

# California Cadet Corps Regulation 4-1

**SUPPLY MANAGEMENT**

# Authority

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

# Supervising State Property Custodians

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 to the unit.

# State Property Custodians

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 Headquarters, California Cadet Corps or issued by subordinate brigades.

# Supply 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 allowed without prior approval by the Headquarters, California Cadet Corps or the Brigade Advisor.

# 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, or issued by the Headquarters, California Cadet Corps, as a one time issue on Cadet Corps Form 42. An audit trail must be maintained on these items to include certificates of expenditure for items lost, destroyed or no longer required.

# Quick Service Items

Quick service items are those requisitioned by use of Cadet Corps Form 41. 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.

# Individual Clothing Record

The Individual Clothing Record (CC 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.



# **Procedures for the Form 100**

**The Form 100 will be filled out in ink or typewritten except as noted in 2-2c below.**

**The cadet's full name will be PRINTED in block letters.**

**The size or rank of the item being issued will be recorded in pencil.**

# Procedures for the Form 100

**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.**

# Procedures for the Form 100

**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.**

**The signature of the cadet receiving the supplies will be included along with the date of issue.**

# Temporary Hand Receipts

The Temporary Hand Receipt (CC 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:

- Field Equipment (bivouac supplies)

- Training Aids

- Manuals or other written documents

- Audiovisual Equipment

- Physical Education supplies or equipment

# Temporary Hand Receipts

The Temporary Hand Receipt (CC 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:

Keys

Color Guard Equipment

Drill Rifles

Non-expendable marksmanship supplies or equipment

# Procedures for Form 101s

The Form 101 will be filled out in ink or typewritten.

The cadet or adult's full name will be **PRINTED** in block letters.

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.

# Procedures for Form 101s

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.

The signature of the individual receiving the supplies will be included along with the date of issue.

# The Property Book

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 (Form 104). In cases where more than one size or type of an item exists in inventory, a separate stock record will be maintained.



# The Property Book

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.

# The Stock Record Sheets

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

The stock keeping unit (SKU) number can be found on CC Forms 40, 41, 42 or 43.

The unit of issue is recorded as indicated:

# The Stock Record Sheets

The Battalion, Regiment, or Brigade number accountable for the supplies is recorded in the format ###BN, or ##REG or ##BDE.

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.

Enter the date of each transaction in column 1.

# Transactions with Higher HQs

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

Enter the document number from the requisition form or Certificate of Expenditure in column 2.

If receiving quantities of an item, place quantity received in column 3 (debit).

# Transactions with Higher HQs

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).

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.

# Transactions within the Unit

Columns 6 through 8 are for unit level transactions.

Every time an item is issued, the quantity issued is placed in column 6.

Every time an item is returned, an entry is made in column 7.

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.

# Inventories on the Stock Record

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

The word “INVENTORY” will be written through columns 2, 3, and 4.

The column 5 entry will be carried forward from the last entry in column 5.

The column 6 entry will be calculated by counting the actual quantity of items issued on Forms 100 or 101.

# Inventories on the Stock Record

Column 7 will be left blank.

Column 8 will indicate quantity physically on hand as a result of the inventory process.

Column 8 + column 6 should equal column 5.

Note any differences in column 9.



# Inventories on the Stock Record

Differences should be taken care of by submitting Certificates of Expenditure with appropriate supporting documentation.

All entries will be in Arabic numerals.

# Inventories in 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.

# Specifics of the Inventories

Cadet Corps Forms 105A, B, C, D, E, and F included as Appendix G will be completed each time an inventory is conducted.

Indicate the quantity of each item issued and quantity of each item on hand in the appropriate columns.

Total the amounts on hand and issued.

# Specifics of the Inventories

Include a notation in the required box as to the exact location of the supplies.

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.

# Requisitions

Requisitions for property will be submitted on CC Forms 40, 41A/B, 42 and 43.

Form 40 will be used for Class B Uniform items, Form 41A and 41B for Quick Service Items, and Form 42 for Special Issue items. Forms 43 will be used for Class A uniform items.

# Requisitions

Appendices H, I, J and K respectively include examples of Forms 40, 41A/B, 42 and 43.

All requisitions are processed through the Brigade Advisor who will forward them, if approved, to the Headquarters, California Cadet Corps.

# More on Requisitions

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.

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.


# More on Requisitions

Units out of compliance with directives of the Brigade Advisor may be subject to denial of the privilege of requisitioning state supplies.

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.



# Completing a Requisition

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).

# More on requisition completion

Each portion of the form must be completed in its entirety.

The unit designation, name of the Commandant (as State Property Custodian) and date are **PRINTED** in ink on the top portion of the form.

Quantities requested for each item are written in Arabic numerals.

# The SLASH

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.

# Processing Requisitions

The requesting commandant signs the bottom left box of the form and forwards it to the Brigade Headquarters.

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.

# Processing Requisitions

Brigade Advisors consolidates unit requisitions into a single brigade requisition.

Consolidated brigade requisitions are processed by the Headquarters, CACC twice per year during the windows from 15 Aug – 15 September and 15 Jan – 15 Feb. Requisitions received by the HQS, CACC outside these windows require approval of the Executive Officer, CACC before processing.

# Requisition Copies

Retain the last copy of the Form as a suspense copy and forward the remaining three copies to the higher headquarters for processing.

The suspense copy is retained until the supplies are received.

# Requisition Processing

When requisitions are processed, the processing officer records in the “ACTION” column the number of each item issued.

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.

Quantities issued for each item are written in Arabic numerals.

# Different Quantities

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:



# Different Quantities

OS – Item is out of stock

NS – Item is not in stock and will not be stocked  
for the foreseeable future

AS – An alternate size of the item is being  
issued

UA – Unit is not authorized the quantity or item  
requested

IQ – Insufficient quantities of the item exist in the  
supply chain

# Final action

The issuing officer retains the third copy and returns the first and second copies with the supplies.

The State Property Custodian receives the supplies and verifies the accuracy of the “action” column of the requisition. S/he notes any discrepancies in the Explanation column.

The suspense copy of the form is destroyed.

# Final action

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.

The Property Book is updated each time supplies are received. See Para 3-3 of this regulation.

# Reports of Survey

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

# Processing ROS Forms

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, CC Form 51, to the State headquarters.

The act of submitting CC Form 51 does not in itself relieve the State Property Custodian of responsibility for the property.

# Processing ROS Forms

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.

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

# 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.calguard.ca.gov/cada/rm/Forms/STDForm152.pdf>

or at

<http://www.documents.dgs.ca.gov/osp/pdf/std152.pdf>

to the Headquarters, CACC.

# Loss of Weapons

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.