Master Index found at Appendix J to this regulation. Units may opt to have additional files provided they continue the numbering conventions in the Master Index.
- c. A Master Index is a listing of all files maintained by the unit with a notation of the file drawer in which specific files can be found. If you have more than one filed drawer, a master index should be kept for each drawer.
- d. Items filed within a folder are arranged with the most recent date on top.
- e. Wherever possible, folders with prong top fasteners should be used to ensure the secure storage of papers within the folder. Two-hole top punch machines are helpful when securing items with the prongs.
- f. At the discretion of the individual managing the files, three ring binders or other similar methods may be used in lieu of folders; however, units are expected to have a folder for each numbered topic listed on the Master Index at appendix J. If a file manager opts to use a three-ring binder or other method, a paper indicating the exact location of such binders or other storage mechanisms must be included in the file folder.
- g. Paragraph 6-2 below identifies specific contents for folders in the Master Index.

6-2. FILE CONTENTS.

- 10-01 Suspense Files: This consists of 31 numbered file folders or tabs representing the 31 days of a calendar month. Sometimes called a “tickler file,” a suspense file serves as a reminder that particular tasks must be accomplished in particular days of the month. For instance, at the folder labeled “1” a post-it note or other paper should be placed to remind the cadet S-1 to prepare the unit strength report. One whatever day a cadet S-4 is to complete the monthly supply inventory, a post-it note or other paper would be placed to remind him/her of that task. If a piece of correspondence arrives requiring a response on a particular day, that correspondence would be placed in the suspense file for that particular day.
- 10-02 Incoming Correspondence: letters or other documents from civilians on topics not specifically addressed in other file topics.
- 10-03 Outgoing Correspondence: letters or other documentation sent to civilians on topics not specifically addressed in other file topics.
- 10-04 State Information Bulletins – Information Bulletins received from the State Headquarters or the Headquarters of the 10th Brigade.
- 10-05 Other Information Bulletins – Information Bulletins from the brigade, regiment, or unit.
- 10-06 Miscellaneous School Bulletins – Daily, weekly, monthly, or special school bulletins may be filed here. Regularly published bulletins to faculty, staff, parents, or students may be included. School district policy bulletins may also be included.
- 10-07 State Permanent Orders – 10th Brigade or CACC HQ
- 10-08 State Orders – 10th Brigade or CACC HQ

- 10-09 Brigade Permanent Orders – self explanatory
 - 10-10 Brigade Orders – self explanatory
 - 10-11 Regimental Permanent Orders – if the unit belongs to a regiment; otherwise, leave blank
 - 10-12 Regimental Orders – if the unit belongs to a regiment; otherwise, leave blank
 - 10-13 Unit Permanent Orders – self explanatory; Regiments and Brigades file copies of documents from subordinate units here.
 - 10-14 Unit Orders - self explanatory; Regiments and Brigades file copies of documents from subordinate units here.
 - 10-15 Outgoing Memorandums – include copies of all memorandums sent to military entities (including CACC, California Military Department, and DOD Entities); if the memoranda is specific to a topic included elsewhere in the filing system, the memo may be filed there
 - 10-16 Incoming Memorandums – include copies of all memorandums received from military entities (including CACC, California Military Department, and DOD Entities); if the memoranda is specific to a topic included elsewhere in the filing system, the memo may be filed there
 - 10-17 Letters of Instruction – include all LOIs from HQS, CACC or other higher headquarters
 - 10-18 AGI Reports – include all AGI reports, including Staff Assistance Visit (SAV) report copies. Brigades and regiments file copies of subordinate unit documents here
 - 10-19 Statewide Strength and Activity Reports – If the unit receives copies of Statewide Strength and Activity Reports, file them here. These reports may be obtained online from the CAC web site.
 - 10-20 Brigade Strength and Activity Reports – Brigade HQs must file copies of their monthly reports here. Units may file copies if they receive them from their brigade HQs.
 - 10-21 Regimental Strength and Activity Reports - Regimental HQs must file copies of their monthly reports here. Units may file copies if they receive them from their regimental HQs.
 - 10-22 Unit Strength and Activity Reports – Self explanatory; Regiments and Brigades must file copies of reports submitted from subordinate units here.
 - 10-23 Miscellaneous Reports – any reports that do not logically fit into the category of another file in the index should be placed here.
 - 10-24 Morale/Social Functions – Information on events such as Dining Ins, Cadet Balls, Dances, trips to amusement parks, etc would be placed here.
 - 10-25 Chaplain Services – If Chaplain services are used at unit or higher level events, information about those services would be filed here
 - 10-26 Commandant Meeting Agendas – self explanatory
 - 10-27 Commandant Meeting Minutes – self explanatory
 - 10-28 Cadet Staff Meeting Agendas – unit or higher level cadet staff meeting agendas are filed here.
 - 10-29 Cadet Staff Meeting Minutes – unit or higher level cadet staff meeting minutes are filed here.
 - 10-30 Standard Operating Procedures – copies of any unit, regimental, or brigade SOPs are files here.
 - 10-31 and beyond – Available for local use at the discretion of the file manager(s).
-

- 11-01 Cadet Officer Appointments and Promotions – Brigades must store copies of company grade promotion documents here (CACC Form 8B, etc). The state will store copies of cadet field grade promotion documents here (CACC Form 8C, etc). Units may store documents relating to officer appointment/promotion boards and processes here.
- 11-02 Cadet Promotions – Copies of the CACC Form 8A will be stored here for all promotions to C/SFC and C/MSG,1SG,SGM,CSM. Additional documents from the promotion boards may also be stored here.
- 11-03 Cadet Discharges/Resignations – Documents relating to cadet discharges or resignations will be filed here; Enrollment documents relating to cadets transferring out of the CACC class may also be stored here.
- 11-04 Cadet Duty Rosters – Duty rosters for unit level assignments, regimental or brigade level assignments, color guards, special details, flag details, honor guards, etc should be filed here.
- 11-05 School Level Awards – Documents justifying the award of school level awards should be filed here. For instance, interview documents from Honor Cadet boards, Citizenship Ribbon surveys, etc.
- 11-06 Cadet Disciplinary Hearing Records – In cases where a cadet is considered for demotion due to misconduct, records of those hearings are stored here.
- 11-07 Commandant Officer Appointments – Information relative to the initial appointment of officers in the CACC is stored here. Copies of initial appointment packets, orders, local district policy documents, etc.
- 11-08 Commandant Promotions – Copies of commandant promotion requests and orders are filed here.
- 11-09 Commandant Discharges/Resignations – Copies of commandant separation requests are filed here.
- 11-10 Commandant Awards – Copies of requests for commandant awards and commandant awards orders are filed here.
- 11-11 Commandant Duty Rosters – self explanatory
- 11-12 Commandant Credentialing – copies of credential requests, Commission on Teacher Credentialing policy documents, and copies of the commandant’s credential may be stored here.
- 11-13 Commandant Professional Development – copies of professional development certificates, documentation, advertisements, etc may be stored here.
- 11-14 Parent/Other Volunteers – Copies of volunteer forms, clearances, policy documents, etc may be stored here.
- 11-15 and beyond – Available for local use at the discretion of the file manager(s).

- 12 – Cadet Service Records are stored in a secure place either at this point in the filing system or with reference to their location made at this point in the filing system
- 13 – Commandant Service Records – It is recommended that commandant personnel maintain file copies of all orders relative to their service in the CACC. At their discretion, they may place these files in the master filing system at this location.

- 20-01 Robbery/Theft Reports – copies of police, school, school district, or insurance reports relative to robberies/theft are filed here.
 - 20-02 Medical Services – copies of any medical service plans for cadet events, information on first aid/CPR training for cadets or commandants, public health alerts, communicable disease information, etc is filed here.
 - 20-03 Safety Information – bulletins and information regarding safety of personnel and belongings is stored here.
 - 20-04 Emergency Plans – school emergency plan documents and emergency plans at cadet events are stored here.
 - 20-05 Security Information – bulletins and information regarding security matters is filed here.
 - 20-06 Risk Management Worksheets – copies of risk management worksheets for cadet events and activities are filed here.
 - 20-07 and beyond – Available for local use at the discretion of the file manager(s).
-

- 30-01 CACC Curriculum Disks – a copy of the CACC curriculum CDs is stored here.
 - 30-02 CACC Curriculum Supporting (Introductory) Documents – printouts of the introductory documents explaining the CACC curriculum are filed here along with the Standards Correlations Documents listing how the CACC curriculum is aligned with the California Physical Education, Health, Science, Math, English/Language Arts, History/Social Science, English Language Development, and Visual and Performing Arts Standards.
 - 30-03 CACC Standards – a printout of the latest 8 CACC standards and their corresponding objectives is placed here
 - 30-04 Academic Vocabulary – a printout of the academic vocabulary (CAHSEE Vocabulary) from each strand of the CACC curriculum is stored here along with any other information about vocabulary development via the CACC course
 - 30-05 Weekly Lesson Plans – copies of lesson plans from the Commandant and/or cadet instructors in support of the weekly training schedule are stored here
 - 30-06 Yearly Training Calendars – copies of Statewide, Brigade, Regimental, or Unit YTCs are filed here
 - 30-07 Weekly Training Schedules – copies of the weekly unit training schedules are stored here (note this is different than weekly lesson plans; this uses the CACC Training Schedule form)
 - 30-08 Physical Fitness Testing Records – Fitnessgram documentation, instruction, results, are filed here.
 - 30-09 Marksmanship Qualification Records – Air rifle or .22 cal rifle familiarization or qualification firing information is stored here.
 - 30-10 Promotion Test Answer Keys – Answer keys for the promotion tests are stored here at the discretion of the commandant
 - 30-11 Instructor Certifications – certifications for hunter safety instructor, first aid/CPR instructor, mountaineering instruction, etc are filed here along with information about attaining or renewing these certifications.
 - 30-12 Teacher Grade Books – copies of teacher grade books and reports may be filed here
 - 30-13 Benchmark Test Results – results from school or district mandated benchmark testing in CACC curriculum are filed here
 - 30-14 Course Syllabi – copies of CACC Course syllabi
 - 30-15 Instructional Material – In this section of the filing system, copies of handouts, assessments, posters, media clips, etc from the CACC Curriculum should be stored. They can be filed alphabetically or by strand at the discretion of the file manager(s).
 - 30-16 and beyond – Available for local use at the discretion of the file manager(s).
-

- 31-01 through 31-20 Operations files contain circulars, warning orders, operations orders, operations plans, memoranda and other documents pertinent to the respective cadet activities
 - 31-21 and beyond – Available for local use at the discretion of the file manager(s).
-

- 40-01 Temporary Hand Receipt File – CACC Form 101s are kept here while an individual or unit has temporarily borrowed equipment or items from the unit. DOD or school district temporary hand receipts for borrowed equipment can also be filed here.
 - 40-02 Requisition/Report of Survey/Lateral Transfer Suspense File – when such a document has been sent for processing but the item(s) have not yet been received, the unit copy of the document is stored here. Once the item(s) have been received or the report of survey processed, it is removed from this file and placed in the voucher file
 - 40-03 through 40-05 Unit Voucher Files – completed requisitions, reports of survey or lateral transfer documents indicating how many of an item have been received or removed from the property accountability are stored here only AFTER they have been entered in the property book.
 - 40-06 Federal Property Inventory – most units no longer have federal property, but such property would be recorded here, including serial numbers, exact locations, and detailed descriptions with quantities.
 - 40-07 State Property Inventory – all property owned by the CACC is recorded on CACC Forms 104A,B,C,D, etc. and copies maintained here.
 - 40-08 Brigade/Regimental Property Inventory – any property purchased by the brigade or regiment is listed here with serial numbers, exact locations, and detailed descriptions with quantities.
 - 40-09 School Property Inventory - any property purchased by the school or school district is listed here with serial numbers, exact locations, and detailed descriptions with quantities.
 - 40-10 Master Property Book – the property book is either stored here or an indication is stored here noting the location of the Master Property book. The book contains individual stock record sheets/cards for all items in stock and issued from the Federal, State, Brigade, Regimental, or School inventories.
 - 40-11 Individual Clothing Records (ICRs) - the records are either stored here or an indication is stored here noting the location of the ICRs.
 - 40-12 Supply Catalogs –catalogs of supplies the CACC unit might wish to order are stored here
 - 40-13 and beyond – Available for local use at the discretion of the file manager(s).
-

- 41-01 Food Service – information regarding food service at cadet events is filed here
- 41-02 Transportation – information regarding transportation to/from or at cadet events is filed here
- 41-03 Military Facilities – contact information, request forms, regulations, etc relating to use of military facilities by CACC units is stored here
- 41-04 Civilian Facilities - contact information, request forms, regulations, etc relating to use of civilian facilities by CACC units is stored here
- 41-05 Equipment Rental - contact information, request forms, regulations, etc relating to rental of equipment by CACC units is stored here (i.e. car, van, or truck rental, heavy equipment rental, rental of food service equipment, etc)
- 41-06 School level financial records – deposit slips, withdrawal forms, and accounting documents relative to school, ASB or other CACC activities accounts is filed here
- 41-07 Regimental level financial records - deposit slips, withdrawal forms, and accounting documents relative to school, ASB or other CACC activities accounts for the regiment is filed here

- 41-08 Brigade level financial records - deposit slips, withdrawal forms, and accounting documents relative to school, ASB or other CACC activities accounts for the brigade is filed here
- 41-09 State Budget documents – copies of state budget documents relative to the CACC are filed here
- 41-10 General Services Charge Card documents – copies of rental documents, airline receipts, etc that were charged on the CACC GS Charge card from the Military Department are filed here
- 41-11 and beyond -- Available for local use at the discretion of the file manager(s).

- 50-01 Individual Community Service – evidence of individual community service activities, information on available community service opportunities, duty rosters, photos, thank you letters and notes, etc are filed here
- 50-02 State and Civic Awards – information on awards received from state and civic organizations is filed here
- 50-03 Press Releases and Media Advisories – Copies of all press releases and media advisories sent by the unit or regiment or brigade
- 50-04 Public Affairs Contacts – contact information for newspapers, radio and TV stations, etc.
- 50-05 Photographs – files of photos taken from cadet events and activities
- 50-06 Newspaper/Internet clippings – copies of newspaper and internet articles
- 50-07 10th Brigade Newsletters –self explanatory
- 50-08 Others newsletters – copies of unit, regimental, or brigade newsletters
- 50-09 CACC Web Site – information about or printed from the CACC web site or brigade/regimental/unit web sites
- 50-10 School Service - evidence of school service activities, information on available school service opportunities, duty rosters, photos, thank you letters and notes, etc are filed here
- 50-11 Historical Artifacts – any historical artifacts not suited to other files that is worthy of archiving
- 50-12 Parades - evidence of parade activities, information on available community parade opportunities, duty rosters, photos, thank you letters and notes, etc are filed here
- 50-13 – Color Guards - evidence of color guard activities, information on available color guard opportunities, duty rosters, photos, thank you letters and notes, etc are filed here
- 50-14 – Unit Community Service - evidence of unit community service activities, information on available unit community service opportunities, duty rosters, photos, thank you letters and notes, etc are filed here
- 50-15 and beyond - -- Available for local use at the discretion of the file manager(s).

- 60-01 Radio Communications – SOPs, inventories, and information pertinent to hand-held radios owned or operated by the unit, regiment, or brigade
- 60-02 Computers- SOPs, inventories, and information pertinent to computer hardware, software, and peripherals owned or operated by the unit, regiment, or brigade

- Blank Forms – folders with commonly used blank forms are stored here – See Appendix K for a listing of CACC Blank Forms

Appendix A-1 - Example of Form 5 – Unit Strength and Activities Report

California Cadet Corps

Strength and Activities Report

for battalion/school site use only
(Use Form 5b for brigade/regimental consolidated reports)

1	Report Date	
2a	Unit Office Symbol (UOS)	
3	Unit Name of Record (UNR)	
5	Unit Headquarters Address	
2b	Brigade	<i>(number only)</i>
4	Abbreviated Unit Name (AUN)	

6	7	Cadet Enlisted <i>(includes Non-Commissioned Officers)</i>												Cadet Officers <i>(Warrant & Commissioned)</i>												9a	9b	9c	9d					
		EL	EL	6	6	7	7	8	8	9	9	10	10	11	11	12	12	8	8	9	9	10	10	11	11	12	12	Enlisted Male	Enlisted Female	Officer Male	Officer Female			
Unit Office Symbol	Abbreviated Unit Name	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	10	10	10	10	
CACC-999	Forbes HS																														0	0	0	0
		10 Total																								0								

11a	11b	11c	11d
Unit(s)	Date(s)	Activity	Location

12a	12b	12c	12d
Unit(s)	Date(s)	Activity	Location

13	Prepared by	
14	Approved by	
15	Authenticated by	

Appendix A-2 - Example of Form 5B – Brigade or Regimental Strength and Activities Report

California Cadet Corps

Strength and Activities Report

for brigade/regimental consolidated use only
(Use Form 5 for battalion/school site reports)

1	Report Date	1 January 2008
2	Unit Office Symbol (UOS)	CACC-999
3	Unit Name of Record (UNR)	Edwin A. Forbes High School
4	Abbreviated Unit Name (AUN)	Forbes HS
5	Unit Headquarters Address	123 Main Street, Sacramento, California 99999-9999

6	7	Cadet Enlisted <i>(includes Non-Commissioned Officers)</i>												Cadet Officers <i>(Warrant & Commissioned)</i>								Enlisted Male	Enlisted Female	Officer Male	Officer Female	Subunit Totals							
		8a	8b	8c	8d	8e	8f	8g	8h	8i	8j	8k	8l	8m	8n	8o	8p	8q	8r	8s	8t						8u	8v	8w	8x	8y	8z	
Unit Office Symbol	Abbreviated Unit Name	EL M	EL F	6 M	6 F	7 M	7 F	8 M	8 F	9 M	9 F	10 M	10 F	11 M	11 F	12 M	12 F	8 M	8 F	9 M	9 F	10 M	10 F	11 M	11 F	12 M	12 F						
CACC-999	Forbes HS																											0	0	0	0	0	
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
																													0	0	0	0	0
10	Subcategory Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

Activities held PREVIOUS month <i>(consolidated list for all brigade/regimental and subunit activities; entries may be 2 lines)</i>			
<i>11a</i>	<i>11b</i>	<i>11c</i>	<i>11d</i>
Unit(s)	Date(s)	Activity	Location

Activities scheduled THIS month <i>(consolidated list for all brigade/regimental and subunit activities; entries may be 2 lines)</i>			
<i>12a</i>	<i>12b</i>	<i>12c</i>	<i>12d</i>
Unit(s)	Date(s)	Activity	Location

<i>13</i>	Prepared by	
<i>14</i>	Approved by	
<i>15</i>	Authenticated by	

Appendix B-1 - Format CAL401: Duty Assignments (this example is for a unit)

CALIFORNIA CADET CORPS
Headquarters, 701st Battalion
Wilson High School
1900 West Hill Drive
San Clemente, California 92407-2932

ORDER 701-0506-047

14 January 2006

The following cadet duty assignments are¹ announced.

<u>Name</u>	<u>Rank</u>	<u>Assignment</u>	<u>Effective date</u>
Bravo, Johnny	C/2LT ²	Company Commander ³ , Alpha Co ⁴	11 January 2006 ⁵
Jones, Bradley D.* ⁶	C/2LT	Battalion S-4, Supply Officer	14 January 2006
Alpha, Mary K.	C/SGT	Platoon Leader, 1 Plt	15 November 2005
Camargo, Janice	C/SGT	First Sergeant, Bravo Co	14 January 2006
Zulu, William V.	C/CPL	Squad Leader, 6 Plt	25 December 2005

Additional instructions:⁷ Individuals must maintain a minimum 2.0 GPA each grading period to remain in a leadership positions. Individuals identified with an asterisk (*) are authorized wear of the Battalion Staff Cord.

Authority: Sections 504 and 505, CMVC and CR 3-22⁸

Format: CAL401

FOR THE PRINCIPAL:

OFFICIAL:

MATTHEW JONES
MAJ, CACC
Commandant of Cadets

JOSHUA SMILEY

C/CPT, CACC

Commanding

NOTES:

1: Use plural case even if only a single duty assignment is announced.

2: Use only the abbreviations for rank listed in CR 3-22.

3: Use only the official position title listed in CR 3-22, do not abbreviate.

4: Include specific unit of assignment, using abbreviations listed in CR 3-22 if necessary.

5: Effective dates are used only if the date is different than the date of the order; if one date in a list is different, all must include effective dates, even if the same as the order date.

6: A single asterisk (*) without parentheses may be typed directly following an individual's name to cite special instructions not pertinent to all individuals listed on the order.

7: Using brief, clear language, include notations pertinent to the order, such as those noted in the example above. First cite instructions pertinent to all individuals on the order and then list any citations specific to individuals identified with an asterisk (*). If none, write **None**.

8: Sections 504 and 505 of the California Military and Veterans Code and Cadet Regulation 3-22 are the legal authority upon which all cadet duty assignments are based.

Appendix B-2 - Format CAL301: Promotions, Demotions, Reductions (this example is for a regiment)

CALIFORNIA CADET CORPS
 Headquarters, 71st Regiment
 Macon High School
 4200 West Hill Drive
 Frostbite, California 99807-2932

ORDER 071-0506-007

1 August 2005

1. The following cadets are¹ promoted.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Unit</u>	<u>Effective date</u>
Alpha, Mary	RCT ²	C/SGT ²	1 st Platoon ³	1 August 2005 ⁴

2. The following cadets are demoted.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Unit</u>	<u>Effective date</u>
Jones, Gerald S.	C/SSG	C/SGT	4 th Platoon	1 August 2005

3. The following cadets are reduced.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Unit</u>	<u>Effective date</u>
Loomis, Shakeeba* ⁵	C/1SG	C/MSG	7 th Platoon	19 July 2005

Additional instructions⁶: Individuals identified with an asterisk (*) are administratively reduced without prejudice due to reassignment from company first sergeant to battalion operations/training NCO.

Authority: Sections 506 and 507, CMVC and CR 1-5⁷

Format: CAL301

BY ORDER OF THE REGIMENTAL ADVISOR:

OFFICIAL:

PATRICIA STEWART
 1LT, CACC
 REGIMENTAL ADVISOR

SAMANTHA KNOTTS
 C/MAJ, CACC
 Commanding

NOTES:

1: Use plural case even if only a single action is announced.

2: Use only the abbreviations for rank listed in CR 3-22.

3: Include specific unit of assignment, using abbreviations listed in CR 3-22; Unit leadership may opt to eliminate this column in which case the effective date column shifts to the left.

4: Effective dates are used only if the date is different than the date of the order; if one date in a list is different, all must include effective dates, even if the same as the order date.

5: A single asterisk (*) without parentheses may be typed directly following an individual's name to cite special instructions not pertinent to all individuals listed on the order.

6: Using brief, clear language, include notations pertinent to the order, such as those noted in the example above. First cite instructions pertinent to all individuals on the order and then list any citations specific to individuals identified with an asterisk (*). If none, write **None**.

7: Sections 506 and 507 of the California Military and Veterans Code and CR 1-5 are the legal authority upon which all cadet promotions, reductions, and demotions are based.

Appendix B-3 - Format CAL320: Awards and Decorations (this example is for a brigade HQs)

CALIFORNIA CADET CORPS
 Headquarters, 9th Brigade
 4555 Santa Gertrudes Lane
 Williamsburg, California 95506-2111

PERMANENT ORDER 009-0506-224

14 March 2006

The following cadets are awarded the Basic Leadership Ribbon.

<u>Name</u>	<u>Rank</u>	<u>Unit</u> ¹
Alpha, Mary (E) ²	C/SGT	Chavez Middle School
Bravo, Charlie	C/SGT	Knightburg Middle School
Delta, Pablo	C/CPL	Wilson High School
Echo, Georgi (GOLC)	CDT	Clinton High School
Peninsula, Yucatan	RCT	Loomis Middle School
Zulu, Marcus	RCT	Brown Academy

Additional instructions³: Individuals with an (E) are awarded the bronze “E” attachment in recognition of graduating in the top 10% of the class. Individuals with the notation (GOLC) are awarded the gold oak leaf cluster attachment in recognition of graduating first in the class.

Authority⁴: Section 510, CMVC and CR 1-1

Format: CAL320

BY ORDER OF THE BRIGADE ADVISOR:

OFFICIAL:

GLADYS N. PIPS
 LTC, CACC
 Brigade Advisor

DEANDRA CHAVEZ

C/LTC, CACC

Commanding

NOTES:

1: In cases where it is more practical, brigades may choose to sort orders by home school and change the direction line to read the name of the school. For example, The following cadets from Flores HS are awarded the Competitive Drill ribbon.

2: Notations of attachments occur in parentheses and may include numerals i.e. (2), (3), (4) etc, oak leaves i.e. (BOLC), (SOLC), or (GOLC), gold bears, (GB) or stars i.e. (BS), (SS), (GS).

3: Additional instructions should explain the reasons for attachments in plain language, such as “in recognition of subsequent awards” or “in recognition of placing 3rd”.

4: The authority for all awards is section 510 of the California Military and Veterans Code and CR 1-1.

Appendix B-4 - Format CAL320: Awards and Decorations (this example is for the 10th brigade HQs)

CALIFORNIA CADET CORPS
Headquarters, 10th Brigade
10620 Mather Boulevard, Suite 6
Mather, California 95506-2111

PERMANENT ORDER 010-1112-103

15 December 2011

1. The following cadets are awarded the Senior Division Guidon ribbon.

<u>Name</u>	<u>Rank</u>	<u>Unit</u> ¹
Alpha, Mary (2) ²	C/SGT	4 th Brigade
Bravo, Charlie	C/SGT	11 th Brigade

2. The following cadets are awarded the Junior Division Guidon ribbon.

<u>Name</u>	<u>Rank</u>	<u>Unit</u> ¹
Flores, Joel	C/SSG	5 th Brigade
Thornton, Mary(GS)	C/SGT	35 th Brigade

Additional instructions³: Individuals with numerals (2) are authorized wear of bronze numeral attachment in recognition of subsequent awards. Individuals with notations (GS) are authorized wear of the Gold Star attachment in recognition of selection as 1st place winner.

Authority⁴: Section 510, CMVC and CR 1-1

Format: CAL320

FOR THE ADJUTANT GENERAL:

OFFICIAL:

FLOYD D. BARBER
LTC, CACC
Executive Officer

HOLLISTER M. COMPANY
C/COL, CACC
Commanding

NOTES:

1: In cases where it is more practical, the 10th Brigade HQs may opt to list both brigade and home unit at its discretion.

2: Notations of attachments occur in parentheses and may include numerals i.e. (2), (3), (4) etc, oak leaves i.e. (BOLC), (SOLC), or (GOLC), gold bears, (GB) or stars i.e. (BS), (SS), (GS).

3: Additional instructions should explain the reasons for attachments in plain language, such as "in recognition of subsequent awards" or "in recognition of placing 3rd".

4: The authority for all awards is section 510 of the California Military and Veterans Code and CR 1-1.

SERVICE RECORD

(TO BE RETAINED IN SCHOOL FILES FOR FIVE YEARS FROM DATE OF DISCHARGE)

1. LAST NAME	2. FIRST NAME	3. INITIAL	8a. ENROLLED IN	8b. DATES	
			8c. ENROLLED IN	8d. DATES	
4. DATE OF BIRTH			5. GENDER		
6. HOME ADDRESS			9. PHONE/ALT PHONE		
7. MAILING ADDRESS			10. EMAIL ADDRESS		

APPOINTMENTS AND REDUCTIONS

11a. RANK	12a. AUTHORITY (Order #)	13a. DATE	11b. RANK	12b. AUTHORITY (Order #)	13b. DATE

AWARDS AND DECORATIONS

14a. RIBBON NAME	15a. AUTHORITY (PO #)	16a. DATE	14b. RIBBON NAME	15b. AUTHORITY (PO #)	16b. DATE

PHYSICAL FITNESS QUALIFICATION

17. DATE	18. MILE RUN TIME (HFZ Y/N)	19. PUSH UPS (#) (HFZ Y/N)	20. CURL UPS (#) (HFZ Y/N)	21. SHOULDER STRETCH (L) (P/F)	22. SHOULDER STRETCH (R) (P/F)	23. TRUNK LIFT (# inches) (HFZ Y/N)	24. SIT AND REACH (L) (# inches) (HFZ Y/N)	25 SIT AND REACH (R) (# inches) (HFZ Y/N)	26. MET MIN REQUIRE-MENT*?

*Minimum requirement to pass CACC PFT is being in the HFZ for Mile Run, Push Ups, Curls Ups, and any one Flexibility Test.

RIFLE QUALIFICATION

27a. DATE	28a.SCORE	29a. QUAL	27b. DATE	28b. SCORE	29b. QUAL	27c. DATE	28c. SCORE	29c. QUAL

DUTY ASSIGNMENTS

30. EFFECTIVE DATE	31. PRINCIPAL DUTY	32. EFFICIENCY (A,B,C,D,F)

TRUE COPY STATEMENT

This is to certify that this a True Copy of the Service Record for the above cadet. This True Copy was provided on _____ (33)

COMMANDANT OF CADETS (34)

STATEMENT OF SERVICE

This is to certify that _____ performed honorable service as a member of the California Cadet Corps from _____ to _____. Discharge certificate (CACC Form 22) was issued on _____.
RANK NAME (35) (36)
(37) (38) (39)

COMMANDANT OF CADETS (40)

SERVICE RECORD

(TO BE RETAINED IN SCHOOL FILES FOR FIVE YEARS FROM DATE OF DISCHARGE)

JONES		WILLIAM	T	34Bn, Wilson MS		13AUG07 – 15SEP10	
1. LAST NAME		2. FIRST NAME		3. INITIAL		8a. ENROLLED IN	
14JUL90		MALE		112Bn, Edison HS		20SEP10-31JUN12	
4. DATE OF BIRTH		5. GENDER		8c. ENROLLED IN		8d. DATES	
1405 Chestnut Lane, Alameda, CA 94501-0933				510-555-6767; 510-678-9999			
6. HOME ADDRESS				9. PHONE/ALT PHONE			
				wtjones@earthlink.net			
7. MAILING ADDRESS				10. EMAIL ADDRESS			

APPOINTMENTS AND REDUCTIONS

11a. RANK	12a. AUTHORITY (Order #)	13a. DATE	11b. RANK	12b. AUTHORITY (Order #)	13b. DATE
CDT	034-0708-003	1NOV07	2LT	004-1112-198	18SPE12
CFC	034-0708-011	14FEB08			
CPL	034-0809-002	19AUG08			
SGT	112-1011-001	1SEP10			
SSG	112-1011-044	19APR11			
SFC	112-1112-031	1JAN12			
MSG	112-1112-036	14MAY12			

AWARDS AND DECORATIONS

14a. RIBBON NAME	15a. AUTHORITY (PO #)	16a. DATE	14b. RIBBON NAME	15b. AUTHORITY (PO #)	16b. DATE
SCH SVC	034-0708-009	14SEP07			
IND COMM SVC	010-0708-044	18NOV07			
DRILL TEAM	034-0708-012	19NOV07			
SUP UNIF	034-0708-101	3FEB08			
CITIZENSHIP	034-0708-107	13FEB08			
BAS LDR (E) (SOLC)	004-0809-006	9SEP08			
BAS PROF	112-1011-001	1SEP10			
SUP UNIF (2)	112-1011-001	1SEP10			
SUMM TNG	010-09-10-233	18AUG09			
ORIENT	004-0809-017	11DEC08			
BIVOUAC	004-0809-018	11DEC08			

PHYSICAL FITNESS QUALIFICATION

17. DATE	18. MILE RUN TIME (HFZ Y/N)		19. PUSH UPS (#) (HFZ Y/N)		20. CURL UPS (#) (HFZ Y/N)		21. SHOULDER STRETCH (L) (P/F)	22. SHOULDER STRETCH (R) (P/F)	23. TRUNK LIFT (# inches) (HFZ Y/N)		24. SIT AND REACH (L) (# inches) (HFZ Y/N)		25. SIT AND REACH (R) (# inches) (HFZ Y/N)		26. MET MIN REQUIREMENT**?
19OCT08	14:56	N	46	Y	112	Y	F	P	11	P	12	P	12	Y	N
27JAN09	11:10	N	41	Y	82	Y	P	P	10	P	11	P	12	Y	N
9OCT10	7:56	Y	46	Y	91	Y	P	P	12	P	12	P	12	Y	Y

*Minimum requirement to pass CACC PFT is being in the HFZ for Mile Run, Push Ups, Curls Ups, and any one Flexibility Test.

RIFLE QUALIFICATION

27a. DATE	28a. SCORE	29a. QUAL	27b. DATE	28b. SCORE	29b. QUAL	27c. DATE	28c. SCORE	29c. QUAL
5DEC09	190/200	A:EX						
12MAR10	193/200	.22:EX						

DUTY ASSIGNMENTS

30. EFFECTIVE DATE	31. PRINCIPAL DUTY	32. EFFICIENCY (A,B,C,D,F)
5SEP08	Squad Member	B-
10DEC08	Squad Leader	A-
13JAN09	Semester Grade in CACC	B+

TRUE COPY STATEMENT

This is to certify that this a True Copy of the Service Record for the above cadet. This True Copy was provided on

_____ (33)

COMMANDANT OF CADETS
(34)

STATEMENT OF SERVICE

This is to certify that _____ performed honorable service as a member of the California Cadet Corps

RANK NAME
(35) (36)

from _____ to _____. Discharge certificate (CACC Form 22) was issued on _____.

(37)

(38)

(39)

COMMANDANT OF CADETS
(40)

APPENDIX D – Authorized Ribbon Abbreviations

RIBBON	AUTHORIZED ABBREVIATION	RIBBON	AUTHORIZED ABBREVIATION
ADJUTANT GENERAL'S SERVICE RIBBON	AG SVC	KNIGHT MARKSMANSHIP MEDAL	KNIGHT MKS
ADVANCE NCO COURSE RIBBON	ANOC	LEADERSHIP SCHL PARTICIPATION RIBBON	LS PART
ADVANCED LEADERSHIP SCHOOL AWARD	ADV LDR	MENDEN RIFLE TEAM AWARD	MEND RIFLE
ADVANCED PROFICIENCY RIBBON	ADV PROF	MERIT RIBBON	MERIT
ALLRED MARKSMANSHIP AWARD	ALLRED MKS	MOUNTAINEERING TRAINING RIBBON	MTN TRNG
APPEL SPECIALIZED TRAINING RIBBON	SPEC TRNG	NATL CHAMP MARKSMANSHIP AWARD	NAT CH MKS
BASIC LEADERSHIP SCHOOL AWARD	BAS LDR	NATIONAL COMP DRILL RECOG RIBBON	NAT COMP DR
BASIC NCO COURSE RIBBON	BNOC	OFFICER CANDIDATE SCHOOL RIBBON	OCS
BASIC PROFICIENCY RIBBON	BAS PROF	ORIENTEERING TRAINING RIBBON	ORIENT
BATTALION CADRE RIBBON	BN CADRE	O'SULLIVAN MARKSMANSHIP AWARD	O'SULL MKS
BIVOUAC RIBBON	BIVOUAC	OUTSTANDING 1st YEAR CDT AWARD (JD)	JD 1YC
BRENNAN DRILL DOWN AWARD	SD IND DRILL	OUTSTANDING 1st YEAR CDT AWARD (SD)	SD 1YC
BRIGADE ADVISOR'S CITATION RIBBON	BDE ADV CIT	OUT JR/WARRANT OFFICER AWARD (JD)	JD JO/WO
BRIGADE CADRE RIBBON	BDE CADRE	OUT JRWARRANT OFFICER AWARD (SD)	SD JO/WO
BRIGADE EVENT HONOR UNIT'S AWARD	BDE EVENT HU	OUTSTANDING NCO AWARD (JD)	JD NCO
BDE HEADQUARTERS COMPANY RIBBON	HHC	OUTSTANDING NCO AWARD (SD)	SD NCO
CADET MEDAL OF HONOR	CDT MED HON	OUTSTANDING OVERALL CDT AWARD (JD)	JD OVERALL
CADET SERVICE MEDAL	CDT SVC MED	OUTSTANDING OVERALL CDT AWARD (SD)	SD OVERALL
CITIZENSHIP RIBBON	CITIZENSHIP	OUTSTANDING SENIOR OFFICER AWARD	SR OFF
CLAUSEN RIFLE TEAM AWARD	CLAUSEN MKS	PARADE PARTICIPATION RIBBON	PDE PART
COLOR GUARD RIBBON	COLOR GUARD	PHYSICAL FITNESS ACHIEVEMENT AWARD	PFT ACH
COMMANDANT OF CADETS CITATION	CMDT CDT CIT	PHYSICAL FITNESS COMPETITION RIBBON	PHYS FIT COMP
COMPETITIVE COLOR GUARD AWARD (JD)	JD COLOR GD	PLT DRILL STATE CHAMP AWARD (JD)	JD PLT DRILL
COMPETITIVE COLOR GUARD AWARD (SD)	SD COLOR GD	PLT DRILL STATE CHAMP AWARD (SD)	SD PLT DRILL
COMPETITIVE DRILL TEAM RIBBON	COMP DRILL	PLT DRILL STATE CHAMPIONSHIP-ARMED	ARMED PLT
COMPETITIVE GUIDON AWARD (JD)	JD GUIDON	PRINCIPAL'S CITATION RIBBON	PRINC CIT
COMPETITIVE GUIDON AWARD (SD)	SD GUIDON	PYLE DRILL DOWN AWARD	JD IND DRILL
COMPETITIVE RIFLE TEAM RIBBON	COMP RIFLE	SCHOBER MARKSMANSHIP MEDAL	SCHOBER MKS
CREVELING DRILL AWARD	CREV DRILL	SCHOOL SERVICE RIBBON	SCHL SVC
DISASTER PREPAREDNESS RIBBON	DIS PREP	SPEED MARKSMANSHIP MEDAL	SPEED MKS
DISTINGUISHED SERVICE RIBBON	DIST SVC	SQUAD DRILL STATE CHAMP AWARD (JD)	JD SQUAD
DRILL ACADEMY PARTICIPATION RIBBON	DR ACAD PART	SQUAD DRILL STATE CHAMP AWARD (SD)	SD SQUAD
DRILL ACADEMY PLATOON RIBBON	DR ACAD PLT	SQD DRILL STATE CHAMP AWARD-ARMED	ARMED SQUAD
DRILL ACADEMY SQUAD RIBBON	DR ACAD SQD	STATE CHAMP SMALLBORE RIFLE MATCH	ST CHAMP SB
DRILL DOWN AWARD-ARMED	ARM IND DRILL	STATE SERVICE RIBBON	STATE SVC
DRILL TEAM RIBBON	DRILL TM	SUMMER TRAINING RIBBON	SUMM TRNG
ESSAYONS RIBBON	ESSAYONS	SUPERIOR SCHOLARSHIP RIBBON	SUP SCHOL
EXECUTIVE OFFICER'S CITATION RIBBON	XO CIT	SUPERIOR UNIFORM INSPECTION RIBBON	SUP UNIF
EXHIBITION DRILL TEAM	EX DRILL	SUPERIOR UNIT AWARD	SUP UUNIT
FIRST AID CERTIFICATION RIBBON	FIRST AID	SURVIVAL TRAINING RIBBON	SURVIVAL
FLAG DETAIL RIBBON	FLAG DET	UNIT COMMUNITY SERVICE AWARD	U COMM SVC
HIGH OFFHAND MARKSMANSHIP MEDAL	HIGH OFF MKS	VERONDA MARKSMANSHIP MEDAL	VERONDA MKS
HONOR UNIT RIBBON	HONOR UNIT	WARREN MARKSMANSHIP MEDAL	WARREN MKS
HUNTER'S SAFETY CERTIF RIBBON	HUNT SAFETY		
INDIV COMMUNITY SERVICE RIBBON	IND COMM SVC		
INTERMEDIATE LEADERSHIP AWARD	INT LDR		
INTERMEDIATE PROFICIENCY RIBBON	INT PROF		
NUMERAL ATTACHMENTS	(2) (3) (4) (5) (6) (7) (8) (9)	GOLD BEAR ATTACHMENTS	BEAR
OAK LEAF CLUSTER ATTACHMENTS	(BOLC) (SOLC) (GOLD)	STAR ATTACHMENTS	(BS) (SS) (GS)
BRONZE "E" ATTACHMENT	(E)	SLING RIFLE ATTACHMENT	(RIF)

APPENDIX E-1: Example of Single Page Memorandum with single addressee



REPLY TO
ATTENTION OF

**MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS**
10620 MATHER BLVD, SUITE 6
MATHER, CALIFORNIA 95655-4125

CACC-20

S: 4 January 2011
19 December 2010

MEMORANDUM FOR: LTC(CSMR) James Robinson, 219th Training Support Brigade, 4009 South Lan Street, Georgeville, CA 96672-0913

SUBJECT: Request for Water Buffalo

1. HQs, 20th Cadet Regiment requests use of one water buffalo during the period 3-9 February 2011 for a cadet bivouac at Fort Meyers in Georgeville, CA.
2. Specific requirements include:
 - a. The 219th TSB to drop off the water buffalo at Fort Meyers under the blue canopy east of the park's main entrance NLT 1400 on 3 Feb 11.
 - b. A water purification team to service the water buffalo at same location some time between 0800-1600 on 6 Feb 11.
 - c. The 219th TSB to pick up the water buffalo at same location between 1500-1900 on 9 Feb 11.
3. POC is the undersigned.

FOR THE BRIGADE ADVISOR:

ROBERT M. WILSON
2LT, CACC
Brigade Support Officer

CF:
Brigade Advisor

APPENDIX E-2: Example of Two-Page Page Memorandum with single addressee



REPLY TO
ATTENTION OF

MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS
10620 MATHER BLVD, SUITE 6
MATHER, CALIFORNIA 95655-4125

CACC-20

S: 4 January 2011
19 December 2010

MEMORANDUM FOR: LTC(CSMR) James Robinson, 219th Training Support Brigade, 4009 South Lan Street, Georgeville, CA 96672-0913

SUBJECT: Request for Support

1. HQs, 20th Cadet Regiment requests use of one water buffalo during the period 3-9 February 2011 for a cadet bivouac at Fort Meyers in Georgeville, CA.
2. Specific requirements include:
 - a. The 219th TSB to drop off the water buffalo at Fort Meyers under the blue canopy east of the park's main entrance NLT 1400 on 3 Feb 11.
 - b. A water purification team to service the water buffalo at same location some time between 0800-1600 on 6 Feb 11.
 - c. The 219th TSB to pick up the water buffalo at same location between 1500-1900 on 9 Feb 11.
3. Further request that the TSB provide copies of the following topographic maps for the bivouac:
 - a. Quadrangle 406 – 10 copies
 - b. Quadrangle 408 – 10 copies
 - c. Quadrangle 414 – 35 copies
 - d. Quadrangle 434 – 100 copies
 - e. Quadrangle 455 – 100 copies
 - f. Quadrangle 501 - 15 copies
 - g. Quadrangle 507 – 15 copies
 - h. Quadrangle 516 – 35 copies
 - i. Quadrangle 804 – 50 copies
4. Request the TSB provide instructor support for the following classes:
 - a. Using a lensatic compass – 7 Feb 11 from 0800-1600; class to be one hour in duration and repeated to six different groups.
 - b. Reading topographic symbols – 8 Feb 11 from 0800-1600; class to be 90 minutes in duration and repeated to four different groups.

CACC-20

SUBJECT: Request for Support

5. POC is the undersigned.

FOR THE BRIGADE ADVISOR:

ROBERT M. WILSON
2LT, CACC
Brigade Support Officer

CF:
Brigade Advisor

APPENDIX E-3: Example of Single Page Memorandum with multiple addressees



REPLY TO
ATTENTION OF

**MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS**
10620 MATHER BLVD, SUITE 6
MATHER, CALIFORNIA 95655-4125

CACC-20

S: 4 January 2011
19 December 2010

MEMORANDUM FOR:

LTC(CSMR) James Robinson, 219th Training Support Brigade, 4009 South Lan Street, Georgeville, CA
96672-0913

MAJ(USAR) William Bonner, 34th Regional Readiness Group, 305 Willow Way, Georgeville, CA
96672-0913

SUBJECT: Request for Water Buffalo

1. HQs, 20th Cadet Regiment requests use of one water buffalo during the period 3-9 February 2011 for a cadet bivouac at Fort Meyers in Georgeville, CA.
2. Specific requirements include:
 - a. The 219th TSB to drop off the water buffalo at Fort Meyers under the blue canopy east of the park's main entrance NLT 1400 on 3 Feb 11.
 - b. A water purification team from the 34th Regional Readiness Group to service the water buffalo at same location some time between 0800-1600 on 6 Feb 11.
 - c. The 219th TSB to pick up the water buffalo at same location between 1500-1900 on 9 Feb 11.
3. POC is the undersigned.

FOR THE BRIGADE ADVISOR:

ROBERT M. WILSON
2LT, CACC
Brigade Support Officer

CF:
Brigade Advisor

APPENDIX E-4: Example of Single Page Memorandum with more than five addressees



REPLY TO
ATTENTION OF

**MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS**
10620 MATHER BLVD, SUITE 6
MATHER, CALIFORNIA 95655-4125

CACC-20

S: 4 January 2011
19 December 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Request for Water Buffalo

1. HQs, 20th Cadet Regiment requests use of one water buffalo during the period 3-9 February 2011 for a cadet bivouac at Fort Meyers in Georgeville, CA.
2. Specific requirements include:
 - a. The 219th TSB to drop off the water buffalo at Fort Meyers under the blue canopy east of the park's main entrance NLT 1400 on 3 Feb 11.
 - b. A water purification team to service the water buffalo at same location some time between 0800-1600 on 6 Feb 11.
 - c. The 219th TSB to pick up the water buffalo at same location between 1500-1900 on 9 Feb 11.
3. POC is the undersigned.

FOR THE BRIGADE ADVISOR:

ROBERT M. WILSON
2LT, CACC
Brigade Support Officer

CF:
Brigade Advisor

DISTRIBUTION:
Superintendent
Principal
Brigade Advisor

LTC(CSMR) James Robinson, 219th Training Support Brigade, 4009 South Lan Street, Georgeville, CA
96672-0913

MAJ(USAR) William Bonner, 34th Regional Readiness Group, 305 Willow Way, Georgeville, CA
96672-0913

CPL Janice Goodwin, 34th Regional Readiness Group, 305 Willow Way, Georgeville, CA 96672-0913

APPENDIX E-5: Example of Single Page Thru Memorandum with more than five addressees



REPLY TO
ATTENTION OF

**MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS**
10620 MATHER BLVD, SUITE 6
MATHER, CALIFORNIA 95655-4125

CACC-20

S: 4 January 2011
19 December 2010

MEMORANDUM THRU Brigade Advisor, 5th Cadet Brigade

FOR SEE DISTRIBUTION

SUBJECT: Request for Water Buffalo

1. HQs, 20th Cadet Regiment requests use of one water buffalo during the period 3-9 February 2011 for a cadet bivouac at Fort Meyers in Georgeville, CA.
2. Specific requirements include:
 - a. The 219th TSB to drop off the water buffalo at Fort Meyers under the blue canopy east of the park's main entrance NLT 1400 on 3 Feb 11.
 - b. The 219th TSB to pick up the water buffalo at same location between 1500-1900 on 9 Feb 11.
3. POC is the undersigned.

FOR THE BRIGADE ADVISOR:

ROBERT M. WILSON
2LT, CACC
Brigade Support Officer

CF:
Brigade Advisor

DISTRIBUTION:

Superintendent

Principal

Brigade Advisor

LTC(CSMR) James Robinson, 219th Training Support Brigade, 4009 South Lan Street, Georgeville, CA
96672-0913

MAJ(USAR) William Bonner, 34th Regional Readiness Group, 305 Willow Way, Georgeville, CA
96672-0913

CPL Janice Goodwin, 34th Regional Readiness Group, 305 Willow Way, Georgeville, CA 96672-0913

APPENDIX F-1: Example of Single Page Letter



REPLY TO
ATTENTION OF

MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS
10620 MATHER BLVD, SUITE 6
MATHER, CALIFORNIA 95655-4125

9 July 2017

Office of the Brigade Advisor

Mr. William Knox
145 Fillmore Circle
Dodge, CA 94442-2109

Dear Mr. Knox:

Your participation in last week's Color Guard ceremony was very much appreciated. We know how time consuming it is for the mayor to attend these civic events and we appreciate your kind words about the 15th Brigade.

Sincerely,

Marcus Wilkins
Major, California Cadet Corps
Brigade Advisor

APPENDIX F-2: Example of Two Page Letter



REPLY TO
ATTENTION OF

MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS
10620 MATHER BLVD, SUITE 6
MATHER, CALIFORNIA 95655-4125

9 July 2017

Office of the Brigade Advisor

Mr. William Knox
145 Fillmore Circle
Dodge, CA 94442-2109

Dear Mr. Knox:

Your participation in last week's Color Guard ceremony was very much appreciated. We know how time consuming it is for the mayor to attend these civic events and we appreciate your kind words about the 15th Brigade.

We are particularly heartened by the poem one of our cadets wrote to commemorate the occasion of the city's 150th year. We are including that text here as you requested:

Oh, Town of Dodge we love thee
We honor your true name
We sing our praises to thee
And celebrate your fame

We love the oak filled highways
And cherished pecan pie
We know the hills and byways
Are filled with voices nigh

We celebrate the future
Filled with promise bright
And ask for blessing secure
Today and through the night

Since nineteen and fourteen
The city's stood real true
An everlasting beacon
Of hope and faith for you

As noted during the ceremony, we have prepared laminated cards with this poem for all of our cadets and will be making another presentation of the poem at the city council meeting next Thursday evening.

-2-

We look forward to continuing our exceptional relationship and wish you and your wife well in the upcoming Pecan Festival.

Sincerely,

Marcus Wilkins
Major, California Cadet Corps
Brigade Advisor

Enclosure
Copy of laminated card with poem

APPENDIX G: Example of an Information Bulletin



REPLY TO
ATTENTION OF

MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS
10620 MATHER BLVD, SUITE 6
MATHER, CALIFORNIA 95655-4125

CACC-10

14 August 2016

INFORMATION BULLETIN 010-1617-003

1. **CONGRATULATIONS:** are in order for LTC (CACC) William Smith who celebrates his 45th year of service to the California Cadet Corps this week.
2. **INTERIM CHANGE TO CR 1:** All personnel should have noted Interim Change #5 to CR 1 was posted to the CACC web site last Thursday. Copies of the change can be downloaded onto your CACC handheld computers.
3. **ANNUAL GENERAL INSPECTIONS:** A reminder to submit your preferred dates for AGIs to HQs, CACC NLT Friday 27 August.

FOR THE EXECUTIVE OFFICER:

DAVID T. SCHWARTZ
LTC, CACC
Assistant Executive Officer

APPENDIX H: Example of a Circular



REPLY TO
ATTENTION OF

**MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS**
10620 MATHER BLVD, SUITE 6
MATHER, CALIFORNIA 95655-4125

S: 18 Aug 17
27 April 2017

CACC-10

CIRCULAR 010-1617-014

STATE ARCHERY MATCHES

1. **GENERAL:** State level Archery Matches will be held at Camp San Luis Obispo during the period 14-19 September 2017. Arrival of the main body will be between 0800-100 on 14 Sep and departure is anticipated to be immediately following the presentation of awards at approximately 1500 on 19 Sep.
2. **TRANSPORTATION:** is the responsibility of participants.
3. **FOOD SERVICE:** will be available in CSLO's consolidated mess hall for all participants in the matches beginning with the noon meal on 14 Sep and concluding with the noon meal on 19 Sep.
4. **BILLETING:** Participants and chaperons should arrange for billeting directly with the CSL billeting office by calling 805-555-1212.
5. **REGISTRATION:** Participants must register online at www.cacc.cadet.org not later than 1700 on 18 August in order to participate in the matches. A roster of chaperons is due to HQs, CACC at the same time.

FOR THE EXECUTIVE OFFICER:

DAVID T. SCHWARTZ
LTC, CACC
Assistant Executive Officer

APPENDIX I: Example of a Letter of Instruction



REPLY TO
ATTENTION OF

MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS
10620 MATHER BLVD, SUITE 6
MATHER, CALIFORNIA 95655-4125

CACC-10

27 April 2017

LETTER OF INSTRUCTION 010-1617-014

MEASURING FOR CLASS A UNIFORMS

1. **GENERAL:** The Class U uniforms ordered during the 2006-2007 school year have finally arrived and are being distributed in the coming weeks. The purpose of this LOI is to explain the procedures to measure for Class A uniforms.

2. XXX...

FOR THE EXECUTIVE OFFICER:

DAVID T. SCHWARTZ
LTC, CACC
Assistant Executive Officer

APPENDIX J - Outline of Master Index

10 - ADMINISTRATION

- 10-01 Suspense Files
- 10-02 Incoming Correspondence (from civilians)
- 10-03 Outgoing Correspondence (to civilians)
- 10-04 State Information Bulletins
- 10-05 Other Information Bulletins
- 10-06 Miscellaneous School Bulletins
- 10-07 State Permanent Orders
- 10-08 State Orders
- 10-09 Brigade Permanent Orders
- 10-10 Brigade Orders
- 10-11 Regimental Permanent Orders
- 10-12 Regimental Orders
- 10-13 Unit Permanent Orders
- 10-14 Unit Orders
- 10-15 Outgoing Memorandums
- 10-16 Incoming Memorandums
- 10-17 Letters of Instruction
- 10-18 Annual General Inspection (AGI) Reports
- 10-19 Statewide Strength and Activity Reports
- 10-20 Brigade Strength and Activity Reports
- 10-21 Regimental Strength and Activity Reports
- 10-22 Unit Strength and Activity Reports
- 10-23 Miscellaneous Reports
- 10-24 Morale/Social Functions
- 10-25 Chaplain Services
- 10-26 Commandant Meeting Agendas
- 10-27 Commandant Meeting Minutes
- 10-28 Cadet Staff Meeting Agendas
- 10-29 Cadet Staff Meeting Minutes
- 10-30 Standard Operating Procedures
- 10-31 For Local Use
- 10-32 For Local Use
- 10-33 For Local Use
- 10-34 For Local Use
- 10-35 For Local Use
- 10-36 For Local Use
- 10-37 For Local Use
- 10-38 For Local Use
- 10-39 For Local Use
- 10-40 For Local Use

11 - PERSONNEL

- 11-01 Cadet Officer Appointments/Promotions
- 11-02 Cadet Promotions
- 11-03 Cadet Discharges/Resignations
- 11-04 Cadet Duty Rosters
- 11-05 School Level Awards
- 11-06 Cadet Disciplinary Hearing Records
- 11-07 Commandant Officer Appointments
- 11-08 Commandant Promotions
- 11-09 Commandant Discharges/Resignations
- 11-10 Commandant Awards
- 11-11 Commandant Duty Rosters
- 11-12 Commandant Credentialing
- 11-13 Commandant Professional Development
- 11-14 Parent/Other Volunteer Information
- 11-15 For Local Use

12 - CADET SERVICE RECORDS

13 – COMMANDANT SERVICE RECORDS

20 – SECURITY AND SAFETY

- 20-01 Robbery/Theft Reports
- 20-02 Medical Services
- 20-03 Safety Information
- 20-04 Emergency Plans
- 20-05 Security Information
- 20-06 Risk Management Worksheets
- 20-07 For Local Use

30 - TRAINING

- 30-01 CACC Curriculum Disks
- 30-02 CACC Curriculum Supporting (Introductory) Documents
- 30-03 CACC Standards
- 30-04 Academic Vocabulary
- 30-05 Weekly Lesson Plans
- 30-06 Yearly Training Calendars (State, Brigade, Regimental, and Unit)
- 30-07 Weekly Training Schedules
- 30-08 Physical Fitness Testing (Fitnessgram) Records
- 30-09 Marksmanship Qualification Records
- 30-10 Promotion Test Answer Keys
- 30-11 Instructor Certifications
- 30-12 Teacher Grade Books
- 30-13 Benchmark Test Results
- 30-14 Course Syllabi
- 30-15 Instructional Material
- 30-16 For Local Use
- 30-17 For Local Use
- 30-18 For Local Use

31 – OPERATIONS (within each, file the WARNO, OPLAN, OPORD, Circulars)

- 31-01 Bivouacs
- 31-02 Specialized Training Programs
- 31-03 Leadership Schools
- 31-04 Brigade/Regimental Drill Competitions
- 31-05 State Drill Competitions
- 31-06 Non-CACC Drill Competitions
- 31-07 State Rifle Matches
- 31-08 Regimental/Brigade Rifle Matches
- 31-09 Unit Rifle Matches
- 31-10 Summer Camps
- 31-11 Unit Individual Major Awards
- 31-12 Brigade Individual Major Awards
- 31-13 State Individual Major Awards
- 31-14 Drill Academies
- 31-15 State Command and Staff School
- 31-16 Unit/Regimental/Brigade Command and Staff School
- 31-17 OCS/BNOC/ANOC
- 31-18 Survival
- 31-19 Mountaineering
- 31-20 Physical Fitness Competitions
- 31-21 For Local Use
- 31-22 For Local Use
- 31-23 For Local Use
- 31-24 For Local Use
- 31-25 For Local Use

40 - SUPPLY

- 40-01 Temporary Hand Receipt File
- 40-02 Requisition/Report of Survey/Lateral Transfer Suspense File
- 40-03 Unit Voucher File Part A – Completed Requisitions
- 40-04 Unit Voucher File Part B – Completed Reports of Survey
- 40-05 Unit Voucher File Part C – Lateral Transfer Documents
- 40-06 Federal Property Inventory (DCM/CMP)
- 40-07 State Property Inventory
- 40-08 Brigade/Regimental Property Inventory
- 40-09 School Property Inventory
- 40-10 Master Property Book
- 40-11 Individual Clothing Records
- 40-12 Supply Catalogs
- 40-13 For Local Use
- 40-14 For Local Use
- 40-15 For Local Use

41 - LOGISTICS

- 41-01 Food Service
- 41-02 Transportation
- 41-03 Military Facilities
- 41-04 Civilian Facilities
- 41-05 Equipment Rental
- 41-06 School level financial records
- 41-07 Regimental level financial records
- 41-08 Brigade level financial records
- 41-09 State budget documents
- 41-10 General Services Charge Card documentation
- 41-11 For Local Use
- 41-12 For Local Use
- 41-13 For Local Use

50 - PUBLIC AFFAIRS

- 50-01 Individual Community Service
- 50-02 State and Civic Awards
- 50-03 Press Releases / Media Advisories
- 50-04 Public Affairs Contacts
- 50-05 Photographs
- 50-06 Newspaper / Internet Clippings
- 50-07 10th Brigade Newsletters
- 50-08 Other Newsletters
- 50-09 CACC Web Site
- 50-10 School Service
- 50-11 Historical Artifacts
- 50-12 Parades
- 50-13 Color Guards
- 50-14 Unit Community Service
- 50-15 For Local Use
- 50-16 For Local Use
- 50-17 For Local Use

60 – COMMUNICATIONS AND COMPUTERS

- 60-01 Radio Communications
- 60-02 Computers

BLANK FORMS

APPENDIX K

INDEX OF CACC FORMS

<u>CACC FORM</u>	<u>TITLE</u>	<u>APPL.REG.</u>
1	Application to Form a Cadet Corps Unit	CR 1-9
2	Commandant Application for Commissioning Check List / Cover Sheet	CR 1-4
3	Unit Transfer Request	CR 1-4
4	Certificate of Discharge (Commandant)	CR 1-4
5	CACC Monthly Strength and Activities Report	CR 1
5B	CACC Brigade/Regimental Monthly Strength And Activities Report	CR 1
6	Brigade Advisor's Recommendation for Commissioning	CR 1-4
7	Application for Appointment	CR 1-4
8A	Application for Appointment or Promotion as a Cadet Non-Commissioned Officer in the CACC	CR 1-5
8B	Application for Appointment or Promotion as a Cadet Warrant Officer or Company Grade Commissioned Officer in the CACC	CR 1-5
8C	Application for Promotion as a Cadet Field Grade Commissioned Officer in the CACC	CR 1-5
9	Identification Card / Personnel Data Sheet	CR 1-4
10	Oath of Office	CR 1-4
11	School Board Recommendation	CR 1-4
12	Request for Separation	CR 1-4
13	Cadet Service Record	CR 1

14	Commandant Promotion Recommendation	CR 1-4
15	Annual General Inspection Report	CR 1-2
16	Application for Letter from TAG for DSSS Basic Military Drill Credential Letter	CR 1-10
17	School District Delegation of Signature Authority	CR 1-11
19	Application State Cadet Officer Candidate School	CR 3-2
20	Application for 10 th Brigade Staff Position	CR 3-22
21	Risk Management Worksheet	CR 3-13
22	Certificate of Discharge (Cadet)	CR 1
27	Waiver of Pay, Allowances and Reimbursement from the State of California	CR 1-4
30	Commandant Awards Request	CR 1-7
34	Drill Competition Inspection Form	CR 3-8
35	Official Score Card	CR 3-18
37	Consent to Participate	CR 3-17
40	Requisition for Uniforms	CR 4-1
41A	Requisition for Quick Service Items	CR 4-1
41B	Requisition for Quick Service Items	CR 4-1
42	Requisition for Special Items	CR 4-1
51	Report of Survey	CR 4-1
100	Individual Clothing Record	CR 4-1
101	Hand Receipt	CR 4-1
104	Property Book Stock Record Form	CR 4-1
105A	Inventory	CR 4-1

105B	Inventory	CR 4-1
105C	Inventory	CR 4-1
105D	Inventory	CR 4-1
203	Report of Medical History	CR 3-3
204	Application for Cadet Command or Staff Position (summer camp)	CR 3-3
205	Commandant's Application for Annual Encampment	CR 3-3