

Supply Management

State of California-Military Department
Joint Force Headquarters
Sacramento, California
1 January 2007

UNCLASSIFIED

SUMMARY of CHANGE

CR 4-1
Supply Management

*This is a complete revision of the previously published supply management regulation.

State of California – Military Department
 Joint Force Headquarters
 Headquarters, California Cadet Corps
 Sacramento, California

Cadet Regulation 4-1
Effective 1 January 2007

SUPPLY MANAGEMENT

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History. This regulation provides the necessary forms and procedures for supply management in the California Cadet Corp (CACC). This is a major revision of the 1987 edition of the regulation.

Summary. This regulation describes the policies and procedures and provides the necessary forms for management of school, regimental, brigade, and State property by brigades, regiments, and units of the CACC.

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

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CHAPTER 1

GENERAL

1-1. Authority.

The authority for the State of California to acquire and disperse property to units of the California Cadet Corps (CACC) and subsequent issue of property to cadets is contained in Sections 510, 511, 512, 515 and 516 of the California Military and Veterans Code.

1-2. Responsibilities.

The principal of each school is designated the Supervising State Property Custodian and is responsible for all state property issued by the Headquarters, California Cadet Corps (HQ CACC) to the unit. The Commandant is designated the State Property Custodian and is responsible for the management and maintenance of all state property issued to the unit by the HQ CACC or issued by subordinate brigades. Supplies issued to the brigade are the responsibility of the Brigade Advisor and principal of the school to which the Brigade Advisor is assigned. In the event a Brigade Advisor is not assigned to a school site, the Superintendent of Schools of the school district by which the Brigade Advisor is employed is designated as the Supervising State Property Custodian. In the event a Brigade Advisor is not an employee of a public school district, a memorandum of understanding will be prepared and signed by the Executive Officer of the CACC and the Brigade Advisor outlining responsibilities of the Brigade Advisor for supply management and care and safeguarding of state property.

1-3. Accountability.

Supplies and equipment issued to units will be accounted for by the units. Regular inventories and periodic inspections will be performed and documented to insure proper accountability is maintained. Transfer of equipment and supplies between units will not be allowed without prior approval by the HQ CACC or the Brigade Advisor.

1-4. State Controlled Items.

State controlled items are those which must be strictly controlled. These include weapons, television sets, cameras, uniform items, and other supplies requisitioned on Cadet Corps Form 40 (Appendix H), or issued by the HQ CACC, as a one time issue on Cadet Corps Form 42 (Appendix J). An audit trail must be maintained on these items to include certificates of expenditure for items lost, destroyed, or no longer required.

1-5. Quick Service Items.

Quick service items are those requisitioned by use of Cadet Corps Form 41 (Appendix I). These items are issued to the brigade and units based on number of cadets assigned. These items may be reissued to cadets but certificates of expenditure need not be accomplished to support usage, loss, or destruction; however, units will develop regulations governing the issuance of these items as a basis for supporting usage rates.

CHAPTER 2

INDIVIDUAL CLOTHING RECORD AND TEMPORARY HAND RECEIPT

2-1. Individual Clothing Record (CACC Form 100).

The Individual Clothing Record (CACC Form 100) is the document indicating the current balance of Cadet Corps uniform items assigned to a cadet. The Individual Clothing Record is included as Appendix A to this regulation. It must be filled out on each cadet who has been issued Cadet Corps supplies.

2-2. Procedures for CACC Form 100.

- a.* The CACC Form 100 will be filled out in ink or typewritten except as noted in 2-2c below.
- b.* The cadet's full name will be PRINTED in block letters.
- c.* The size or rank of the item being issued will be recorded in pencil.
- d.* The current balance of that particular item (the total number of those items the cadet is responsible for) will be carried forward in subsequent columns of the form such that the last column will indicate the GRAND TOTAL of each item for which the cadet is responsible.
- e.* A forward slash (/) will indicate a zero balance for an item. In the event more than one consecutive line has a zero balance, the topmost and bottommost forward slashes will be connected with a vertical line.
- f.* The signature of the cadet receiving the supplies will be included along with the date of issue.

2-3. Example.

Appendix B contains an example of how to fill out CACC Form 100.

2-4. Temporary Hand Receipt (CACC Form 101).

The Temporary Hand Receipt (CACC Form 101), included as Appendix C, is used to temporarily issue any equipment or supplies other than uniform items. Examples of items that can be issued on this form include:

- a.* Field Equipment (Bivouac Supplies).
- b.* Training Aids.
- c.* Manuals or Other Written Documents.
- d.* Audiovisual Equipment.
- e.* Physical Education Supplies or Equipment.
- f.* Keys.
- g.* Color Guard Equipment.
- h.* Drill Rifles.
- i.* Non-expendable Marksmanship Supplies or Equipment.

2-5. Procedures for CACC Form 101.

- a.* The CACC Form 101 will be filled out in ink or typewritten.
- b.* The cadet or adult's full name will be PRINTED in block letters.
- c.* The current balance of that particular item will be carried forward in subsequent columns of the form such that the last column will indicate the GRAND TOTAL of each item for which the individual is responsible.

- d.* A forward slash (/) will indicate a zero balance for an item. In the event more than one consecutive line has a zero balance, forward slashes will be connected with a vertical line.
- e.* The signature of the individual receiving the supplies will be included along with the date of issue.

2-6. Example.

Appendix D contains an example of how to fill out CACC Form 101.

CHAPTER 3

THE PROPERTY BOOK

3-1. General.

Each brigade, regiment, and unit will maintain a Property Book with individual stock record forms on each item issued to that entity. Appendix E contains an example of the Stock Record Form (CACC Form 104). In the event that more than one size or type of an item exists in inventory, a separate stock record will be maintained. The Property Book will be maintained in a three-ring binder or similar storage format. An electronic format is acceptable provided it allows for immediate access to individual pages of the book. For the purposes of the Annual General Inspection, inspecting officers may, at their discretion, require a hard copy of the Property Book.

3-2. Procedures.

The name of the item (only one item per stock record form) is recorded in BLOCK LETTERS.

- a. The stock keeping unit (SKU) number can be found on CACC Forms 40, 41, 42 or 43.
- b. The unit of issue is recorded as:
 - (1) each (EA).
 - (2) box (BX).
 - (3) pair (PR).
 - (4) dozen (DZ).
 - (5) gross (GR).
 - (6) assembly (AY).
 - (7) bag (BG).
 - (8) can (CN).
 - (9) cylinder (CY).
 - (10) gallon (GN).
 - (11) kit (KT).
 - (12) lot (LT).
 - (13) package (PK).
 - (14) quart (QT).
 - (15) roll (RL).
 - (16) tube (TU).
- c. The battalion, regiment, or brigade number accountable for the supplies is recorded in the format ###BN, ##REG, or ##BDE.
- d. Each time a unit is issued, receives, turns in, or completes a Certificate of Expenditure on one or more items listed on the form, an entry is made on the form showing the transaction using Arabic numerals.
- e. Enter the date of each transaction in column 1.

3-3. Transaction with Higher Headquarters.

Columns 2 through 5 are used to record transactions involving a higher headquarters.

- a. Enter the document number from the requisition form or Certificate of Expenditure in column 2.
- b. If receiving quantities of an item, place quantity received in column 3 (debit).
- c. If being relieved of accountability for an item (e.g. an approved Report of Survey or higher-headquarters-approved transfer of equipment), place quantity in column 4 (credit).

d. Column 5 is the quantity the unit is responsible for. It is calculated by adding the last entry made in column 5 to the figure in column 3 (debits to account) and subtracting column 4 (credits to account). See example in Appendix F.

3-4. Transactions Within the Unit.

Columns 6 through 8 are for unit level transactions.

- a.* Every time an item is issued, the quantity issued is placed in column 6.
- b.* Every time an item is returned, an entry is made in column 7.
- c.* Column 8 is calculated by taking the last figure in column 8, subtracting column 6 (issues), and adding column 7 (returns). This figure should equal the actual quantity of the item you have in stock.

3-5. Inventories.

An inventory is recorded by making entries in columns 1, 5, 6, and 8.

- a.* The word "INVENTORY" will be written through columns 2, 3, and 4.
- b.* The column 5 entry will be carried forward from the last entry in column 5.
- c.* The column 6 entry will be calculated by counting the actual quantity of items issued on CACC Forms 100 or 101.
- d.* Column 7 will be left blank.
- e.* Column 8 will indicate quantity physically on hand as a result of the inventory process.
- f.* Column 8 + column 6 should equal column 5.
- g.* Note any differences in column 9.
- h.* Differences should be taken care of by submitting Certificates of Expenditure with appropriate supporting documentation.
- i.* All entries will be in Arabic numerals.

3-6. Example.

Appendix F contains an example of a stock record, CACC Form 104.

CHAPTER 4

INVENTORIES

4-1. General.

Inventories will be made quarterly and whenever losses are reported. In addition, an inventory will be completed within 10 calendar days of the Annual General Inspection. A copy of the inventory will be forwarded to the Brigade Advisor and maintained in Brigade files.

4-2. Procedures.

- a.* Cadet Corps Forms 105A, B, C, D, E, and F included as Appendix G will be completed each time an inventory is conducted.
- b.* Indicate the quantity of each item issued and quantity of each item on hand in the appropriate columns.
- c.* Total the amounts on hand and issued.
- d.* Include a notation in the required box as to the exact location of the supplies.
- e.* The signatures, in ink, of a Cadet Supply Officer, the Commandant (as State Property Custodian) and Principal (as Supervising State Property Custodian) are required on the form.

CHAPTER 5

REQUISITIONS

5-1. General.

- a. Requisitions for property will be submitted on CACC Forms 40, 41A/B, 42 and 43.
- b. CACC Form 40 will be used for Class B uniform items, CACC Form 41A and 41B for quick service items, and CACC Form 42 for special issue items. CACC Forms 43 will be used for Class A uniform items.
- c. Appendices H, I, J and K respectively include examples of CACC Forms 40, 41A/B, 42 and 43.
- d. All requisitions are processed through the Brigade Advisor who will forward them, if approved, to the Headquarters, California Cadet Corps (HQ CACC).
- e. A current Unit Strength and Activities Report, Form 5, must be on file at the Brigade Headquarters before a Unit requisition will be approved for processing by the Brigade Advisor.
- f. A current Brigade Strength and Activities Report, Form 5 (Bde), must be on file at the State Headquarters before a Brigade requisition will be approved for processing by the State Supply Officer.
- g. Units out of compliance with directives of the Brigade Advisor may be subject to denial of the privilege of requisitioning state supplies.
- h. Brigades out of compliance with directives of the Executive Officer, California Cadet Corps, may be subject to denial of the privilege of requisitioning state supplies.

5-2. Completing CACC Forms 40, 41A/B, 42 and 43.

- a. Complete the top portion of the form with the unit designation, name, and address. Assign a requisition number in the format: □□□□-□□□□-□ where the first four boxes are a four digit school year, followed by a dash, then a three digit Unit Designation followed by a dash and a one digit requisition number. (e.g. The 2nd requisition of the 304th Battalion during the 2007-2008 school year would be recorded as 0708-304-2).
- b. Each portion of the form must be completed in its entirety.
- c. The unit designation, name of the Commandant (as State Property Custodian) and date are PRINTED in ink on the top portion of the form.
- d. Quantities requested for each item are written in Arabic numerals.
- e. In boxes where no quantity is requested, a forward slash (/) will be recorded. In the event more than one consecutive line has a zero quantity requested, the topmost and bottommost forward slashes will be connected with a vertical line.
- f. The requesting Commandant signs the bottom left box of the form and forwards it to the Brigade Headquarters.
- g. Unit requisitions may be submitted to Brigade Advisors throughout the year, but brigades may only submit requisitions during the periods outlined in 5-2 (h) below.
- h. Brigade Advisors consolidate unit requisitions into a single brigade requisition.
- i. Consolidated brigade requisitions are processed by the HQ CACC twice per year during the windows from 15 August – 15 September and 15 January – 15 February. Requisitions received by the HQ CACC outside these windows require approval of the Executive Officer, CACC before processing.
- j. Retain the last copy of the form as a suspense copy and forward the remaining three copies to headquarters for processing.
- k. The suspense copy is retained until the supplies are received.

5-3. Processing and Receipt of Supplies.

- a.* When requisitions are processed, the processing officer records in the “ACTION” column the number of each item issued.
- b.* In boxes where no quantity is issued, a forward slash (/) will be recorded. In the event more than one consecutive line has a zero quantity issued, the topmost and bottommost forward slashes will be connected with a vertical line.
- c.* Quantities issued for each item are written in Arabic numerals.
- d.* In cases where a quantity different than the requested amount is issued, an explanatory note will be written in the “Explanation” column on the form. Explanation codes are as follows:
 - (1) OS – Item is out of stock
 - (2) NS – Item is not in stock and will not be stocked for the foreseeable future
 - (3) AS – An alternate size of the item is being issued
 - (4) UA – Unit is not authorized the quantity or item requested
 - (5) IQ – Insufficient quantities of the item exist in the supply chain
- e.* The issuing officer retains the third copy and returns the first and second copies with the supplies.
- f.* The State Property Custodian receives the supplies and verifies the accuracy of the “action” column of the requisition. She/he notes any discrepancies in the Explanation column.
- g.* The suspense copy of the form is destroyed.
- h.* The original copy of the form is returned to the issuing officer and the second copy is retained as the file copy of the requisition.
- i.* The Property Book is updated each time supplies are received. See Para 3-3 of this regulation.

CHAPTER 6

REPORTS OF SURVEY

6-1. General.

Request for relief from accountability for items that are lost, stolen or unserviceable is accomplished by use of the Cadet Corps Report of Survey, CACC Form 51, included as Appendix L to this regulation.

6-2. Procedures.

a. In the event state controlled property, other than marksmanship weapons, is lost, stolen, or becomes unserviceable, the Principal, as the Supervising State Property Custodian, and the Commandant, as the State Property Custodian, will submit two copies of the Certificate of Expenditure, CACC Form 51, to the State Headquarters.

b. The act of submitting CACC Form 51 does not in itself relieve the State Property Custodian of responsibility for the property. The request for relief must be received, and approved by the State Headquarters, and returned to the unit before the property can be eliminated from the unit property records.

c. An example of a completed CACC Form 51 is included as Appendix M to this regulation.

6-3. Loss of Weapons.

In the event a marksmanship weapon is lost or stolen, the State Property Custodian of the unit suffering the loss will submit six copies of a signed State of California Report of Survey (Standard Form 152), available at <http://www.documents.dgs.ca.gov/osp/pdf/std152.pdf> to the HQ CACC. The act of submitting a Report of Survey does not relieve the unit State Property Custodian of pecuniary responsibility for the property. Following an investigation of the circumstances of the loss, a judgment will be made whether the unit State Property Custodian will be relieved from liability for the loss.

APPENDIX A - CACC Form 100 Individual Clothing Record

LAST NAME, FIRST NAME, MI	INSTRUCTIONS: Entries in INK except size or rank which are in PENCIL. Enter quantity of each item possessed by individual. Advance ALL totals to next column on any item changes. Use a forward slash (/) to indicate a ZERO quantity. Connect consecutive zero cells with a vertical line between slashes. Individual's signature and date required.														
CLOTHING AND EQUIPMENT	auth Alw	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Belt, Black tip	1 ea														
Belt, Brass Tip	1 ea														
Boots, Black (Size ____)	1 pr														
Buckle, Black tip	1 ea														
Buckle, Brass	1 ea														
Cap, Class C (Size ____)	1 ea														
Cap, Garrison, Blue (Size ____)	1 ea														
Cap, Garrison, Black (Size ____)	1 ea														
Coat, Class A (Size ____)	1 ea														
Cord, Should, (Desc ____)	1 ea														
Cord, Should, (Desc ____)	1 ea														
Insignia, CAL	1 ea														
Insignia, CORPS	1 ea														
Insignia, Distinctive, CACC	2 ea														
Insig, Rank, Brass (Rank ____)	1 pr														
Insig, Rank, Should (Rank ____)	1 pr														
Nametape, CACC, Class C	1 ea														
Pants, Class A (Size ____)	1 ea														
Pants, Class B (Size ____)	1 pr														
Pants, Class C (Size ____)	1 pr														
Patch, Bde, Regimental, or Unit	2 ea														
Patch, CACC	2 ea														
Poncho	1 ea														
Shirt, Class A (Size ____)	1 ea														
Shirt, Class B (Size ____)	1 pr														
Shirt, Class C (Size ____)	1 pr														
Shoes, Black (Size ____)	1 pr														
Tabs, Leader, Gold	1 pr														
Tabs, Leader, Royal Blue	1 pr														
Tie, Four in Hand, Black	1 ea														
Windbreaker (Size ____)	1 ea														
I assume responsibility for maintenance and safe keeping of all items issued to me. I will return them or pay for them if lost.															
SIGNATURE AND DATE →															

APPENDIX B - CACC Form 100 Example Individual Clothing Record

LAST NAME, FIRST NAME, MI	INSTRUCTIONS: Entries in INK except size or rank which are in PENCIL. Enter quantity of each item possessed by individual. Advance ALL totals to next column on any item changes. Use a forward slash (/) to indicate a ZERO quantity. Connect consecutive zero cells with a vertical line between slashes. Individual's signature and date required.														
<i>Dett, Johnny K,</i>	auth	1	2	3	4	5	6	7	8	9	10	11	12	13	14
CLOTHING AND EQUIPMENT	Alw														
Belt, Black tip	1 ea	1													
Belt, Brass Tip	1 ea	1													
Boots, Black (Size____)	1 pr	/													
Buckle, Black tip	1 ea	1													
Buckle, Brass	1 ea	1													
Cap, Class C (Size__Med__)	1 ea	1													
Cap, Garrison, Blue (Size__7__)	1 ea	1													
Cap, Garrison, Black (Size__7__)	1 ea	1													
Coat, Class A (Size_____)		/													
Cord, Should, (Desc_____)	1 ea	/													
Cord, Should, (Desc_____)	1 ea	/													
Insignia, CAL	2 ea	1													
Insignia, CORPS	2 ea	1													
Insignia, Distinctive, CACC	2 ea	1													
Insig, Rank, Brass (Rank__CPL__)	1 pr	1													
Insig, Rank, Should (Rank__CPL__)	1 pr	1													
Nametape, CACC, Class C	1 ea	1													
Pants, Class A (Size__34__)	1 ea	1													
Pants, Class B (Size__34__)	1 pr	2													
Pants, Class C (Size__M__)	1 pr	/													
Patch, Bde, Regimental, or Unit	2 ea	1													
Patch, CACC	2 ea	1													
Poncho	1 ea	/													
Shirt, Class A (Size__16.5__)	1 ea	1													
Shirt, Class B (Size__M__)	1 pr	1													
Shirt, Class C (Size__M__)	1 pr	1													
Shoes, Black (Size_____)	1 pr	/													
Tabs, Leader, Gold	1 pr	/													
Tabs, Leader, Royal Blue	1 pr	/													
Tie, Four in Hand, Black	1 ea	1													
Windbreaker (Size_____)	1 ea	/													
I assume responsibility for maintenance and safe keeping of all items issued to me. I will return them or pay for them if lost.															
SIGNATURE AND DATE →		<i>Johnny K Dett 5 Sep 08</i>													

**APPENDIX F - CACC Form 104
Example Property Book Stock Record Form**

Supply Account: 376 Bn

Item Stock Number 34-096

Item Description Shirt, Khaki, Class B, Size Medium

Unit of Issue: EA

DATE	DOC # OR DESCRIPTION	DEBIT (Qty Recd)	CREDIT (Qty Disposed)	BALANCE TO UNIT	QTY ISSUED	QTY RETURNED	BALANCE ON HAND	DIFFERENCE
1	2	3	4	5	6	7	8	9
14 Sep 07	Req 0708-01	35	-	35	-	-	35	-
18 Sep 07	Issue	-	-	35	11	-	24	-
30 Sep 07	Turn-in	-	-	35	-	2	26	-
19 Oct 07	Inventory	-	-	35	9	-	25	1 (CACC Form 51 completed)
21 Oct 07	RQS 0708-01	-	1	34	-	-	25	-
22 Oct 07	Inventory	-	-	34	9	-	25	-

APPENDIX G - CACC Form 105A Inventory

Instructions: *Fill in the unit designation and name, date, and specific location of property in the top line of the form. Then complete the form with the quantities issued and on hand in stock, totaling those two numbers in the third column. Fill in empty boxes with a slash (/). Principal, Commandant, and Cadet Supply Officer sign the bottom of the form.*

Unit Designation: _____ Unit Name: _____ Address: _____ City _____ Zip _____				Date of Inventory: _____				Specific Location of Property: _____			
Description	ISSUED	IN STOCK	TOTAL	Description	ISSUED	IN STOCK	TOTAL	Description	ISSUED	IN STOCK	TOTAL
Insignia, CAL				Shirt, Class B XX Small				Pants, Class B Size 24			
Insignia, CORPS				Shirt, Class B X Small				Pants, Class B Size 26			
Patch, CACC				Shirt, Class B Small				Pants, Class B Size 28			
Patch, Bde/Regiment/Unit				Shirt, Class B Medium				Pants, Class B Size 29			
Buckle, Brass				Shirt, Class B Large				Pants, Class B Size 30			
Belt, web (w/brass tip)				Shirt, Class B X Large				Pants, Class B Size 32			
Buckle, Black				Shirt, Class B XX Large				Pants, Class B Size 34			
Belt, web (w/black tip)								Pants, Class B Size 36			
Insignia, Distinctive, CACC								Pants, Class B Size 38			
Cap, Class C Small								Pants, Class B Size 40			
Cap, Class C Medium				Shirt, Class C X Small				Pants, Class B Size 42			
Cap, Class C Large				Shirt, Class C Small				Pants, Class B Size 44			
Cap, Garrison, Size 6				Shirt, Class C Medium				Pants, Class B Size 46			
Cap, Garrison, Size 6 ¼				Shirt, Class C Large				Pants, Class B Size 48			
Cap, Garrison, Size 6 ½				Shirt, Class C X Large							
Cap, Garrison, Size 6 ¾				Shirt, Class C XX Large							
Cap, Garrison, Size 7											
Cap, Garrison Size 7 ¼											
Cap, Garrison Size 7 ½				Pants, Class C X Small							
Cap, Garrison Size 7 ¾				Pants, Class C Small							
				Pants, Class C Medium							
				Pants, Class C Large				Windbreaker, Small			
								Windbreaker, Medium			
								Windbreaker, Large			
								Windbreaker, X Large			
								Windbreaker, XX Large			
				Nametape, CACC							
				Other (Specify):							
Signature of Supervising State Property Custodian (Principal): _____				Signature of State Property Custodian (Commandant): _____				Signature of Cadet Supply Officer: _____		Date: _____	

APPENDIX G - CACC Form 105B Inventory

Instructions: Fill in the unit designation and name, date, and specific location of property in the top line of the form. Then complete the form with the quantities in stock in the QTY column. Fill in empty boxes with a slash (/). Principal, Commandant, and Cadet Supply Officer sign the bottom of the form.

Unit Designation: _____		Date of Inventory: _____		Specific Location of Property: _____							
Unit Name: _____											
Address: _____											
City _____		Zip _____									
Description	QTY	Description	QTY	Description	QTY	Description	QTY	Description	QTY		
Rank, Brass CDT		Rank, C/COL		Ribbon, Comp Drill		Ribbon, IMA Overall, JD		Bar, Honor Cdt Sum Tng		Medal, Adv NCO Brz	
Rank, Brass CFC		Ribbon, State Service		Ribbon, Comp Drill Rec		Ribbon, IMA Overall, SD		Bar, Hon Off Sum Tng		(Other: Specify)	
Rank, Brass CPL		Ribbon, School Service		Ribbon, Orienteering		Attachment, Numeral "2"		Medal, OCS Gold		Badge, Rifle Qual	
Rank, Brass SGT		Ribbon, Bivouac		Ribbon, Drill Acad Squad		Attachment, Numeral "3"		Medal, OCS Silver		Medal, Drill Acad Sqd Gold	
Rank, Brass SSG		Ribbon, Dis Prepar		Ribbon, Drill Acad Plt		Attachment, Numeral "4"		Medal, OCS Bronze		Medal, Drill Acad Sqd Silv	
Rank, Brass SFC		Ribbon, Hunter Safety		Ribbon, Exhibition Drill		Attachment, Numeral "5"		Medal, Creveling Gold		Medal, Drill Acad Sqd Brz	
Rank, Brass MSG		Ribbon First Aid Cert		Ribbon, Creveling Drill		Attachment, Numeral "6"		Medal, Creveling Silver		Medal, Drill Acad Plt Gold	
Rank, Brass 1SG		Ribbon, Comp Rifle Team		Ribbon, Bde Evt Hon Un		Attachment, Numeral "7"		Medal, Creveling Bronze		Medal, Drill Acad Plt Silv	
Rank, Brass SGM		Ribbon, Drill Team		Ribbon, Bde Advisor Cit		Attachment, Numeral "8"		Medal, PT Ach Gold		Medal, Drill Acad Plt Brz	
Rank, Brass CSM		Ribbon, Pde Participation		Ribbon, Basic NCO		Attachment, Numeral "9"		Medal, PT Ach Silver		Ribbon, Unit Comm Svc	
Rank, Shoulder RCT		Ribbon, Flag Detail		Ribbon, Advanced NCO		Attachment, "E"		Medal, PT Ach Bronze		Ribbon, Superior Unit	
Rank, Shoulder CDT		Ribbon, Color Guard		Ribbon, OCS		Attachment, Gold Bear		Medal, Orienteering Gld			
Rank, Shoulder CFC		Ribbon, Honor Unit		Ribbon, Basic Leadership		Attachment, Rifle Sling		Medal, Orienteering Silv			
Rank, Shoulder CPL		Ribbon, Superior Uniform		Ribbon, Int Leadership		Attachment, Brze OLC		Medal, Orienteering Brz			
Rank, Shoulder SGT		Ribbon, Citizenship		Ribbon, Adv Leadership		Attachment, Silver OLC		Medal, Basic Ldr Gold			
Rank, Shoulder SSG		Ribbon, Cmdt of Cadets		Ribbon, Bde HQ Comp		Attachment, Gold OLC		Medal, Basic Ldr Silver			
Rank, Shoulder SFC		Ribbon, Battalion Cadre		Ribbon, Brigade Cadre		Attachment, Gold Frame		Medal, Basic Ldr Bronze			
Rank, Shoulder MSG		Ribbon, Principal's Cit		Ribbon, Mountaineering		Attachment, Gold Star		Medal, Int Ldr Gold			
Rank, Shoulder 1SG		Ribbon, Phys Fit Achieve		Ribbon, Survival Training		Attachment, Silver Star		Medal, Int Ldr Silver			
Rank, Shoulder SGM		Ribbon, Phys Fit Compet		Ribbon, Summer Training		Attachment, Bronze Star		Medal, Int Ldr Bronze			
Rank, Shoulder CSM		Ribbon, Basic Proficiency		Ribbon, Specialized Tng		Backer, (Rib slide), Sgl		Medal, Adv Ldr Gold			
Rank, C/WO1		Ribbon, Int Proficiency		Ribbon, IMA 1YC, Jr. Div		Backer, (Rib slide), Dble		Medal, Adv Ldr Silver			
Rank, C/WO2		Ribbon, Adv Proficiency		Ribbon, IMA 1YC, Sr. Div		Backer, (Rib slide), Triple		Medal, Adv Ldr Bronze			
Rank, C/2LT		Ribbon, Superior Schol		Ribbon, IMA NCO Jr. Div		Rank, C/OC		Medal, Basic NCO Gold			
Rank, C/1LT		Ribbon, Dist Service		Ribbon, IMA NCO Sr. Div		Tab, Ldrs, Royal Blue		Medal, Basic NCO Silver			
Rank, C/CPT		Ribbon, Essayons		Ribbon, IMA JO Jr. Div		Tab, Leaders, Gold		Medal, Basic NCO Brz			
Rank, C/MAJ		Ribbon, LS Participation		Ribbon, IMA JO Sr. Div		Bar, Honor Cadet		Medal, Adv NCO Gold			
Rank, C/LTC		Ribbon, Drill Acad Part		Ribbon, IMA Sr. Off.		Bar, Honor Cadet Officer		Medal, Adv NCO Silver			
Signature of Supervising State Property Custodian (Principal):			Signature of State Property Custodian (Commandant):			Signature of Cadet Supply Officer:		Date:			

APPENDIX G - CACC Form 105C Inventory

Instructions: *Fill in the unit name and designation, date, and specific location of property in the top line of the form. Then complete the form with the quantities issued (ISS) and on hand in stock (IN STK), totaling those two numbers in column C. Fill in empty boxes with a slash (/). Principal, Commandant, Cadet Supply Officer sign the bottom of the form.*

Unit Designation: _____ Unit Name: _____ Address: _____ City _____ Zip _____				Date of Inventory:				Specific Location of Property:			
Description	Issued	In stock	Total	Description	Issued	In stock	Total	Description	Issued	In stock	Total
Buckle, Large, Silver				Laptop				Cord, Color Gd / Flag Det			
Cable, USB				Machine, FAX				Cord, Superior Uniform			
Cable, _____				Monitor, Computer				Cord, Acad Excellence			
Case, Flag Carrying				Mouse				Cord, Brigade Staff			
Copier				Pistol Belt, White				Cord, Drill Team			
CPU, Computer				Pole, Flag				Cord, Citizenship			
Filial, Eagle				Pole, Guidon				Cord, Rifle Marksmanship			
Filial, Guidon				Poncho				Cord, Reg/Bn Staff			
Filial, Spear				Printer							
Flag, CA 3X5				Projector, LCD							
Flag, CA 4X6				Projector, Overhead							
Flag, CACC 3X5				Radio, Handheld							
Flag, CACC 4X6				Rifle, Drill							
Flag, Guidon				Scanner							
Flag, US 3X5				Scarf, White							
Flag, US 4X6				Stand, Flag							
Flashlight											
Harness, Flag											
Helmet, White, Color Gd											
Keyboard, Computer											
Signature of Supervising State Property Custodian (Principal):				Signature of State Property Custodian (Commandant):				Signature of Cadet Supply Officer:		Date:	

CACC Form 105C (Rev. 1/07)

APPENDIX G - CACC Form 105D Inventory

Instructions: Fill in the unit name and designation, date, and specific location of property in the top line of the form. Then complete the form with the quantities issued and on hand in stock, totaling those two numbers in the third column. Fill in empty boxes with a slash (/). Principal and Commandant sign the bottom of the form.

Unit Designation: _____ Unit Name: _____ Address: _____ City _____ Zip _____				Date of Inventory: _____				Specific Location of Property: _____			
Description	ISSUED	IN STOCK	TOTAL	Description	ISSUED	IN STOCK	TOTAL	Description	ISSUED	IN STOCK	TOTAL
CLASS A GARRISONS:				Shirt, Class A, Size 18 ½				Coat, Class A, Size 28S			
Cap, Garrison, Size 6				Shirt, Class A, Size 19				Coat, Class A, Size 28R			
Cap, Garrison, Size 6 ¼				Shirt, Class A, Size 19 ½				Coat, Class A, Size 28L			
Cap, Garrison, Size 6 ½				Shirt, Class A, Size 20				Coat, Class A, Size 29S			
Cap, Garrison, Size 6 ¾				Shirt, Class A, Size 20 ½				Coat, Class A, Size 29R			
Cap, Garrison, Size 7				Shirt, Class A, Size 21				Coat, Class A, Size 29L			
Cap, Garrison, Size 7 ¼				Pants, Class A, Size 24				Coat, Class A, Size 30S			
Cap, Garrison, Size 7 ½				Pants, Class A, Size 26				Coat, Class A, Size 30R			
Cap, Garrison, Size 7 ¾				Pants, Class A, Size 28				Coat, Class A, Size 30L			
				Pants, Class A, Size 29				Coat, Class A, Size 31S			
				Pants, Class A, Size 30				Coat, Class A, Size 31R			
				Pants, Class A, Size 32				Coat, Class A, Size 31L			
				Pants, Class A, Size 34				Coat, Class A, Size 32S			
				Pants, Class A, Size 36				Coat, Class A, Size 32R			
				Pants, Class A, Size 38				Coat, Class A, Size 32L			
				Pants, Class A, Size 40				Coat, Class A, Size 33S			
Shirt, Class A, Size 13				Pants, Class A, Size 42				Coat, Class A, Size 33R			
Shirt, Class A, Size 13 ½				Pants, Class A, Size 44				Coat, Class A, Size 33L			
Shirt, Class A, Size 14				Pants, Class A, Size 46				Coat, Class A, Size 34S			
Shirt, Class A, Size 14 ½				Pants, Class A, Size 48				Coat, Class A, Size 34R			
Shirt, Class A, Size 15								Coat, Class A, Size 34L			
Shirt, Class A, Size 15 ½								Coat, Class A, Size 35S			
Shirt, Class A, Size 16								Coat, Class A, Size 35R			
Shirt, Class A, Size 16 ½								Coat, Class A, Size 35L			
Shirt, Class A, Size 17								Coat, Class A, Size 36S			
Shirt, Class A, Size 17 ½								Coat, Class A, Size 36R			
Shirt, Class A, Size 18				Tie, Four in Hand, Black				Coat, Class A, Size 36L			
Signature of Supervising State Property Custodian (Principal): _____				Signature of State Property Custodian (Commandant): _____				Signature of Cadet Supply Officer: _____		Date: _____	

APPENDIX G - CACC Form 105E Inventory

Instructions: *Fill in the unit name and designation, date, and specific location of property in the top line of the form. Then complete the form with the quantities issued and on hand in stock, totaling those two numbers in the third column. Fill in empty boxes with a slash (/). Principal and Commandant sign the bottom of the form.*

Unit Designation: _____ Unit Name: _____ Address: _____ City _____ Zip _____				Date of Inventory: _____				Specific Location of Property: _____			
Description	ISSUED	IN STOCK	TOTAL	Description	ISSUED	IN STOCK	TOTAL	Description	ISSUED	IN STOCK	TOTAL
Coat, Class A, Size 37S				Coat, Class A, Size 46S							
Coat, Class A, Size 37R				Coat, Class A, Size 46R							
Coat, Class A, Size 37L				Coat, Class A, Size 46L							
Coat, Class A, Size 38S				Coat, Class A, Size 47S							
Coat, Class A, Size 38R				Coat, Class A, Size 47R							
Coat, Class A, Size 38L				Coat, Class A, Size 47L							
Coat, Class A, Size 39S				Coat, Class A, Size 48S							
Coat, Class A, Size 39R				Coat, Class A, Size 48R							
Coat, Class A, Size 39L				Coat, Class A, Size 48L							
Coat, Class A, Size 40S				Coat, Class A, Size 49S							
Coat, Class A, Size 40R				Coat, Class A, Size 49R							
Coat, Class A, Size 40L				Coat, Class A, Size 49L							
Coat, Class A, Size 41S				Coat, Class A, Size 50S							
Coat, Class A, Size 41R				Coat, Class A, Size 50R							
Coat, Class A, Size 41L				Coat, Class A, Size 50L							
Coat, Class A, Size 42S											
Coat, Class A, Size 42R											
Coat, Class A, Size 42L											
Coat, Class A, Size 43S											
Coat, Class A, Size 43R											
Coat, Class A, Size 43L											
Coat, Class A, Size 44S											
Coat, Class A, Size 44R											
Coat, Class A, Size 44L											
Coat, Class A, Size 45S											
Coat, Class A, Size 45R											
Coat, Class A, Size 45L											
Signature of Supervising State Property Custodian (Principal): _____				Signature of State Property Custodian (Commandant): _____				Signature of Cadet Supply Officer: _____		Date: _____	

APPENDIX H - CACC Form 40 Requisition for Uniforms

Instructions: *Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (quan) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.*

Unit Designation: _____ Unit Name: _____ Address: _____ City _____ Zip _____				Req #: _____ □□□□—□□□□—□ (Example 0708-309-1; 2007-2008 School year, 309 Bn, Req #1)			Date of Requisition: _____		Printed Name and Signature of State Property Custodian (Commandant): _____			
Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	
Insignia, CAL	10-005							Pants, Class B, Size 24	55-024			
Insignia, CORPS	10-010			Shirt, Class B, X Small	30-010			Pants, Class B, Size 26	55-026			
Patch, CACC	10-015			Shirt, Class B, Small	30-015			Pants, Class B, Size 28	55-028			
Patch, Bde/Regiment/Unit	10-XXX			Shirt, Class B, Medium	30-020			Pants, Class B, Size 29	55-029			
Buckle, Brass	10-100			Shirt, Class B, Large	30-025			Pants, Class B, Size 30	55-030			
Belt, web (w/brass tip)	10-105			Shirt, Class B, X Large	30-030			Pants, Class B, Size 32	55-032			
Buckle, Black	10-200			Shirt, Class B, XX Large	30-035			Pants, Class B, Size 34	55-034			
Belt, web (w/black tip)	10-205							Pants, Class B, Size 36	55-036			
Insignia, Distinctive, CACC	10-305							Pants, Class B, Size 38	55-038			
Cap, Class C Small	20-001							Pants, Class B, Size 40	55-040			
Cap, Class C Medium	20-002			Shirt, Class C, X Small	33-010			Pants, Class B, Size 42	55-042			
Cap, Class C Large	20-003			Shirt, Class C, Small	33-015			Pants, Class B, Size 44	55-044			
Cap, Garrison, Size 6	25-060			Shirt, Class C, Medium	33-020			Pants, Class B, Size 46	55-046			
	25-061			Shirt, Class C, Large	33-025			Pants, Class B, Size 48	55-048			
Cap, Garrison, Size 6 ¼	25-062			Shirt, Class C, X Large	33-030							
	25-063			Shirt, Class C, XX Large	33-035							
Cap, Garrison, Size 6 ½	25-065											
	25-066											
Cap, Garrison, Size 6 ¾	25-067			Pants, Class C, X Small	50-010							
	25-068			Pants, Class C, Small	50-015							
Cap, Garrison, Size 7	25-070			Pants, Class C, Medium	50-020			Windbreaker, X Small	60-005			
	25-071			Pants, Class C, Large	50-025			Windbreaker, Small	60-010			
Cap, Garrison Size 7 ¼	25-072			Pants, Class C, X Large	50-030			Windbreaker, Medium	60-015			
	25-073			Pants, Class C, XX Large	50-035			Windbreaker, Large	60-020			
Cap, Garrison Size 7 ½	25-075							Windbreaker, X Large	60-025			
	25-076			Nametape, CACC	15-001			Windbreaker, XX Large	60-030			
Cap, Garrison Size 7 ¾	25-077			Other (Specify): _____								
Quantities shown in ACTION Columns were received on (date): _____				Signature of State Property Custodian verifying receipt of property: _____			DISTRIBUTION: Goldenrod – Requestor retains when submitted (suspense copy) Pink – Retained by Issuing Office (Return Suspense) Yellow – Final Unit File Copy White – Issuing Agency Final File Copy					

APPENDIX I - CACC Form 41A Requisition for Quick Service Items

Instructions: *Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (quan) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.*

Unit Designation: _____ Unit Name: _____ Address: _____ City _____ Zip _____				Req #: _____ □□□□—□□□□—□ (Example 0708-309-1; 2007-2008 School year, 309 Bn, Req #1)			Date of Requisition: _____		Printed Name and Signature of State Property Custodian (Commandant): _____			
Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	
Rank, Brass CDT	12-050			Ribbon, State Service	93-009			Ribbon, Orienteering	93-322			
Rank, Brass CFC	12-055			Ribbon, School Service	93-006			Ribbon, Drill Acad Squad	95-315			
Rank, Brass CPL	12-060			Ribbon, Bivouac	93-412			Ribbon, Drill Acad Platoon	93-714			
Rank, Brass SGT	12-065			Ribbon, Dis Prepar	93-000			Ribbon, Exhibition Drill	93-629			
Rank, Brass SSG	12-070			Ribbon, Hunter Safety	95-131			Ribbon, Creveling Drill	93-502			
Rank, Brass SFC	12-075			Ribbon, First Aid Cert	93-632			Ribbon, Bde Event Hon Un	95-505			
Rank, Brass MSG	12-080			Ribbon, Comp Rifle Team	93-622			Ribbon, Bde Advisor Cit	93-270			
Rank, Brass 1SG	12-085			Ribbon, Drill Team	93-001			Ribbon, Basic NCO	93-207			
Rank, Brass SGM	12-090			Ribbon, Pde Participation	95-137			Ribbon, Advanced NCO	93-514			
Rank, Brass CSM	12-095			Ribbon, Flag Detail	95-213			Ribbon, OCS	94-012			
Rank, Shoulder RCT	14-005			Ribbon, Color Guard	93-505			Ribbon, Basic Leadership	93-002			
Rank, Shoulder CDT	14-010			Ribbon, Honor Unit	93-504			Ribbon, Int Leadership	93-404			
Rank, Shoulder CFC	14-015			Ribbon, Superior Uniform	93-625			Ribbon, Adv Leadership	93-706			
Rank, Shoulder CPL	14-020			Ribbon, Citizenship	93-703			Ribbon, Bde HQ Company	93-661			
Rank, Shoulder SGT	14-025			Ribbon, Cmdt of Cadets	93-618			Ribbon, Brigade Cadre	93-306			
Rank, Shoulder SSG	14-030			Ribbon, Battalion Cadre	95-018			Ribbon, Mountaineering	93-253			
Rank, Shoulder SFC	14-035			Ribbon, Principal's Cit	94-022			Ribbon, Survival Training	93-616			
Rank, Shoulder MSG	14-040			Ribbon, Phys Fit Achieve	93-206			Ribbon, Summer Training	93-005			
Rank, Shoulder 1SG	14-045			Ribbon, Phys Fit Compet	93-510			Ribbon, Specialized Tng	93-631			
Rank, Shoulder SGM	14-050			Ribbon, Basic Proficiency	93-012			Ribbon, IMA 1YC, Jr. Div	93-604			
Rank, Shoulder CSM	14-055			Ribbon, Int Proficiency	93-011			Ribbon, IMA 1YC, Sr. Div	93-519			
Rank, CWO1	13-005			Ribbon, Adv Proficiency	93-010			Ribbon IMA, NCO Jr. Div	93-617			
Rank, CWO2	13-010			Ribbon, Superior Schol	93-100			Ribbon, IMA NCO Sr. Div	93-611			
Rank, C/2LT	13-015			Ribbon, Dist Service	94-001			Ribbon, IMA Jr. Off Jr. Div	94-212			
Rank, C/1LT	13-020			Ribbon, Essayons	93-700			Ribbon, IMA Jr. Off Sr. Div	93-420			
Rank, C/CPT	13-025			Ribbon, LS Participation	95-151			Ribbon, IMA Sr. Off.	94-002			
Rank, C/MAJ	13-030			Ribbon, Drill Acad Part	93-301			Ribbon, IMA, Overall, Jr. Di	93-607			
Rank, C/LTC	13-035			Ribbon, Comp Drill	93-507			Ribbon, IMA Overall, Sr. Di	93-606			
Rank, C/COL	13-040			Ribbon, Comp Drill Rec	93-103							
Quantities shown in ACTION Columns were received on (date): _____				Signature of State Property Custodian verifying receipt of property: _____			DISTRIBUTION: Goldenrod – Requestor retains when submitted (suspense copy) Pink – Retained by Issuing Office (Return Suspense) Yellow – Final Unit File Copy White – Issuing Agency Final File Copy					

APPENDIX I - CACC Form 41B Requisition for Quick Service Items

Instructions: Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (quan) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.

Unit Designation: _____ Unit Name: _____ Address: _____ City _____ Zip _____				Req #: □□□□—□□□□—□ (Example 0708-309-1; 2007-2008 School year, 309 Bn, Req #1)		Date of Requisition:		Printed Name and Signature of State Property Custodian (Commandant):			
Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action/ Explanation	Description	SKU	QTY REQ	Action / Explanation
Attachment, Numeral "2"	70-002			Medal, OCS Gold	84-012			Medal, Drill Acad Sqd Gold	85-315		
Attachment, Numeral "3"	70-003			Medal, OCS Silver	74-012			Medal, Drill Acad Sqd Silv	75-315		
Attachment, Numeral "4"	70-004			Medal, OCS Bronze	64-012			Medal, Drill Acad Sqd Brz	65-315		
Attachment, Numeral "5"	70-005			Medal, Creveling Gold	83-502			Medal, Drill Acad Plt Gold	83-714		
Attachment, Numeral "6"	70-006			Medal, Creveling Silver	73-502			Medal, Drill Acad Plt Silv	73-714		
Attachment, Numeral "7"	70-007			Medal, Creveling Bronze	63-502			Medal, Drill Acad Plt Brz	63-714		
Attachment, Numeral "8"	70-008			Medal, PT Ach Gold	83-206			Ribbon, Unit Comm Svc	3300		
Attachment, Numeral "9"	70-009			Medal, PT Ach Silver	73-206			Ribbon, Superior Unit	3424		
Attachment, "E"	70-050			Medal, PT Ach Bronze	63-206			COMMANDANT RIBBONS:			
Attachment, Gold Bear	70-060			Medal, Orienteering Gold	83-322			AG Out Unit Cit	94-029		
Attachment, Rifle Sling	70-070			Medal, Orienteering Silver	73-322			Emergency Training	95-019		
Attachment, Bronze OLC	70-080			Medal, Orienteering Brz	63-322			Cadet Svc Rev	93-659		
Attachment, Silver OLC	70-085			Medal, Basic Ldr Gold	83-002			DSSS Credential	95-191		
Attachment, Gold OLC	70-090			Medal, Basic Ldr Silver	73-002			Professional Development	95-206		
Attachment, Gold Frame	70-100			Medal, Basic Ldr Bronze	63-002			Bde Meritorious Svc	93-663		
Attachment, Gold Star	70-105			Medal, Int Ldr Gold	83-404			Summer Training	93-624		
Attachment, Silver Star	70-110			Medal, Int Ldr Silver	73-404			CC Special Service	93-308		
Attachment, Bronze Star	70-115			Medal, Int Ldr Bronze	63-404			State Staff Service	94-043		
Backer, (Rib slide), Single	72-001			Medal, Adv Ldr Gold	83-706			Cadet Corps Service Rib	93-501		
Backer, (Rib slide) Double	72-002			Medal, Adv Ldr Silver	73-706			CC Service Medal	83-501		
Backer, (Rib slide) Triple	72-003			Medal, Adv Ldr Bronze	63-706			CC Achievement Med Rib	95-155		
Rank, C/OC	13-100			Medal, Basic NCO Gold	83-207			Achievement Medal	85-155		
Tab, Leaders, Royal Blue	12-100			Medal, Basic NCO Silver	73-207			CC Commendation Med Rib	94-209		
Tab, Leaders, Gold	12-200			Medal, Basic NCO Brz	63-207			Commendation Medal	84-209		
Bar, Honor Cadet	97-001			Medal, Adv NCO Gold	83-514			CC Dist Service Medal Rib	93-708		
Bar, Honor Cadet Officer	97-002			Medal, Adv NCO Silver	73-514			Distinguished Svc Medal	83-708		
Bar, Honor Cdt Sum Tng	97-003			Medal, Adv NCO Brz	63-514			Civilian Dist Svc Medal	9X-XXX		
Bar, Honor Off. Sum Tng	97-004			(Other: Specify)				Civilian DSM Ribbon	9X-XXX		
Badge, Rifle Qual	98-001			(Other: Specify)				(Other: Specify)			
Quantities shown in ACTION Columns were received on (date):				Signature of State Property Custodian verifying receipt of property:				DISTRIBUTION: Goldenrod – Requestor retains when submitted (suspense copy); Pink – Retained by Issuing Office (Return Suspense) Yellow – Final Unit File Copy; White – Issuing Agency Final File Copy			

APPENDIX J - CACC Form 42 Requisition for Special Items

Instructions: *Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (quan) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated below, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.*

Unit Designation: _____ Unit Name: _____ Address: _____ City _____ Zip _____				Req #: □□□□—□□□□—□ (Example 0708-309-1; 2007-2008 School year, 309 Bn, Req #1)			Date of Requisition:		Printed Name and Signature of State Property Custodian (Commandant):			
Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	
Buckle, Large, Silver	10-400			Laptop	17-025			Cord, Color Gd / Flag Det	15-100			
Cable, USB	17-005			Machine, FAX	17-080			Cord, Superior Uniform	15-105			
Cable, _____	17-XXX			Monitor, Computer	17-030			Cord, Acad Excellence	15-110			
Case, Flag Carrying	18-005			Mouse	17-035			Cord, Brigade Staff	15-115			
Copier	17-010			Pistol Belt, White	10-405			Cord, Drill Team	15-120			
CPU, Computer	17-015			Pole, Flag	18-010			Cord, Citizenship	15-125			
Filial, Eagle	18-020			Pole, Guidon	18-015			Cord, Rifle Marksmanship	15-130			
Filial, Guidon	18-030			Poncho	16-005			Cord, Reg/Bn Staff	15-135			
Filial, Spear	18-040			Printer	17-080							
Flag, CA 3X5	18-050			Projector, LCD	17-085							
Flag, CA 4X6	18-055			Projector, Overhead	17-090							
Flag, CACC 3X5	18-060											
Flag, CACC 4X6	18-065			Rifle, Drill	18-200							
Flag, Guidon	18-075			Scanner	17-105							
Flag, US 3X5	18-080			Scarf, White	18-205							
Flag, US 4X6	18-085			Stand, Flag	18-210							
Flashlight	19-005											
Harness, Flag	18-100											
Helmet, White, Color Gd	18-105											
Keyboard, Computer	17-020											
Quantities shown in ACTION Columns were received on (date):				Signature of State Property Custodian verifying receipt of property:			DISTRIBUTION: Goldenrod – Requestor retains when submitted (suspense copy) Pink – Retained by Issuing Office (Return Suspense) Yellow – Final Unit File Copy White – Issuing Agency Final File Copy					

Form 42 (Rev. 1/07)

APPENDIX K - CACC Form 43 Page 1 Requisition for Class A Uniforms

Instructions: *Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (quan) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.*

Unit Designation: _____ Unit Name: _____ Address: _____ City _____ Zip _____				Req #: _____ □□□□—□□□□—□ (Example 0708-309-1; 2007-2008 School year, 309 Bn, Req #1)		Date of Requisition: _____		Printed Name and Signature of State Property Custodian (Commandant): _____			
Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation
CLASS A GARRISONS:				Shirt, Class A, Size 18 ½	35-185			Coat, Class A, Size 28S	40-280		
Cap, Garrison, Size 6	27-060			Shirt, Class A, Size 19	35-190			Coat, Class A, Size 28R	40-821		
				Shirt, Class A, Size 19 ½	35-195			Coat, Class A, Size 28L	40-281		
Cap, Garrison, Size 6 ¼	27-062			Shirt, Class A, Size 20	35-200			Coat, Class A, Size 29S	40-290		
				Shirt, Class A, Size 20 ½	35-205			Coat, Class A, Size 29R	40-291		
Cap, Garrison, Size 6 ½	27-065			Shirt, Class A, Size 21	35-210			Coat, Class A, Size 29L	40-292		
				Pants, Class A, Size 24	58-024			Coat, Class A, Size 30S	40-300		
Cap, Garrison, Size 6 ¾	27-067			Pants, Class A, Size 26	58-026			Coat, Class A, Size 30R	40-301		
				Pants, Class A, Size 28	58-028			Coat, Class A, Size 30L	40-302		
Cap, Garrison, Size 7	27-070			Pants, Class A, Size 29	58-029			Coat, Class A, Size 31S	40-310		
				Pants, Class A, Size 30	58-030			Coat, Class A, Size 31R	40-311		
Cap, Garrison, Size 7 ¼	27-072			Pants, Class A, Size 32	58-032			Coat, Class A, Size 31L	40-312		
				Pants, Class A, Size 34	58-034			Coat, Class A, Size 32S	40-320		
Cap, Garrison, Size 7 ½	27-075			Pants, Class A, Size 36	58-036			Coat, Class A, Size 32R	40-321		
				Pants, Class A, Size 38	58-038			Coat, Class A, Size 32L	40-322		
Cap, Garrison, Size 7 ¾	27-077			Pants, Class A, Size 40	58-040			Coat, Class A, Size 33S	40-330		
Shirt, Class A, Size 13	35-130			Pants, Class A, Size 42	58-042			Coat, Class A, Size 33R	40-331		
Shirt, Class A, Size 13 ½	35-135			Pants, Class A, Size 44	58-044			Coat, Class A, Size 33L	40-332		
Shirt, Class A, Size 14	35-140			Pants, Class A, Size 46	58-046			Coat, Class A, Size 34S	40-340		
Shirt, Class A, Size 14 ½	35-145			Pants, Class A, Size 48	58-048			Coat, Class A, Size 34R	40-341		
Shirt, Class A, Size 15	35-150							Coat, Class A, Size 34L	40-342		
Shirt, Class A, Size 15 ½	35-155							Coat, Class A, Size 35S	40-350		
Shirt, Class A, Size 16	35-160							Coat, Class A, Size 35R	40-351		
Shirt, Class A, Size 16 ½	35-165							Coat, Class A, Size 35L	40-352		
Shirt, Class A, Size 17	35-170							Coat, Class A, Size 36S	40-360		
Shirt, Class A, Size 17 ½	35-175							Coat, Class A, Size 36R	40-361		
Shirt, Class A, Size 18	35-180			Tie, Four in Hand, Black	28-005			Coat, Class A, Size 36L	40-362		
Quantities shown in ACTION Columns were received on (date): _____				Signature of State Property Custodian verifying receipt of property: _____			DISTRIBUTION: Goldenrod – Requestor retains when submitted (suspense copy) Pink – Retained by Issuing Office (Return Suspense) Yellow – Final Unit File Copy White – Issuing Agency Final File Copy				

APPENDIX K - CACC Form 43 (Page 2) Requisition for Class A Uniforms

Instructions: *Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (quan) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.*

Unit Designation: _____ Unit Name: _____ Address: _____ City _____ Zip _____				Req #: _____ □□□□—□□□□—□ (Example 0708-309-1; 2007-2008 School year, 309 Bn, Req #1)			Date of Requisition: _____		Printed Name and Signature of State Property Custodian (Commandant): _____			
Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	
Coat, Class A, Size 37S	40-370			Coat, Class A, Size 46S	40-460							
Coat, Class A, Size 37R	40-371			Coat, Class A, Size 46R	40-461							
Coat, Class A, Size 37L	40-372			Coat, Class A, Size 46L	40-462							
Coat, Class A, Size 38S	40-380			Coat, Class A, Size 47S	40-470							
Coat, Class A, Size 38R	40-381			Coat, Class A, Size 47R	40-471							
Coat, Class A, Size 38L	40-382			Coat, Class A, Size 47L	40-472							
Coat, Class A, Size 39S	40-390			Coat, Class A, Size 48S	40-480							
Coat, Class A, Size 39R	40-391			Coat, Class A, Size 48R	40-481							
Coat, Class A, Size 39L	40-392			Coat, Class A, Size 48L	40-482							
Coat, Class A, Size 40S	40-400			Coat, Class A, Size 49S	40-490							
Coat, Class A, Size 40R	40-401			Coat, Class A, Size 49R	40-491							
Coat, Class A, Size 40L	40-402			Coat, Class A, Size 49L	40-492							
Coat, Class A, Size 41S	40-410			Coat, Class A, Size 50S	40-500							
Coat, Class A, Size 41R	40-411			Coat, Class A, Size 50R	40-501							
Coat, Class A, Size 41L	40-412			Coat, Class A, Size 50L	40-502							
Coat, Class A, Size 42S	40-420											
Coat, Class A, Size 42R	40-421											
Coat, Class A, Size 42L	40-422											
Coat, Class A, Size 43S	40-430											
Coat, Class A, Size 43R	40-431											
Coat, Class A, Size 43L	40-432											
Coat, Class A, Size 44S	40-440											
Coat, Class A, Size 44R	40-441											
Coat, Class A, Size 44L	40-442											
Coat, Class A, Size 45S	40-450											
Coat, Class A, Size 45R	40-451											
Coat, Class A, Size 45L	40-452											
Quantities shown in ACTION Columns were received on (date): _____				Signature of State Property Custodian verifying receipt of property: _____			DISTRIBUTION: Goldenrod – Requestor retains when submitted (suspense copy) Pink – Retained by Issuing Office (Return Suspense) Yellow – Final Unit File Copy White – Issuing Agency Final File Copy					

APPENDIX L - CACC Form 51
Report of Survey

CALIFORNIA CADET CORPS			PAGE _____ OF _____	
REPORT OF SURVEY			REPORT NO. _____	
			DATE _____	
A. Originating Unit and Telephone No. <i>(include area code)</i>			Supervising State Property Custodian Name:	
			State Property Custodian Name:	
The following items are: <i>(check one)</i> <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Unserviceable			A statement of circumstances involving the identified property is attached.	
ITEM NO.	QTY	PROPERTY ID NO OR SKU	ITEM DESCRIPTION	ESTIMATED VALUE
B. To the best of my knowledge the attached statement(s) of circumstances are correct.				
Signature of State Property Custodian:		Date:	Signature of Supervising State Property Custodian:	
C. Reviewing Authority: <input type="checkbox"/> Approved for removal of responsibility on Property Book <input type="checkbox"/> Returned for insufficiency <input type="checkbox"/> Denied <input type="checkbox"/> Statement / Directions Attached			Signature:	
D. Name and Title of Reviewing Officer:			Signature:	
E. CERTIFICATE OF DISPOSITION/DESTRUCTION				
<i>I certify that the Item(s) No _____ listed above have been destroyed, abandoned, or disposed of as directed by the Reviewing Authority.</i>				
Official Responsible for Disposition/Destruction:		Title:	Signature:	
Witness Name (for Destruction only):		Title:	Signature:	
Adjustment has been made to property book by (name).		Title:	Signature:	

CACC Form 51 (Rev. 1/07)

APPENDIX M - CACC Form 51
Example Report of Survey

CALIFORNIA CADET CORPS			PAGE 1 OF 1	
			REPORT NO. 0708-324-05	
REPORT OF SURVEY			DATE 3 April 2008	
A. Originating Unit and Telephone No. (include area code) 324 th Bn, Jimmy Carter High School (404) 919-8332			Supervising State Property Custodian Name: <i>Principal Helen Keller</i> State Property Custodian Name: <i>MAJ Kimberly Doright</i>	
The following items are: (check one) <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input checked="" type="checkbox"/> Unserviceable			A statement of circumstances involving the identified property is attached.	
ITEM NO.	QTY	PROPERTY ID NO OR SKU	ITEM DESCRIPTION	ESTIMATED VALUE
1	4	55-032	Size 32 Class B Pants	\$80
2	3	30-015	Class B Shirts, Size Small	\$60
3	11	10-005	Insignia, CAL -----nothing follows----	\$11
Example				
B. To the best of my knowledge the attached statement(s) of circumstances are correct.				
Signature of State Property Custodian:		Date:	Signature of Supervising State Property Custodian:	
<i>Major Doright</i>		3 April 2008	<i>Mrs. Keller</i>	
C. Reviewing Authority: <input type="checkbox"/> Approved for removal of responsibility on Property Book <input type="checkbox"/> Returned for insufficiency <input type="checkbox"/> Denied <input type="checkbox"/> Statement / Directions Attached			Signature:	
			Date:	
D. Name and Title of Reviewing Officer:			Signature:	
			Date:	
E. CERTIFICATE OF DISPOSITION/DESTRUCTION				
<i>I certify that the Item(s) No _____ listed above have been destroyed, abandoned, or disposed of as directed by the Reviewing Authority.</i>				
Official Responsible for Disposition/Destruction:		Title:	Signature:	
Witness Name (for Destruction only):		Title:	Signature:	
Adjustment has been made to property book by (name).		Title:	Signature:	

STATEMENT TO ACCOMPANY FORM 51

0708-324-05

Submitted by Major Kimberly Doright

The shirts, pants, and CAL insignias were items from 7 years ago. They have become unserviceable through regular use.