

California Cadet Corps Regulation 1

GENERAL ADMINISTRATION

PURPOSE

- This regulation establishes guidance for:
 - STRENGTH AND ACTIVITIES REPORTS
 - ORDERS AND PERMANENT ORDERS
 - SERVICE RECORDS AND 201 FILES
 - CORRESPONDENCE
 - FILING

Chapter 1 – Responsibilities of Brigade/Regimental Commanders

“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

Chapter 1 – Responsibilities of Brigade/Regimental Commanders

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brigade or regiment, the maintenance of brigade or regimental master files, the collection, publication and timely submission of monthly consolidate brigade strength reports and the maintenance of 201 files for cadet brigade or regimental staff members not assigned specifically to a subordinate school unit.”

Responsibilities of Battalion Commanders

“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.”

Individual Responsibilities

Individual Cadets are responsible to ensure the proper preparation and maintenance of their 201 file and service record, Form 13.

Why we have SARs

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).

Why we have SARs

(continue)

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.

SARs: How Often?

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.

Unit SARs: When?

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.

Unit SARs: Who?

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.

Unit SARs: How??

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 subcategories listed on page 4 of the regulation

The Activities Section

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).

Timelines

- Completed unit SARs will be forwarded to the Brigade or Regimental Advisor by the 10th of each month.
- Brigades or regiments will receive these reports and consolidate them onto a CACC Form 5B not later than the 15th of each calendar month.
- Brigades or regiments will submit consolidated CACC Form 5 to the HQs, CACC NLT the 20th of each calendar month.

Preparation of the Actual Report

See Section 2-3 of the Regulation, beginning on page 4

Reference FORM POINTS explaining how each point of the form is properly completed

Basics of Orders

Purpose - Orders are the written and oral means by which instructions are transmitted to cadets, units, or personnel.

Formats - Orders and permanent orders shall be published in accordance with the formats identified in this regulation. No other formats are authorized.

Templates - Electronic templates in Microsoft Word format are available from HQs, CACC; ATTN: M-Day S-6.

Classes - There are two classes of orders: Permanent Orders and Orders.

State Orders

–State – The Director of Administration in the Joint Staff Division publishes orders relating to commandant personnel.

–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.

Brigade Level

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.

Brigade Level

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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.

Regimental Level

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.

Regimental Level

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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.

Battalion Level

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.

Companies

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.

Effective Dates of Orders

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.

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.

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)

Numbering of Orders

- 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.

Numbering of Orders

- 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.

Basics of Order Formats

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.

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.

Basics of Order Formats

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);

Basics of Order Formats

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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.

Copies of Orders

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
- 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)
- One copy to appropriate bulletin boards

Order of Precedence for Listing 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

Order of Precedence for Listing on Orders

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.

Authentication

- Authentication means the order is considered a legal document approved by proper authority.
- Authentication occurs by means of a signature in ink OR an electronic stamp

Authenticating State Orders

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.

Brigade or Regimental Orders' Authentication

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.

Unit Order Authentication

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.

Signing or Stamping?

When signed by the cadet commander, the signature will be placed directly above the cadet's signature block and below the OFFICIAL line.

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.

Signing or Stamping?

When signed by the adult, the signature is placed above the adult's signature block.

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.

Signing or Stamping?

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.

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.

201 FILES: Their 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.

The Form 13 is the major component of a complete FILE on the cadet, known as the 201 file.

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.

Initial Preparation

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.

Initial Preparation

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.

Format of Entries on a Form 13

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.

Dates on Service Records

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.

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.

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.

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.

The 201 File Folder

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.

Construction: 201 files will normally be constructed from four-section letter size pressboard classification folders (Pendaflex Style 1157G brand or similar).

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.

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.

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.

Section 3

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.

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.

The Form 13's Location

The cadet's hard copy Form 13 will be placed between sections 1 and 2 of the classification folder.

Types of Correspondence

Letter

Memorandum

Information Bulletin

Circular

Letters of Instruction

The Letter

is used when communicating with civilian individuals and groups, including parents of cadets, school district officials, and civic and governmental entities.

The Memo

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 Memo

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.

The Info 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.

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.

Writing Styles

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.

Writing Styles

Use the subject-verb-object standard sentence order whenever possible.

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).

Writing Styles

Use short words, keep sentences short and where possible, avoid paragraph of longer than 10 lines. Avoid jargon, use correct spelling, grammar and punctuation.

Use “I, We, and You” as subjects of sentences rather than *this office, this headquarters, this command*, and so forth. Avoid sentences that begin with “It is ...” or “There are...”

Office Symbols

The office symbol for HQs, CACC is CACC-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.

Office Symbols

Individual offices within the respective headquarters will add a dash after the unit identifier and an accepted office identifier as follows: Brigade, Regimental, and Battalion Executive Officers will use "XO." For instance the battalion XO for the 405th battalion would use CACC-405-XO. 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.

Office Symbols

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.

- HQ, CACC M-Day staff officers will use their respective M-Day positions: Assistant XO – AXO, Special Projects Officers- SPO, S-1, S2, S3, etc – as in 5-1(k)(b) above

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.

Authority Lines

The following are the only authority lines to be used by members of the California Cadet Corps:

- When a cadet subordinate signs a document for the cadet commander, use **FOR THE COMMANDER.**
- When an adult signs for the principal, use **FOR THE PRINCIPAL.**

Authority Lines

The following are the only authority lines to be used by members of the California Cadet Corps:

- 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**.

Signature Block

- CADETS:
JOHNNY K. DETT
C/SSG, CACC
Platoon Sergeant
- ADULTS
WILLIAM H. BRATTON
MAJ, CACC
Assistant Commandant of Cadets

Formats for Correspondence

See the formats in the regulation

Filing

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.

Basics of Filing

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.

Basics of Filing

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 file drawer, a master index should be kept in each drawer.

Items filed within a folder are arranged with the most recent date on top.

Still More on Filing

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.

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.

What Exactly Goes In Each Folder?

See the text of the regulation for a listing of what goes in which folder.

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.