



State of California – Military Department
California Cadet Corps

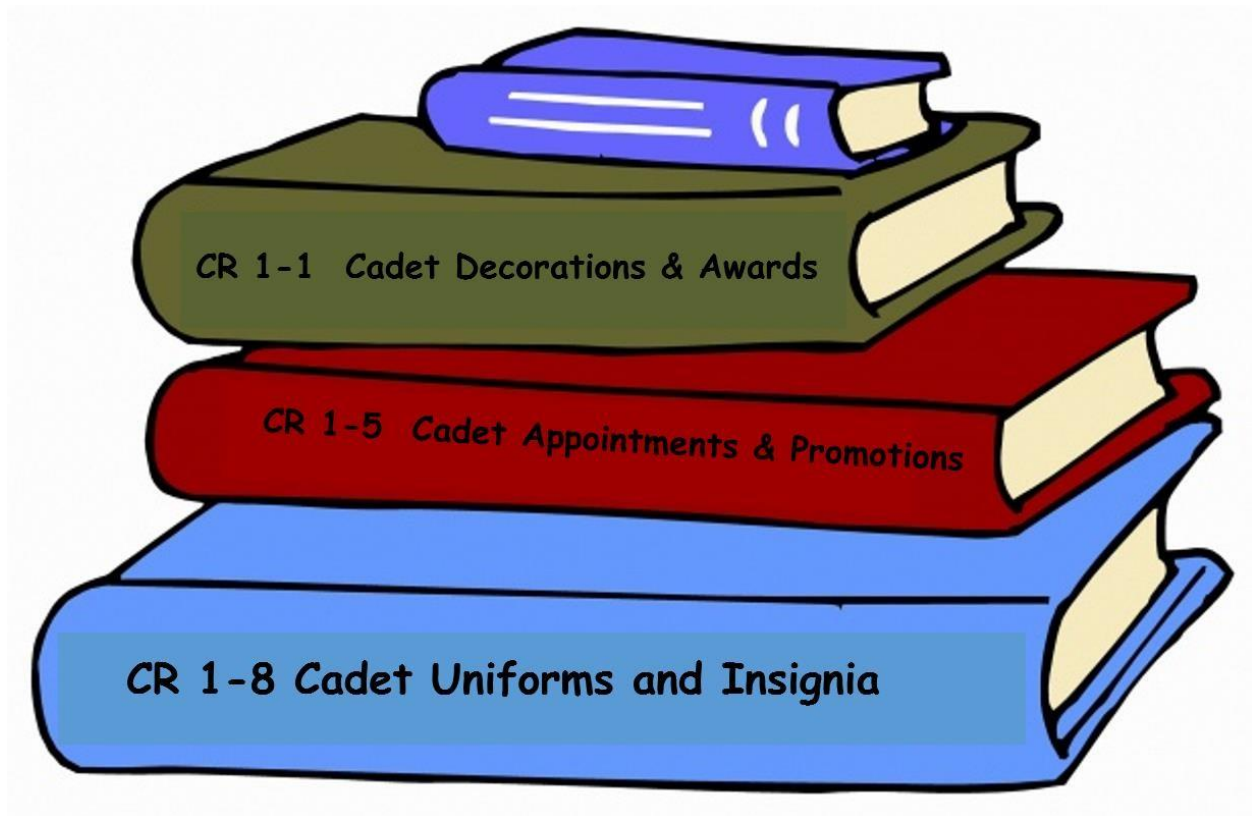
CURRICULUM ON MILITARY KNOWLEDGE

Strand M1: Cadet Regulations

Level 11

This Strand is composed of the following components:

- A. **Core Cadet Regulations**
- B. Regulations Cadet Staff Need
- C. Regulations that Guide Us



“Earn it. Achieve it. Wear it.”

Table of Contents

| | |
|--|----|
| A. Core Cadet Corps Regulations | 3 |
| A1. What are Regulations? | 4 |
| A2. Cadet Regulation 1-8 Cadet Uniforms and Insignia..... | 6 |
| A3. Cadet Regulation 1-5 Cadet Appointments and Promotions | 8 |
| A4. Cadet Regulation 1-1 Cadet Decorations and Awards..... | 9 |
| A5. Cadet Service Record – CACC Form 13 | 11 |
| A6. Individual Clothing Record – CACC Form 100..... | 13 |

A. Core Cadet Corps Regulations

Standard #1: Students gain identity and belonging as a Cadet while developing self-control, respect, discipline and confidence.

Objectives

DESIRED OUTCOME (Self-Mastery)

90% of Unit Cadets understand the purpose of Cadet Regulations, what they are, where to find them, and how to use them.

Plan of Action:

1. Define the term 'regulation'.
2. Know where to find the list of current Cadet Corps regulations.
3. Name the three most important regulations to all cadets.
4. Locate uniform rules in CR 1-8.
5. Name the requirements for promotion.
6. Locate the promotion requirements in CR 1-5.
7. List the three levels of CACC awards.
8. Describe the precedence of ribbons.
9. Explain how devices add specific information to ribbons.
10. List the six categories of information posted on CACC Form 13.
11. Know what type of documentation is kept in the Cadet Personnel file.
12. Describe the importance of correctly filling out CACC Form 100.
13. Know how information is carried over from one column to the next on the CACC Form 100.






A1. What are Regulations?

Already in your time as a cadet, you've no doubt heard cadets and your commandant refer to Cadet Corps Regulations. What are they talking about?!

The Merriam-Webster Dictionary defines **regulation** as:
A rule or order issued by an executive authority or regulatory agency of a government and having the force of law.

The California Cadet Corps has put together all their rules about how the cadet program is administered and what cadets are supposed to do. This includes rules for how to wear the uniform, earn awards, attend activities, and many other aspects of our program are compiled in the Cadet Regulations (CR).

These regulations are numbered for easier reference. We follow the basic system used by the U.S. Army and number our regulations according to their general subject matter:

| | |
|--|--|
|  | CR 1 – Administration and Personnel |
|  | CR 2 – Safety and Security |
|  | CR 3 – Training and Operations |
|  | CR 4 – Supply and Logistics |
|  | CR 5 – Civic, Public, and Military Affairs |

Most regulations have a number followed by a dash (-), then followed by another number. The first number is the subject area (listed above), the second number is the regulation. For example, CR 1-1 covers cadet decorations and awards; CR 1-2 covers the commandant code of ethics, etc.

All CACC regulations are listed in numerical order at the Cadet Corps website:

<https://cacadets.org/Regulations>. The site lists the regulation number, name, date of publication, and any changes published that affect the regulation. When new regulations are published, or when there is an update to a regulation, the website will send an announcement. To receive these announcements, sign up for the updates.

When the CACC needs to update a policy, procedure, or standard, the governing regulation is usually not rewritten. Instead, a change to the regulation is published. This new information supersedes the original regulation. Always verify any changes when checking information in a regulation to ensure accuracy. Approximately every three years the CACC will completely update the regulation and incorporate the changes into the new regulation.

There are quite a few regulations. You will become familiar with them all as you spend time in the Cadet Corps. **As a new cadet, you should focus on the three most important regulations that affect you right now: how to properly wear your uniform (CR 1-8); how to earn awards (CR 1-1); and how to get promoted (CR 1-5).** Also important to understand are the sections of CR 1 regarding your Cadet Personnel Record, and CR 4-1 regarding your Clothing Record.

As you are appointed to cadet staff positions later in your cadet career, review the regulations that affect your role in the unit. Become an expert on what the regulations says about your staff function. You will be responsible to ensure your unit is following the correct procedures as outlined in the regulations.

There are some regulations that do not concern you, for example, the CACC regulations that tell commandants about their requirements. Unless you're just interested, you can ignore those regulations!

Listed below are the regulations:

| | |
|--------------|--|
| CR 1 | <i>General Administration</i> |
| CR 1-1 | <i>Cadet Decorations and Awards</i> |
| Ribbon Chart | |
| CR 1-2 | <i>Commandant Personnel Code of Conduct and Ethics</i> |
| CR 1-3 | <i>Wear and Appearance of Adult Personnel / California Cadet Corps Uniforms and Insignia</i> |
| CR 1-4 | <i>Commandant Officer Personnel Management</i> |
| CR 1-5 | <i>Cadet Appointments and Promotions</i> |
| CR 1-6 | <i>Annual General Inspections (Corrected)</i> |
| CR 1-7 | <i>Commandant Personnel Decorations and Awards</i> |
| CR 1-8 | <i>Cadet Uniforms and Insignia</i> |
| CR 1-9 | <i>Establishing a California Cadet Corps Unit</i> |
| CR 1-10 | <i>Commandant Personnel Credentialing</i> |
| CR 1-12 | <i>California Cadet Corps Organizational Colors and Guidons</i> |
| CR 2-1 | <i>Safety, Risk Management, Environmental and Cadet Protection</i> |
| CR 3 | <i>California Cadet Corps Training</i> |
| CR 3-1 | <i>Leadership Training Schools</i> |
| CR 3-2 | <i>Field Training</i> |
| CR 3-3 | <i>Annual Summer Camp</i> |
| CR 3-4 | <i>Individual Major Awards</i> |

| | |
|-----------|---|
| CR 3-8 | <i>Competitive Drill</i> |
| CR 3-12 | <i>Physical Fitness</i> |
| CR 3-14 | <i>Cadet Activity Planning</i> |
| CR 3-17 | <i>Rifle Marksmanship Qualification Training</i> |
| CR 3-21.5 | <i>California Cadet Corps Drill & Ceremonies</i> |
| CR 3-22 | <i>California Cadet Corps Organization</i> |
| CR 4-1 | <i>Supply Management</i> |
| CR 4-2 | <i>Care and Safeguarding of California Cadet Corps Property</i> |
| CR 5-1 | <i>California Cadet Corps Public Relations Management</i> |

All regulations have similar information:

- Regulation Number
- Title
- Publisher
- Publication Date
- Summary of Changes (what changed from the last version of the regulation)
- History
- Summary
- Applicability (who it applies to)
 - Proponent and Exception Authority (who is responsible for the information and who determines whether there are any exceptions to the regulation)
- Supplementation (can subordinate units add their own rules or policies to the regulation)
- Information for Suggested Improvements
- Distribution (who gets a copy)
- Contents
- Core of Regulation - Chapters
- Appendices

Regulations often have figures that give you a better idea of the standard being conveyed, for example, how insignia is worn on the uniform, or even what the uniform looks like. The tables break down complex information, such as the promotion requirements for cadets or commandants. If the regulation describes a letter format, it will give an example; if the regulation requires a form be completed, it will also give an example.

The best way to become familiar with regulations is to go through a few. Let's begin with CR 1-8, Cadet Uniforms and Insignia.

A2. Cadet Regulation 1-8 Cadet Uniforms and Insignia

You need to know the rules to properly wear your uniform. Later on, lesson M2 will provide more detail about the uniforms.

It is normal to learn how to wear the uniform from watching other cadets, or possibly, even your commandant. Hopefully, you



paid attention in the uniform classes and generally wear your uniform correctly. But now it is YOUR responsibility for knowing what is right. Your reference for that is the regulation CR 1-8 Cadet Uniforms and Insignia. Look through it and know how it is organized.

Now, find this information:

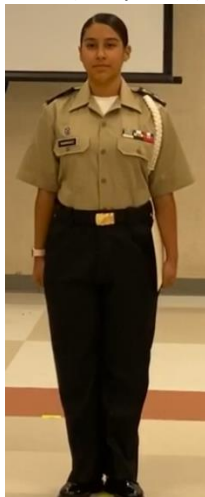
Where is your Distinctive Unit Insignia (DUI) worn?

How far from the front edge of the garrison cap, or above the right pocket is the DUI worn?

What color boots can be worn with the Class C uniform?

CR 1-8 details the three major types of cadet uniforms:

Class B (Chapter 2)



Class A (Chapter 3)

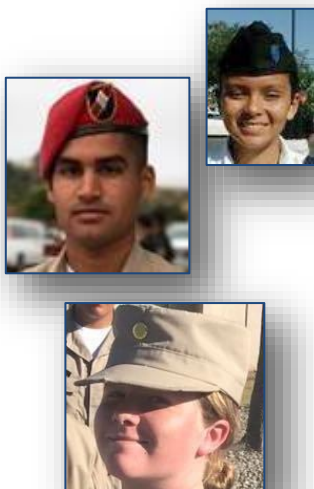


Class C (Chapter 4 & 5)

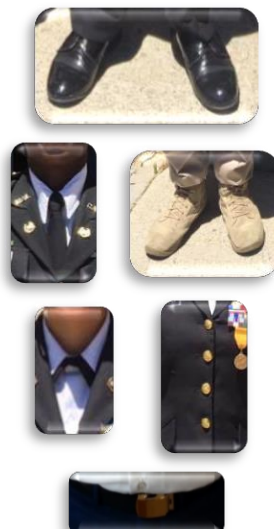


The regulation then covers the major uniform accessories:

Headgear (Chapter 7)



Accessories such as belts, buttons, coats, ties, shoes & socks, undershirts, and distinctive items (Chapter 8)



Insignia & Accoutrements (Chapter 9), and Decorations and Awards (Chapter 10)



Practice using the uniform regulation.

Cite the paragraph where you will find answer these questions:

1. Can you wear a silver buckle with your Class B uniform?
2. Describe how to hem the black trousers.
3. How is the CACC patch worn on the Class A uniform?
4. How is the nameplate worn on the Class B uniform?
5. Can you wear a long-sleeved shirt with the Class B uniform?
6. Describe the placement of military creases on the Class B shirt.
7. Describe the length for the black skirt.
8. What is the official name of the Class C uniform?
9. How far above the elbow may sleeves be rolled on the Class C uniform?
10. Can you wrap your Class C trousers around the leg in a "pegged" appearance?
11. What paragraph authorizes wear of the black beret?
12. Where is the CAL insignia worn on the black coat?
13. How and where is the rank insignia affixed on the Class C coat (shirt)?
14. What paragraph authorizes color guard members to wear white gloves?

A3. Cadet Regulation 1-5 Cadet Appointments and Promotions

Do you want to be promoted? Know what you need to accomplish to make it happen!

Many regulations have a paragraph that defines terms used in the regulation. These terms are important to know and understand. Some useful terms in CR 1-5 are:

Authorized Position
Date of Rank
Non-Commissioned Officer
Promotion Board
Time in Grade (TIG)



Did you know that you can be demoted, or reduced in grade? Whoever promotes you can demote you if you fail to perform well, flunk your classes, or misbehave. If you are no longer in a position authorized a rank, for example, if you are a C/SFC and are moved to a Squad Leader position (C/SSG), you will be reduced in rank. This is different from being demoted. It is an administrative action. When you are moved back into a position authorized the higher rank, you get your rank back!

Some ranks require passing a written exam. These are called milestone promotions. They're significant – becoming a Sergeant, Lieutenant, or field grade officer (Major). Not all ranks require passing a written exam, but all ranks do require passing a Performance Task Assessment (PTA). Appendix A shows the promotion requirements for each rank, and details are provided in Appendices B, D and E.

Chapter 3 of CR 1-5 covers exceptions to the rules. In a few circumstances, a cadet can be promoted without meeting an Appendix A requirement. If this happens, it must be documented in the cadet's personnel record. Waivers include a Time in Grade Waiver, a Permanent Waiver for physical disabilities, and a One Rank Over Waiver (used to avoid being reduced in rank in the situation described above). However, not many waivers are approved.

The CA Cadet Corps wants to make promotions equally available for all cadets. Schools are not allowed to supplement requirements to CR 1-5. If your school has extra requirements, respectfully challenge your commandant to remove those requirements. Cadets should earn their promotion fairly and have the same qualifications of every other cadet that holds the same grade.

Are you preparing for a promotion board? Use the Promotion Board Scoring Sheet found in CR 1-5, Appendix C. It is not a secret what the board will be expecting of you. Know what is on that form and the descriptions found in Appendices D and E.

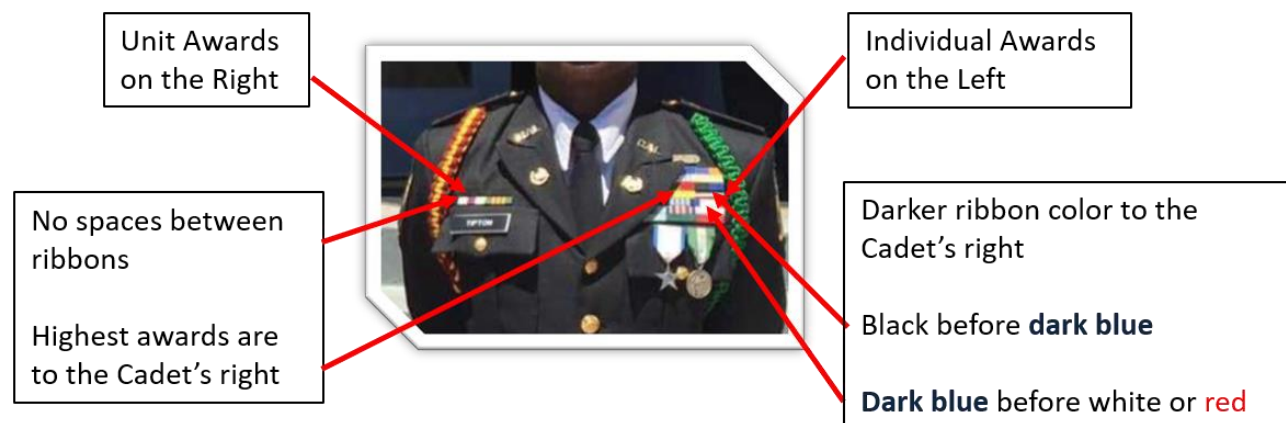
A4. Cadet Regulation 1-1 Cadet Decorations and Awards

Decorations and awards are important to many cadets. And why not? It is nice to be recognized for accomplishing something or doing a good job. CR 1-1 defines the awards system. We discourage ribbon diving, but if you earn it, then you are actively participating as a cadet—and we support that!

Cadet decorations and awards are given in three category levels: state, brigade, and school. In addition to regular ribbons, there are unit awards. These are awarded to entire units, not an individual cadet.

CR 1-1 also describes the criteria for being awarded Honor Bars, Badges, and Shoulder Cords—all great additions to the cadet uniform. If you research and work toward meeting the criteria, you too can wear these awards.

An important aspect of receiving awards is wearing them correctly. CACC ribbons are worn:



The order for the color of each ribbon is darkest to lightest: black, brown, purple, dark blue, red, green, orange or gold, light blue, yellow, light gray, then white. For example:



CORRECT

Brigade Advisor's Citation



INCORRECT



Brigade Cadre Ribbon



Parade Participation



If you have a question about an award, find that award in the Contents then go to the appropriate paragraph in the regulation. Awards are listed in order of ***precedence*** (the order of ceremonial or formal preference) both in the Contents, Chapter 2, and Appendix B.

An ***accoutrement*** is 'an accessory item of clothing or equipment,' according to Merriam-Webster's Dictionary. When discussing uniform items, an accoutrement usually refers to the smaller items that are added: ribbons, cords, insignia, nameplate, etc. For ribbons, an additional accoutrement is the ***device*** that is authorized to augment the ribbon.



CR 1-1 lists the devices or accoutrements that make a ribbon mean something more specific:



Gold Star – State Level First Place Award



Silver Star – State Second Place Award



Bronze Star – State Third Place Award



Gold Oak Leaf – Brigade First Place Award or degrees of unit level award achievement



Silver Oak Leaf – Brigade Second Place Award or degrees of unit level award achievement



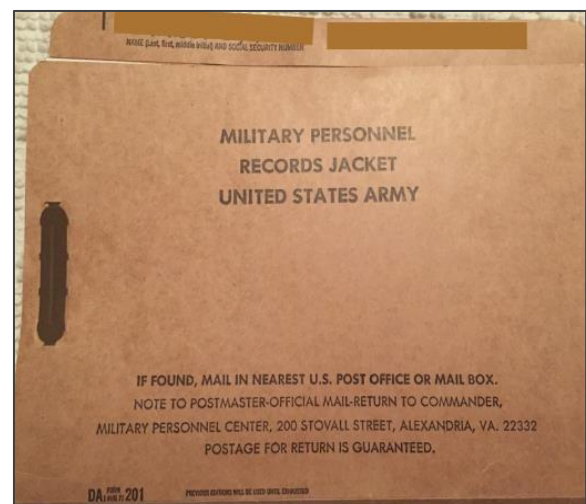
Bronze Oak Leaf – Brigade Third Place Award or degrees of unit level award achievement



Bronze letter “E” – Special achievement or “honors at graduation” or in lieu of more than 4 gold oak leaf clusters

A5. Cadet Service Record – CACC Form 13

All cadets should be somewhat familiar with the Cadet Service Record and Personnel File, because it reflects what you accomplish as a cadet. Every cadet in the CACC must have a personnel file, which contains the Form 13 (Cadet Service Record) and copies of the documentation authorizing your awards, promotions, and leadership assignments as a cadet. Should you hold an S1 Officer or NCO position, you will help keep cadet service records updated and learn the specifics of maintaining a personnel file. Every cadet should know how to review their OWN record to ensure it is properly maintained.



CR 1 – General Administration gives all the standards for the Form 13 and personnel file. A personnel file may be maintained electronically or in paper format. The Cadet Personnel File is also sometimes referred to as the 201 file. This is a holdover from old US Army personnel records jackets, which were kept in DA Form 201.

- Personal Information
- Appointments and Reductions
- Awards and Decorations
- Physical Fitness Qualification
- Rifle Qualification
- Duty Assignments

A key to keeping your Form 13 up to date is to know what is included and to timely enter items when events occur, for example, when awards are processed or presented, promotions awarded, after the Cadet Physical Fitness Test. Although some schools do not allow the individual's PT performance information in the record because it is considered protected, you can still enter the date the cadet took test and whether or not they passed. The S1 is responsible for keeping the records up to date. It can be helpful if several cadets are trained to update the files, and more so in larger units. If you wait until the end of the semester, or right before the Annual General Inspection, you are likely to overlook items that should have been posted in the file.

All promotions/demotions, awards/badges/cords awarded on a permanent order are posted on the Form 13 with the order number and date. The order is then filed in the personnel file. It is very important to record every promotion. It is

[illegible]

common to have a board consider promoting a cadet officer only to discover that prior promotions were not recorded in their service record. It can be very difficult to find the supporting documentation a couple years after the cadet was promoted to CFC or C/SSG.

[illegible]

A6. Individual Clothing Record – CACC Form 100

Another form that all cadets should have some familiarity with is the Individual Clothing Record – CACC Form 100. This form is used to track the issuance of uniform items, and can be used to collect payment for lost items. This form is introduced in CR 4-1, Chapter 2, which shows how the form is to be completed.

The Form 100 is fairly simple to complete. It lists all the uniform items available, and includes columns indicating which items have been issued and how many you are authorized to receive. If a unit has a low supply of items, you may not be issued all of the required items.

Cadet Corps uniforms are temporarily issued to cadets – they are turned back in at the end of the school year or when leaving the cadet program. Pay attention when signing for items! Don't sign for items you are not receiving. Once you sign for it – you own it! Don't come back at the end of the school year and claim you never received it – we have your signature!

Every time an item is issued, the Supply NCO/Officer uses the next numbered column to indicate the total number of what was issued for all items, not just what was issued at that time. When signing at the bottom of that column, you are verifying the numbers are correct.

Numbers are carried over to the next column unless the item has been turned in. Items that have not been issued are indicated with a forward slash to indicate a zero quantity.

In this example, Cadet Dett turned in all his equipment, as indicated in column 3 by the slash on the first and last item, and a vertical line connecting them.

Cadet Dett was issued one belt with a black tip, one belt with a brass tip, one black buckle, one brass buckle, one utility cap size M, one garrison cap size 36R, one gold cord, two CAL insignias, two Corps insignias, two DUIs, one brass C/SGT rank insignia, two C/SGT shoulder mark insignias, two CACC nametapes, one pair of black pants size 32, one pair of utility pants size M, two brigade patches, two CACC patches, one white shirt size M, one utility shirt size M, and one black tie.

He received some items on 2 Aug 11, and others on 3 Sep 11. He turned everything in on 31 May 12.

| California Cadet Corps 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 | / | 1 | / | | | | | | | | | | | | |
| Belt, Brass Tip | 1 ea | 1 | 1 | / | | | | | | | | | | | | |
| Boots, Black (Size) | 1 pr | / | / | | | | | | | | | | | | | |
| Buckle, Black | 1 ea | / | 1 | / | | | | | | | | | | | | |
| Buckle, Brass | 1 ea | 1 | 1 | / | | | | | | | | | | | | |
| Cap, Utility (Size M) | 1 ea | / | 1 | / | | | | | | | | | | | | |
| Cap, Garrison, Blue (Size) | 1 ea | / | / | | | | | | | | | | | | | |
| Cap, Garrison, Black (Size 7 1/2) | 1 ea | 1 | 1 | / | | | | | | | | | | | | |
| Coat, Service (Size 36R) | 1 ea | 1 | 1 | / | | | | | | | | | | | | |
| Cord, Shoulder, (Desc Color/Gd) | 1 ea | 1 | 1 | / | | | | | | | | | | | | |
| Cord, Shoulder, (Desc) | 1 ea | / | / | | | | | | | | | | | | | |
| Insignia, CAL | 2 ea | 2 | 2 | / | | | | | | | | | | | | |
| Insignia, CORPS | 2 ea | 2 | 2 | / | | | | | | | | | | | | |
| Insignia, Distinctive, CACC | 2 ea | 2 | 2 | / | | | | | | | | | | | | |
| Insig. Rank, Brass (Rank C/SGT) | 1 pr | 1 | 1 | / | | | | | | | | | | | | |
| Insig. Rank, Shoulder (Rank C/SGT) | 2 pr | 2 | 2 | / | | | | | | | | | | | | |
| Nametape, CACC, Utility | 1 ea | / | 1 | / | | | | | | | | | | | | |
| Pants, Service, Blue (Size) | 1 pr | / | / | | | | | | | | | | | | | |
| Pants, Service, Black (Size 32) | 1 pr | 1 | 1 | / | | | | | | | | | | | | |
| Pants, Utility (Size M) | 1 pr | / | 1 | / | | | | | | | | | | | | |
| Patch, Bde, Regimental, or Unit | 2 ea | 2 | 2 | / | | | | | | | | | | | | |
| Patch, CACC | 2 ea | 2 | 2 | / | | | | | | | | | | | | |
| Poncho | 1 ea | / | / | | | | | | | | | | | | | |
| Shirt, Service, Khaki (Size) | 1 ea | / | / | | | | | | | | | | | | | |
| Shirt, Service, White (Size M) | 1 ea | 1 | 1 | / | | | | | | | | | | | | |
| Shirt, Utility, Tan (Size M) | 1 ea | / | 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 | 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 | | | | | | | | | | | | | | | | |
| | | <div style="display: flex; justify-content: space-between;"> <div>JK Dett 2 Aug 11</div> <div>JK Dett 3 Sep 11</div> <div>JK Dett 31 May 12</div> </div> | | | | | | | | | | | | | | |

CACC Form 100 (Jul 11)
Previous Editions Obsolete