

Cadet Regulation 1

General Administration

DRAFT

State of California-Military Department
Joint Forces Headquarters
Sacramento, California
15 October 2019

UNCLASSIFIED

SUMMARY of CHANGE

CR 1

General Administration

This is a major revision of the previously published regulation.

- * Revises the section on Strength Activity Reports, which are now on line.
- * Expands the section on on-line or electronic record keeping.
- * Modifies the format and entries to the service record Form 13
- * Revises the orders section, reducing the need to publish orders for all awards, promotions/reductions, and assignments.
- * Expands information on office symbols and correspondence.
- * Updates the Letterhead requirements, meeting US Army and California Military Department standards.
- * Adds Courier New as an optional font for orders.
- * Corrects numerous small errors in the examples or tables.
- * Brings in explanatory figures for memorandums and letters.
- * Introduces standardized designs for state certificates and when to use them.
- * Updates service record abbreviations for updated awards and decorations from CR 1-1
- * Updates abbreviations for use in service record and correspondence.

GENERAL ADMINISTRATION

DAVID S. BALDWIN
Major General
The Adjutant General

Official:

GRACE E. EDINBORO
Colonel, CACC
Executive Officer

History. This is a major revision of the 2013 version of CR 1. Changes are outlined in the summary of changes.

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

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

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

Regulations. The proponent may delegate this approval authority, in writing, to a field grade HQCACC 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 HQs, California Cadet Corps, Camp San Luis Obispo, 10 Sonoma Ave, Building 1301, San Luis Obispo, California 93405.

Suggested Improvements. Users are invited to send comments and suggested improvements in memorandum form directly 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. PURPOSE.

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

1-2. AUTHORITY.

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

1-3. RESPONSIBILITIES

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

f. Commandants of Cadets are responsible to ensure compliance with the provisions of this regulation, including the preparation and publication of applicable unit orders and permanent orders as detailed in this regulation, the preparation and management of correspondence initiated by the unit, the maintenance of unit master files, the collection, publication, and timely submission of monthly unit strength reports, and the maintenance of 201 files for all cadets assigned to the school unit.

g. Cadet Battalion and Company Commanders and their cadet staffs are responsible to ensure compliance with the provisions of this regulation, including the preparation and publication of applicable unit orders and permanent orders as detailed in this regulation, the preparation and management of correspondence initiated by the unit, the maintenance of unit master files, the collection, publication, and timely submission of monthly unit strength reports, and the maintenance of 201 files for all cadets assigned to the school unit.

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

CHAPTER 2

STRENGTH AND ACTIVITY (SAR) REPORTING

2-1 GENERAL.

- a. The timely and accurate reporting of unit strength is necessary to comply with school accountability protocols, local governing board policies, and a requirement that annual reports be submitted to the Adjutant General and State Superintendent of Public Instruction regarding cadet attendance, among other requirements (see section 515 of the California Military and Veterans Code). In addition, the California Department of Finance works with the Office of the Adjutant General to establish a “per cadet uniform allowance” based on the average of cadet enrollment statewide. Accurate reporting of these figures allows for the Adjutant General to request appropriate levels of funding for cadet activities and uniforms, supplies and equipment.
- b. Units will submit SARs each month of the calendar year that cadets are attending school.
- c. SARs are submitted online at <https://tools.cacadets.org/>.
- d. File copies of unit SARs in the unit’s master file.
- e. File copies of state SARs in the state’s master file and furnish copies to subordinate units for inclusion in the appropriate state SAR folder of the brigade/regimental and/or unit filing systems.
- f. Post a copy of the unit SAR on the unit bulletin board if at all possible.
- g. When saving electronic versions of SARs, use the following naming convention:
 - 1) The letters SAR followed by an underscore “_”
 - 2) Followed by a three-digit number representing the unit preparing the report (396th Battalion would be “396”) followed by another underscore “_”
 - 3) Followed by the four-digit month and year of preparation (i.e. May 2019 would be 0519)
 - 4) For example, the 118th Battalions SAR for December of 2020 would be saved as SAR_118_1220.

2-2. PROCEDURES.

- a. On or about the first of each calendar month a school is officially in session, school/unit level cadet responsible for the preparation of the SAR will update the unit roster, including cadets’ rank. This roster is a “snapshot” of the unit’s enrollment as of the 1st of each calendar month school is in session. In cases where school is not officially in session on the 1st of the month, this “snapshot” should be taken on the next student attendance day after the 1st of the month.
- b. The cadet responsible at the unit level will normally be a company First Sergeant or Administrative Officer or, in the case of a battalion, the Battalion S-1. This cadet shall be referred to as the “reporting cadet” for the purposes of this regulation.
- c. The reporting cadet will review the official “register” or “roll” sheet(s) provided to the Commandant by the school registrar and ensure the Unit Roster matches what the school provides. The roster must contain each cadet’s Last Name, First Name, Gender, Grade Level, and Rank.
- d. The reporting cadet will upload the updated roster and, as necessary, consult with the cadet training officer to complete section 3 of the form (the Activities Report section).
- e. Units will input their SAR online by the 10th of each month.

2-3. PREPARATION OF THE UNIT SAR.

- a. Update your unit roster (see para 2-2c above).
- b. Enter the on-line SAR system at <https://tools.cacadets.org/>.
- c. Import the unit strength from the roster. This will populate the unit strength by gender/grade/rank. Once the roster has been imported, click the button at the bottom of the screen to continue to the activities page.

d. Click the Add New Record button to add an activity to either the previous month or current month. Once all activities have been entered, click the Submit button on the bottom of the page. The system will generate an Excel formatted Form 5 and email it to the address HQCACC has on record for the unit as well as the HQCACC S1.

e. Check the published report on the CACC website at <https://cacadets.org/Strength%20Summary> or <https://cacadets.org/S1/strengthreports>. Ensure your unit has credit for submitting a SAR for the appropriate month and the current strength listed matches what you believe you submitted. If it does not, check your work. If you need technical advice, contact the HQCACC S6.

CHAPTER 3

PREPARATION OF ORDERS AND PERMANENT ORDERS

3-1 GENERAL.

- a. Purpose - Orders are the written and oral means by which instructions are transmitted to cadets, units, or personnel.
- b. Formats - Publish orders and permanent orders using the formats identified in this regulation. No other formats are authorized.
- c. Templates - Electronic templates in Microsoft Word are available from HQ, CACC; ATTN: S-1.
- d. Classes of Orders – There are two classes of orders: Permanent Orders and Orders.
- e. Levels and Functions of Publication – Orders may be published at the following levels:
 - (1) State – The Director of Administration in the Joint Staff Division of the California Military Department publishes orders relating to commandant personnel. This is delegated down to the XO and S1 of Headquarters, CACC.
 - (2) State – The 10th Corps Headquarters publishes orders relating to cadet personnel, normally cadet field grade officer promotions, reductions, demotions, and assignments, and the awarding of state level awards and decorations.
 - (3) Brigade – Brigades publish orders relative to certain brigade level awards and decorations and orders relative to the promotion, reduction, demotion, and assignment of cadet company grade officers. If necessary, brigades can publish orders relative to unit level awards and decorations and the promotion, reduction, demotion, and assignment of cadet non-commissioned officers. Unless specifically directed by action of the 10th Corps, brigades cannot award state level awards and decorations, nor can they publish actions relative to the promotion, reduction, or demotion of cadet field grade officers. Brigades may publish duty assignments of cadet field grade officers previously appointed or promoted on state orders. Brigades are never allowed to publish orders relative to commandant personnel.
 - (4) Regiment – Regiments normally publish orders relative to certain unit level awards and decorations and orders relative to the promotion, reduction, demotion, and assignment of cadet company grade officers. If necessary, regiments can publish orders relative to the promotion, reduction, demotion, or assignment of cadet non-commissioned officers. Unless specifically directed by action of 10th Corps, regiments cannot award state level awards and decorations, nor can they publish actions relative to the promotion, reduction, demotion, or assignment of cadet field grade officers. Regiments are never allowed to publish orders relative to commandant personnel.
 - (5) Battalion – Battalions publish orders relative to the appointment, promotion, demotion, and assignment of cadet non-commissioned officers and publish orders relative to the award of certain unit level awards and decorations. Unless specifically directed by action of a Brigade Headquarters, battalions cannot award brigade level awards and decorations, nor can they publish actions relative to the promotion, reduction, demotion, or assignment of cadet officers. Battalions are never allowed to publish orders relative to commandant personnel.
 - (6) Company – Companies publish orders relative to the appointment, promotion, demotion, and assignment of cadet non-commissioned officers and publish orders relative to the award of certain unit level awards and decorations. Unless specifically directed by action of a Brigade Headquarters, companies cannot award brigade level awards and decorations, nor can they publish actions relative to the promotion, demotion, or assignment of cadet officers. Companies are never allowed to publish orders relative to commandant personnel.
- f. Clarity – Orders must be clear and concise to ensure they are understandable. Each must state what, where, when, why, and how an action is to be taken and who is to do it. Do not sacrifice clarity for brevity in any order where there is a chance of misunderstanding the intent of the order.

g. Effective Dates – Orders are effective on the date of publication unless another date is specified. Dates will follow standard military formatting rules. If you spell out a month completely, you will also spell out the year completely. If you abbreviate the month, you will also abbreviate the year to the last two digits. For example, 15 September 2017 or 15 Sep 17 are the only two permissible formats.

h. Changes to Orders – To changes orders that are already published, publish a corrected copy of the same order with the typed words CORRECTED COPY centered ½ inch from the top of the page. The number and date of the order must remain the same. Changes can include corrections for misspellings, incorrect ranks, effective dates, or other typographical errors. You may revoke orders if there is a substantive change in the facts relating to the order. To revoke an order, use the format found appendix.

i. Numbering of Orders – Number all orders and permanent orders in separate numbering sequences (one for orders and another for permanent orders) according to the following naming convention:

- (1) The word “ORDER” or “PERMANENT ORDER” followed by a single space
- (2) Followed by three-digit unit number (with leading zeroes as necessary) followed by a dash (i.e. 9th Brigade would be 009, 27th Regiment would be 027, and 113th battalion would be 113)
- (3) Followed by four-digit school year number followed by a dash (i.e. 2020-2021 school year would be 2021)
- (4) Followed by three-digit number for the order or permanent order’s position in the series (sequence number).
- (5) For example, the 14th order published by the 75th Battalion in the 2019-2020 school-year would be numbered as follows: ORDER 075-1920-014; the 9th permanent order published by the 315th Battalion in the 2029-2030 school year would be numbered as PERMANENT ORDER 315-2930-009.
- (6) The purpose of the naming convention is twofold. First, it helps when saving files electronically; secondly it allows others reading cadet service records to know the unit of issue, school year, and order number in the sequence for that school and year.
- (7) Reset the sequence numbering at the beginning of each new school year.

j. Length of Orders – Orders may contain any number of paragraphs; however, orders may never occupy more than one side of one 8.5 X 11 page. Do not number a paragraph in orders with only one paragraph.

k. General formatting of Orders – Publish orders in no less than 10- point nor greater than 12- point Times New Roman or Courier New font. Font color will be black.

l. Headings – Use the standard for letterheads in para 5-1f for headings on orders. The numerical suffixes “st” for 1st, “nd” for 2nd, “rd” for 3rd, and “th” for 4th, etc are the only abbreviations allowed in the heading of orders.

m. Maintenance of Order Copies – Maintain copies of orders and permanent orders published by units, regiments, brigades, and the state in the appropriate files in the master filing system. They may be maintained electronically, filed by order number.

n. Distribution of Copies – Distribute copies of orders (hard copy or electronically) as stated below. This is distribution list A:

- (1) One copy to each individual affected
- (2) One copy to the 201 file of each individual affected
- (3) One copy to the unit’s master file
- (4) One copy to the subordinate-level headquarters (if applicable)
- (5) One copy to the authenticating authority (the principal for unit orders, brigade or regimental advisor for brigade or regimental orders, and the Executive Officer for state orders)
- (6) One copy to appropriate bulletin boards

o. Order of precedence of individuals listed on orders – Individuals listed on orders will be identified by LAST NAME, FIRST NAME, MIDDLE INITIAL, and when practical, rank. For example, DETT, JOHNNY K. C/CPL. Also, if practical, list the individuals’ home unit of assignment. For

example, DETT, JOHNNY K. C/CPL Shenandoah Middle School. In cases where identifying a cadet's home unit is not practical, especially in the case of large brigades with many subordinate units, make every attempt to separate individuals onto orders with individuals of the same home unit. Whenever practical, list individuals in alphabetical order.

3-2 ORDERS.

- a. 10th Corps HQ will publish state orders to direct actions relative to the promotion, reduction, and demotion of cadet field grade officers.
- b. 10th Corps HQ will also publish state orders to direct the duty assignments of the 10th Corps staff members.
- c. State orders formatted IAW AR 600-8-105 will direct the appointment, assignment, reassignment, transfer, promotion, reduction, or separation of adult officers of the California Cadet Corps.
- d. Brigades will publish orders to direct actions relative to the promotion, reduction, and demotion of cadet company grade officers and senior NCOs, IAW CR 1-5.
- e. Brigades or regiments will publish orders to direct the duty assignments of brigade or regimental staff members.
- f. Units (battalions or companies) will publish orders to direct actions relative to the promotion, reduction, and demotion of cadets though each of the enlisted and non-commissioned officer ranks IAW CR 1-5.
- g. You may divide the body of an order into numbered paragraphs. When you only use one paragraph, do not number it.
- h. Each paragraph of an order will contain only one type of transaction: promotion, reduction, demotion, separation, or duty assignment. Paragraphs may pertain to a single individual or multiple individuals.
- i. Each paragraph of an order is considered a complete order within itself.

3-3 PERMANENT ORDERS.

- a. 10th Corps HQ publishes state permanent orders to direct the award of state-level ribbons, medals, badges, bars, decorations, and accouterments identified in CR 1-1.
- b. 10th Corps HQ is the only authority that can publish unit awards - the Superior Unit or Unit Community Service Awards identified in CR 1-1.
- c. State permanent orders formatted IAW AR 600-8-105 will direct the change in status of California Cadet Corps units, such as activation, inactivation, reorganization, assignment, attachment, etc.
- d. State permanent orders formatted IAW AR 600-8-105 will announce the death of commissioned officers on duty with the California Cadet Corps.
- e. State permanent orders formatted IAW AR 600-8-105 will announce the awarding of ribbons, badges, and accouterments identified in CR 1-7.
- f. Brigades or regiments will publish permanent orders to announce the awarding of brigade, regimental, or battalion level awards identified in CR 1-1.
- g. Unit (battalion or company) permanent orders will be published to announce the awarding of battalion-level awards identified in CR 1-1.
- h. The body of a permanent order may be divided into numbered paragraphs. When only one paragraph is used, it will not be numbered.
- i. Each paragraph of an order will contain only one type of award or action. Paragraphs may pertain to a single individual or multiple individuals.
- j. Each paragraph of an order is considered a complete order within itself.
- k. Paragraphs of the same order will be organized in order of precedence of awards with the highest award listed first.

3-4 AUTHENTICATION OF ORDERS.

- a. There are two signature block positions on orders - one for the cadet commander and one for the commandant. The cadet commander's is left justified ten spaces below the authentication line and the commandant's is centered five spaces below the authentication line.
- b. 10th Corps issues State level orders and permanent orders with the Executive Officer acting FOR THE ADJUTANT GENERAL. Center the signature block of the Executive Officer, California Cadet Corps five spaces below the authentication line of FOR THE ADJUTANT GENERAL and put the signature block of the 10th Cadet Corps Commander, left justified, ten spaces below the authentication line.
- c. Brigades and Regiments issue orders and permanent orders BY ORDER OF THE BRIGADE ADVISOR or BY ORDER OF THE REGIMENTAL ADVISOR. Center the signature block of the Brigade or Regimental Advisor five spaces below the authentication line of BY ORDER OF THE BRIGADE ADVISOR or BY ORDER OF THE REGIMENTAL ADVISOR and put the signature block of the Cadet Brigade or Regimental Commander, left justified, ten spaces below that authentication line.

	BY ORDER OF THE PRINCIPAL:	
1		
2		
3		
4		
5	OFFICIAL:	JAMES R. JONES
6		CPT, CACC
7		Commandant
8		
9		
10	JOSE Q. ESPINOZA	
	C/MAJ, CACC	
	Commanding	

NOTE: The numbers show # of lines - they don't go on the order!

Figure 3-1. Example of Authentication Signature Blocks

- d. Unit level orders and permanent orders are issued with the Commandant acting FOR THE PRINCIPAL. The signature block of the Commandant is centered five spaces below the authentication line of FOR THE PRINCIPAL and the signature block of the Cadet Commander is left justified ten spaces below the authentication line.
- e. Orders must either be signed in ink by hand or must be electronically stamped.
- f. When signed by the cadet commander, the signature will be placed directly above the cadet's signature block and below the OFFICIAL line.
- g. When the adults whose signature block is on an order signs the order, the signature block of the cadet commander is omitted entirely as is the OFFICIAL line. When signed by the adult, the signature is placed above the adult's signature block.
- h. When a cadet commander is an awardee or directee in one or more paragraphs of the order, his/her signature block must be omitted. The OFFICIAL line is also omitted.
- i. Place electronic stamps either above the cadet's signature block centered on the OFFICIAL line, or in the case of the omission of the cadet's signature block, over the adult's signature block.
- j. You may obtain electronic stamps by submitting a request to HQ, CACC, ATTN: S-6. Only electronic stamps provided by HQ, CACC are authorized.

k. You may not use scanned signatures on orders unless a delegation of signature authority is on file.



CALIFORNIA CADET CORPS
HEADQUARTERS, 701ST BATTALION
WILSON HIGH SCHOOL
 1900 WEST HILL DRIVE
 SAN CLEMENTE, CALIFORNIA 92407-2932



ORDER 701-0506-047

14 January 2006

The following cadet duty assignments are¹ announced.

<u>Name</u>	<u>Rank</u>	<u>Assignment</u>	<u>Effective Date</u>
Bravo, Johnny	C/2LT ²	Company Cdr ³ , Alpha Co ⁴	11 January 2026 ⁵
Jones, Bradley D. * ⁶	C/2LT	Battalion S4, Supply Officer	14 January 2026
Alpha, Mary K.	C/SGT	Platoon Leader, 1 Plt First Sergeant	15 November 2025
Camargo, Janice	C/SGT	Bravo Co Squad Leader, 6 Plt	14 January 2026
Zulu, William V.	C/CPL	Bravo Co Guidon Bearer	20 December 2025

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

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

Format: CAL401

FOR THE PRINCIPAL:

OFFICIAL:

MATTHEW P. JONES
 MAJ, CACC
 Commandant of Cadets

JOSHUA SMILEY
 C/CPT, CACC
 Commanding

NOTES:

- 1: Use plural case even if only a single duty assignment is announced.
- 2: Use only the abbreviations for rank listed in CR 3-22.
- 3: Use only the official position title listed in CR-22, do not abbreviate.
- 4: Include specific unit of assignment, using abbreviations listed in CR 3-22 if necessary.
- 5: Effective dates are used only if the date is different than the date of the order; if one date in a list is different, all must include effective dates, even if the same as the order date.
- 6: A single asterisk (*) without parentheses may be typed directly following an individual's name to cite special instructions not pertinent to all individuals listed on the order.
- 7: Using brief, clear language, include notations pertinent to the order, such as those noted in the example above. First cite instructions pertinent to all individuals on the order and then list any citations specific to individuals identified with an asterisk (*). If none, write **None**.
- 8: Sections 504 and 505 of the California Military and Veterans Code and Cadet Regulation 3-22 are the legal authority upon which all cadet duty assignments are based.

Figure 3-2: Format CAL401 - Duty Assignment order Example



CALIFORNIA CADET CORPS
HEADQUARTERS, 71ST REGIMENT
MACON HIGH SCHOOL
 4200 WEST HILL DRIVE
 FROSTBITE, CALIFORNIA 99807-2932



Order 071-0506-007

1 August 2005

1. The following cadets are¹ promoted.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Unit</u>	<u>Effective Date</u>
Alpha, Mary	C/CPL ²	C/SGT ²	1 st Platoon ³	1 August 2025 ⁴

2. The following cadets are demoted.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Unit</u>	<u>Effective Date</u>
Jones, Gerald S.	C/SSG	C/SGT	4 th Platoon	1 August 2025

3. The following cadets are reduced.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Unit</u>	<u>Effective Date</u>
Loomis, Sharon* ⁵	C/1SG	C/MSG	7 th Platoon	19 July 2025

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

Authority: Sections 506 and 507, CMVC and CR 1-5⁷
 Format: CAL301

BY ORDER OF THE REGIMENTAL ADVISOR:

OFFICIAL:

PATRICIA K. STEWART
 1LT, CACC
 Regimental Advisor

SAMANTHA R. KNOTTS
 C/MAJ, CACC
 Commanding

NOTES:

- 1: Use plural case even if only a single action is announced.
- 2: Use only the abbreviations for rank listed in R 3-22.
- 3: Include specific unit of assignment, using abbreviations listed in CR 30-22; Unit leadership may opt to eliminate this column in which case the effective date column shifts to the left.
- 4: Effective dates are used only if the date is different than the date of the order; if one date in a list is different. All must include effective dates, even if the same as the order date.
- 5: A single asterisk (*) without parentheses may be typed directly following an individual's name to cite special instructions not pertinent to all individuals listed on the order.
- 6: Using brief, clear language, include notations pertinent to the order, such as those noted in the example above. First cite instructions pertinent to all individuals on the order and then list any citations specific to individuals identified with an asterisk (*). If none, write None.
- 7: Sections 506 and 507 of the California Military and Veterans Code and CR 1-5 are the legal authority upon which all cadet promotions, reductions, and demotions are based.

Figure 3-3: Format CAL301 - Promotions, Demotions, Reductions Order Example



CALIFORNIA CADET CORPS
HEADQUARTERS, 71ST REGIMENT
MACON HIGH SCHOOL
4200 WEST HILL DRIVE
FROSTBITE, CALIFORNIA 99807-2932



ORDER 071-0506-051

1 June 2006

Order 071-0506-050 is hereby REVOKED. Format: CAL700

BY ORDER OF THE REGIMENTAL ADVISOR:

OFFICIAL:

PATRICIA K. STEWART
1LT, CACC
Regimental Advisor

SAMANTHA R. KNOTTS
C/MAJ, CACC
Commanding

NOTE: Prepare an order to revoke another order or permanent order to revoke another permanent order

Figure 3-4: Format CAL700 - Revocation of an Order or Permanent Order Example



CALIFORNIA CADET CORPS
HEADQUARTERS, 19TH BRIGADE
 4535 SANTA GERTRUDES LANE
 WILLIAMSBURG, CALIFORNIA 95506-2111



PERMANENT ORDER 009-0506-224

14 March 2006

The following cadets are awarded the Basic Leadership Ribbon

<u>Name</u>	<u>Rank</u>	<u>Unit¹</u>
Alpha, Mary (E) ²	C/SGT	Chavez Middle School
Bravo, Charlie	C/SGT	Serrano Middle School
Delta, Pablo	C/CPL	Wilson High School
Echo, Georgi (GOLC)	CDT	Clinton High School
Peninsula, Yucatan	RCT	Loomis Middle School
Zulu, Marcus	RCT	Brown Academy

Additional instruction³: Individuals with an (E) are awarded the bronze "E" attachment in recognition of graduating in the top 10% of the class. Individuals with the notation (GS) are awarded the gold star attachment in recognition of graduating first in the class.

Authority⁴: Section 510, CMVC and CR 1-1

Format: CAL320

BY ORDER OF THE BRIGADE ADVISOR:

OFFICIAL:

GLADYS N. PIPS
 LTC, CACC
 Brigade Advisor

DEANDRA CHAVEZ
 C/LTC, CACC
 Commanding

NOTES:

- 1: In cases where it is more practical, brigades may choose to sort orders by home school and change the direction line to read the name of the school. For example: The following cadets from Flores HS are awarded the Competitive Drill ribbon.
- 2: Notations of attachments occur in parentheses and may include numerals i.e. (2), (3), (4) etc., oak leaves i.e. (BOLC), (SOLC), or (GOLC), gold bears, (GB) or stars i.e. (BS), (SS), (GS).
- 3: Additional instructions should explain the reasons for attachments in plain language, such as "in recognition of subsequent awards" or "in recognition of placing 3rd".
- 4: The authority for all awards is section 510 of the California Military and Veterans Code and CR1-1.

Figure 3-5: Format CAL320 - Awards and Decorations Permanent Order Example



CALIFORNIA CADET CORPS
HEADQUARTERS, 10TH CORPS
CAMP SAN LUIS OBISPO
 10 SONOMA AVENUE, BUILDING 1402
 SAN LUIS OBISPO, CALIFORNIA 93405-7605



PERMANENT ORDER 010-1112-103

15 December 2011

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

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

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

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

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

Authority⁴: Section 510, CMVC and CR 1-1
 Format: CAL320

FOR THE ADJUTANT GENERAL:

FLOYD D. BARBER
 LTC, CACC
 Executive Officer

HOLLISTER M. COMPANY
 C/COL, CACC
 Commanding

NOTES:

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

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

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

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

Figure 3-6: Format CAL320 - Awards and Decorations (Brigade PO example)

CHAPTER 4

CADET SERVICE RECORDS AND PERSONNEL FILES

4-1 GENERAL.

a. Purpose: A cadet's permanent record reflecting the career progression during his/her tenure in the California Cadet Corps is reflected in a properly completed Form 13, Cadet Service Record Form. The Form 13 may be maintained on paper or electronically.

4-2 PROCEDURES.

a. Initial Preparation: Complete the initial preparation of the service record and personnel file within 15 school days of the date a cadet enrolls in a unit. Initial preparation will include the entry of the cadet's name, enrollment date and location, date of birth, home address and phone number.

b. Transfer of Records: When a cadet enrolls in a California Cadet Corps program after having been enrolled previously in another program, the commandant of the cadet's receiving school shall prepare a memorandum requesting the transfer of the entire 201 file from the previous unit. This memorandum should be sent within 15 school days of the date a cadet enrolls in the unit. The previous unit's commandant should send the entire 201 file to the requesting unit within five school days of the date the request is received. The releasing unit retains a copy of the cadet's Form 13 and a copy of the memorandum requesting the original 201 file.

c. Format of entries: Block handwritten letters in blue or black ink are acceptable if electronic means are not available to fill in the form. If handwritten entries are made, the address and phone number shall be in pencil.

d. Dates: Record all dates without spaces between digits or letters, with the day entered first, then the three-letter month abbreviation in all capital letters followed by the last two digits of the year. For example, June 25, 2023 would be 25JUN23.

e. Authority Entries: All entries will cite the order or permanent order unit of publication, school year, and sequence number in the identical format to the order itself. For example, enter Order 308-09-10-054 simply as 308-0910-054. This would indicate that the authority for that entry could be found on the 54th order published during the 2009-2010 school year by the 308th Battalion. The word "order" or "permanent order" are abbreviated in authority sections as "ORD" or "POR" respectively.

f. Erasures: Erasures are limited to pencil entries. If necessary, to delete a permanent handwritten entry, draw or type a single black or blue-black line through the entry. Do not use correction fluid.

g. Computerized Versions: Schools may maintain computerized versions of service records provided they conform to the organizational standards of this regulation.

4-3. PREPARATION OF THE FORM 13.

a. Appendix C to this regulation includes a blank Form 13 and an example of a completed Form 13.

b. The following instructions specify the correct manner to complete the form 13.

- (1) Form Point 1: Enter the cadet's full last name in all capital letters.
- (2) Form Point 2: Enter the cadet's full first name in all capital letters.
- (3) Form Point 3: Enter the cadet's middle initial. If no middle name, enter NMN (indicating no middle name).

(4) Form Point 4: Enter the cadet's date of birth without spaces between digits or letters, with the day entered first, then the three-letter month abbreviation in all capital letters followed by the last two digits of the year. For example, June 25, 2023 would be 25JUN23.

(5) Form Point 5: enter MALE or FEMALE

(6) Form Point 6: Enter the complete home address, inclusive of City, State, and Zip Code. No P.O. Boxes are permitted.

(7) Form Point 7: Enter the mailing address if different than the home address. Include City, State, and Zip Code. If no mailing address, write NONE.

(8) Form Point 8

(a) Enter the Battalion number/Company letter of the unit followed by the school name. There is a total space limitation of 45 characters for this entry point, so abbreviations may be necessary.

(b) Form Point 8b: Enter the starting date of enrollment in the California Cadet Corps program at the school listed in 8a without spaces between digits or letters, with the day entered first, then the three-letter month abbreviation in all capital letters followed by the last two digits of the year. For example, June 25, 2023 would be 25JUN23.

(c) Form Point 8c: If the cadet transfers to a second school during their CACC career, enter the Battalion number/Company Letter of the unit followed by the school name. There is a total space limitation of 45 characters for this entry point, so abbreviations may be necessary.

(d) Form Point 8d: Enter the starting date of enrollment in the California Cadet Corps program at the school listed in 8c without spaces between digits or letters, with the day entered first, then the three-letter month abbreviation in all capital letters followed by the last two digits of the year. For example, June 25, 2023 would be 25JUN23.

(e) Form Point 8e: If the cadet transfers to a third school during the CACC career, enter the Battalion number/Company Letter of the unit followed by the school name. There is a total space of 45 characters for this entry point, so abbreviations may be necessary.

(f) Form Point 8f: Enter the starting date of enrollment in the California Cadet Corps program at the school listed in 8e without spaces between digits or letters, with the day entered first, then the three-letter month abbreviation in all capital letters followed by the last two digits of the year. For example, June 25, 2023 would be 25JUN23. If a cadet enrolls in more than 3 schools during their CACC Career, a second Form 13 should be started.

(9) Form Point 9: Enter at least one contact phone number, including area code for the cadet. If the cadet has a secondary phone number, such as a cell phone, enter both numbers, including the area code.

(10) Form Point 10: Enter the cadet's complete mailing address.

(11) Form Point 11.

a: Form Point 11a: Enter the rank to which a cadet is promoted or reduced/demoted. Use the correct abbreviations from CR 3-22: GZ1, GZ2, GZ3, GZ4, RCT, CDT, CFC, C/CPL, C/SGT, C/SSG, C/SFC, C/MSG, C/1SG, C/SGM, C/CSM, C/2LT, C/1LT, C/CPT, C/MAJ, C/LTC, or C/COL.

b Form Point 11b: Continue the entry of rank data after the seventh entry in the 11a column.

(12) Form Point 12.

(a) Enter the number of the order that directed the promotion or reduction/demotion. For example, 047-1112-006 would be the sixth order published by the 47th Battalion in the 2011-2012 school year. For ranks GZ1 to C/CPL, the abbreviation of the agent acting as the promotion authority followed by a hand signature, digital certificate signature, or electronic signature (initials followed by REGT or BDE number and BN number, ex. JKD10123) may be used in lieu of order number.

(b) Form Point 12b: Continue the entry of authority data after the seventh entry in the 12b column.

(13) Form Point 13.

(a) Enter the effective date of the promotion, reduction or demotion without spaces between digits or letters, with the day entered first, then the three-letter month abbreviation in all capital letters followed by the last two digits of the year. For example, June 25, 2023 would be 25JUNE23.

(b) Form Point 13b: Continue the entry of effective dates after the seventh entry in the 13a column.

(14) Form Point 14.

(a) Enter the name of the ribbon or award IN CAPITAL LETTERS ONLY. Use only the authorized abbreviations list found at Appendix D to this regulation. Include parentheses with any accouterments awarded or the amount of awards being awarded beyond the first. For instance, the third award of the School Service Ribbon would be listed as SCHL SVC (3).

(b) Form Point 14b: Continue the entry of ribbon data after the last entry in the 14a column.

(15) Form Point 15.

(a) Enter the number of the permanent order that awarded the decoration. For example, 119-1112-046 would be the forty-sixth order published by the 119th Battalion in the 2011-2012 School Year. For awards that do not require orders, the abbreviation of the agent acting as the awarding authority followed by a hand signature, digital certificate signature, or electronic signature (initials followed by REGT or BDE number and BN number, ex. JKD10123) may be used in lieu of order number.

(b) Form Point 15b: Continue the entry of the authority data after the last entry in the 15a column.

(16) Form Point 16.

(a) Enter the effective date of the award without spaces between digits or letters, with the day entered first, then the three-letter month abbreviation in all capital letters followed by the last two digits of the year. For example, June 25, 2023 would be 25JUN23.

(b) Form Point 16b: Continue the entry of effective dates after the last entry in the 16a column.

(17) Form Point 17: Enter the date a cadet takes the Physical Fitness Test. If taken over multiple dates, enter the last date without spaces between digits or letters, with the day entered first, then the three-letter month abbreviation in all capital letters followed by the last two digits of the year. For example, June 25, 2023 would be 25JUN23.

(18) Form Point 18: Enter the cadet's mile run time in minutes and seconds and a "Y" or "N" denoting whether the cadet's mile run time was within the Healthy Fitness Zone for their age and gender.

(19) Form Point 19: Enter the number of push-ups completed properly by the cadet and a "Y" or "N" denoting whether the cadet's number of push-ups was within the Healthy Fitness Zone for their age and gender.

(20) Form Point 20: Enter the number of curl ups the cadet properly completed and a "Y" or "N" denoting whether the cadet's number of curl ups was within the Healthy Fitness Zone for their age and gender.

(21) Form Point 21: Enter whether or not the cadet passed "P" or Failed "F" the left shoulder stretch test.

(22) Form Point 22: Enter whether or not the cadet passed "P" or Failed "F" the right shoulder stretch test.

(23) Form Point 23: Enter the cadet's height for the trunk lift in inches and a "Y" or "N" denoting whether the cadet's trunk lift height was within the Healthy Fitness Zone for their age and gender.

(24) Form Point 24: enter the cadet's sit and reach length for their left arm in inches and a "Y" or "N" denoting whether the cadet's sit and reach length for their left arm was within the Healthy Fitness Zone for their age and gender.

(25) Form Point 25: enter the cadet's sit and reach length for their right arm in inches and a "Y" or "N" denoting whether the cadet's sit and reach length for the right arm was within the Healthy Fitness Zone for their age and gender.

(26) Form Point 26: Enter YES or NO to indicate whether the cadet met the minimum requirements to pass the CACC Physical Fitness Test. The minimum requirement is to be in the Healthy Fitness Zone for the mile run, the push-ups, the curl ups and ONE of the flexibility tests (both shoulder stretch tests OR the trunk lift, OR both sit and reach tests).

(27) Form Point 27a, b, c: Enter the date a cadet took the rifle qualification test without spaces between digits or letters, with the day entered first, then the three-letter month abbreviation in all capital letters followed by the last two digits of the year. For example, June 25, 2023 would be 25JUN23. Form Points b and c are continuous of Form Point 27a.

(28) Form Point 28a, b, c: Enter the cadet's score and a slash followed by the number of points possible. For instance, if the cadet fired a 112 out of 200, enter 112/200. Form Points b and c are continuous of Form Point 28a.

(29) Form Point 29a,b,c: Enter AIR if the cadet fired an Air Rifle or .22 if the cadet fired a .22 cal rifle, followed by a colon(:) followed by their qualification level:, MKS for marksman, SHP for sharpshooter, EXP for expert, or FAM for familiarization (if the cadet did not qualify). For qualification as pro-marksman prior to 1 JAN 19, enter PRO. For example, if a cadet fires a .22 cal. rifle and scored as a Marksman, the entry would read .22:MKS. If the cadet fired an AIR rifle and qualified as a sharpshooter, the entry would be AIR:SHP. Form Points b and c are continuous of Form Point 29a.

(30) Form Point 30: Enter the effective date a cadet was assigned to a particular duty. Duties can include squad member, squad leader, etc. through all positions noted in CR 3-22. They may also include additional duties such as color guard commander, flag detail commander, drill team leader, etc.

(31) Form Point 31: List the full title of any duties assigned to the cadet. This space may also be used to denote a cadet's actual grades in the CACC coursework in which s/he is enrolled. In that case, at Form Point 31, you would enter "Course Grade" and a descriptive name of the grading period (such as fall semester or third quarter or second trimester).

(32) Form Point 32: The Commandant of Cadets or the cadet's next highest cadet leader would rate the cadet using the rating scale of A= superior, B= Good, C= Average, D=Below Average; F= Poor. Pluses and minuses may be used at the discretion of the rater.

(33) Form Points 33 and 34: When a cadet is officially discharged from the CACC and when an official copy of the service record form is required, the commandant completes the Statement of Service and enters the cadet's current or final rank Form Point 33 followed by the full name at Form Point 34 (using the conventions noted in 4.3(p) above with their full name (FIRST MI LAST) in capital letters. (34) Form Points 35 and 36: The dates are initial entry and present or discharge are entered in form Points 35 and 36 respectively without spaces between digits or letters, with the date entered first, then the three-letter month abbreviation in all capital letters followed by the last two digits of the year. For example, June 25, 2023 would be 25JUN23.

(35) Form Point 37: The Commandant of Cadets signs the Statement of Service and True Copy Statement, writing his/her rank and CACC after the signature. For example, Martin J. Hicks, MAJ, CACC.

(36) Form Point 38: Enter the date a discharge certificate or service credit memorandum for advanced credit for military service was issued (using no spaces between digits or letters, with the day entered first, then the three-letter month abbreviation in all capital letters followed by the last two digits of the year. For example, June 25, 2023 would be 25JUN23).

(37) Form Point 39: The Headquarters Human Resources Analyst signs the portion for his/her signature..

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

a. Naming: The Cadet Personnel file is also known as the 201 file. The file consists of a file folder with a copy of the cadet's current Form 13 and supporting documentation for the entries on the Form 13 as well as additional information the commandant deems appropriate for a cadet's permanent record.

b. Construction: Normally, use four-section letter size pressboard classification folders (Pendaflex Style 1157G brand or similar) to construct 201 files. Store documents semi-permanently by using a two-hole punch and prong fasteners. Other types of folders are acceptable.

c. Section 1: In section 1 of the classification folder (to the left as you open it), store copies of all orders pertaining to the cadet, with the most recent order on top.

d. Section 2: Store copies of all promotion test results, physical fitness test results, and marksmanship qualification results in Section 2 of the classification folder (on the front side of the inserted card stock tab), with the most recent document on top.

e. Section 3: Store copies of all supporting documentation for ribbons and awards along with other miscellaneous papers deemed appropriate for the 201 file in Section 3 of the classification folder (on the back side of the inserted card stock tab), with the most recent order on top. This section can include such documents as uniform inspection rubrics, citizenship or academic/grade reports, school or community service- records, flag detail records, duty rosters, and other academic work from the CACC course.

f. Section 4: Store copies of all permanent orders pertaining to the cadet in Section 4 of the classification folder (to the back right as you open it), with the most recent order on top.

g. Form 13: Place the cadet's hard copy Form 13 between sections 1 and 2 of the classification folder.

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

4-5. MAINTENANCE OF THE ELECTRONIC CADET PERSONNEL FILE (201 FILE).

a. Approval: Units preferring to maintain solely electronic versions of cadet personnel files in lieu of hard copies may do so provide it complies with the below. For any deviations from this system, only the Executive Officer, CACC (State S1) may provide such approvals.

b. Content Guidelines: Electronic 201 files must at a minimum contain all of the components of a hard copy file noted in para 4-4 sub paras c,d,e,and f above. In general, the approach must allow a person accessing the file to click on linked scanned copies of supporting orders, permanent orders, promotion test certificates, physical fitness test results, etc.

CHAPTER 5

PREPARING AND MANAGING CORRESPONDENCE

5-1 GENERAL.

a. Types of correspondence and their purposes:

(1) *Letter* – Use the letter when communicating with civilian individuals and groups, including parents of cadets, school district officials, and civic and government entities.

(2) *Memorandum* – Use the memorandum when communicating with other members of the California Cadet Corps, with any entities of the Department of Defense or State of California Military Department. Memorandums for Record (MFR), Memorandums of Understanding (MOU), or Memorandums of Agreement (MOA) are special types of memorandums which can be used as the circumstances warrant. The MFR normally records the decisions made or information communicated in a telephone conversation or face-to-face conversation. An MOU or MOA is a formal document to record an understanding or agreement between two parties. It formalizes mutually agreed upon intention, procedures, parameters, policies, or matters of coordination.

(3) *Information Bulletin* – an information bulletin is a published collection of announcements of general interest to the CACC community in a geographic region or statewide. Information Bulletins are normally published on a regular basis. HQ, CACC endeavors to send monthly information bulletins at a minimum during the months of September through June annually. Brigade, regiments, or units are encouraged to distribute Information Bulletins as appropriate.

(4) *Circular* – Use a circular to give directives and information relative to a specific event or operation (i.e. Drill Competition, IMA, Leadership School, etc.). Circulars usually expire immediately after the completion of the event or operation. HQ, CACC publishes Circulars for state events. Brigades are encouraged to publish circulars for brigade-level events. Circulars should be published a minimum of 90 days prior to the event if at all possible.

(5) *Letters of Instruction (LOI)* – Use LOIs to communicate policy, directives, or instructions from a higher headquarters to subordinate headquarters. LOIs can contain Standard Operation Procedures, interim regulation changes, clarifying details about existing policy, or new policies yet to be published in a regulation.

(6) *Warning Orders (WARNORDs) and Operations Orders (OPORDs)* - Use WARNORDs and OPORDs to communicate a higher headquarters plan for an activity or event. They are the product of the Cadet Activity Planning Process (CAPP) and are described in CR 3-14.

(7) *Email* - Use email to transfer organizational and individual information of any kind. Email is a good informal way to communicate with a written record of the communication.

b. Routing of Correspondence – Route correspondence through commands and offices expected to control or take action on a pertinent matter. Correspondence need not be routed through channels that have no interest in the matter, but every effort must be made to keep appropriate school district officials and others in the sender's chain of command informed of matters even peripherally significant to those channels.

c. Quality and style of writing.

(1) Writing must be clear, concise, and effective. Correspondence must aid effective and efficient communication and decision-making. The reader must be able to understand the writer's ideas in a single reading, and the correspondence must be free of errors in substance, organization, style, and correctness.

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

(3) Avoid the passive voice. The passive voice is easy to recognize. A verb in the passive voice uses a form of the verb "to be" plus the past participle of the main verb. For example, am, is, are, were, be, being, been, plus a main verb usually ending in "en" or "ed" (i.e. were completed or is requested).

(4) Use short words, keep sentences short and where possible, avoid paragraph of longer than 10 lines.

(5) Avoid jargon, use correct spelling, grammar and punctuation.

(6) Use “I, We, and You” as subjects of sentences rather than *this office, this headquarters, this command*, and so forth.

(7) Avoid sentences that begin with “It is...”, “There is...” or “There are...”

(8) Insert two blank spaces after ending punctuation (for example, a period, colon, or question mark).

(9) Insert two blank spaces after the parentheses when numbering subparagraphs.

d. **Abbreviations** – Use CACC regulations as the first reference for standard abbreviations. Whenever there is the possibility of an abbreviation being misunderstood, write out the full text give the abbreviation afterwards in parentheses to avoid miscommunication. Use the abbreviation form thereafter. For example, *Use a Memorandum of Understanding (MOU) for coordination between the school and the Parks Department. The MOU should contain at minimum three points of clarity...* Common abbreviations found in standard dictionaries may also be used.

e. **Acronyms** – Use military and civilian acronyms in correspondence sparingly and only if the writer is sure the reader will be familiar with the use.

f. **Letterhead**

(1) All CACC unit letterheads for units below the level of HQ, CACC will have the words CALIFORNIA CADET CORPS in capital letters centered on the first line, in Arial 12, followed by the word “HEADQUARTERS” followed by a comma and the number of the company, battalion, regiment, or brigade centered on the second line in Arial 10. The third line will be the school name centered in upper-case letters if the headquarters is physically located at a school, in Arial 10. The final two lines will be the full street address, city, state, and ZIP code with no abbreviations, in Arial 8. Where possible, the ZIP +4 will be used. The whole letterhead will be bolded. Ideally, the CMD CACC Logo will be included justified left with the unit patch (if any) or the CACC unit insignia justified right. The logo and unit insignia may be in color or black and white so long as both are consistent with each other.

(2) HQ, CACC letterhead will carry the name of the California Military Department on the top line In Arial 11, followed by “HEADQUARTERS, CALIFORNIA CADET CORPS” in Arial 10 on the second line, and CAMP SAN LUIS OBISPO in Arial 8 on the third line. The fourth and fifth lines will be the HQs address in Arial 8. The CACC unit insignia will be depicted on the right margin and the CMD CACC logo on the left, aligned with the top line. The logo and unit insignia may be in color or black and white so long as both are consistent with each other.



CALIFORNIA CADET CORPS
HEADQUARTERS, 701ST BATTALION
WILSON HIGH SCHOOL
1900 WEST HILL DRIVE
SAN CLEMENTE, CA 92407-2932



CALIFORNIA CADET CORPS
HEADQUARTERS, CALIFORNIA CADET CORPS
CAMP SAN LUIS OBISPO
10 SONOMA AVENUE, BUILDING 1402
SAN LUIS OBISPO, CALIFORNIA 93406-7606



Figure 5-1: Letterhead examples

- g. Paper – Paper used on all printed correspondence will be 8.5 X 11-inch white bond.
- h. Font – Arial font will be used in a font size no smaller than 10 and no larger than 12 point, with 12 being the preferred font. Font color will be black.
- i. Ink – Blue or black ink will be used to sign all communications. Black ink will be used in printing, when stamping dates and signature blocks.
- j. Conservation – When possible, correspondence should be duplicated on both sides of paper to conserve natural resources.
- k. Office Symbols – The office symbol for HQ, CACC is CACC-HQ. Subordinate units will use the CACC-XXX with the “x” characters representing the battalion, regiment, or brigade number. For instance, 9th Brigade would use the office symbol CACC-9. The 569th Battalion would use CACC-569. Individual offices within the respective headquarters will add a dash after the unit identifier and an acceptable office identifier as follows:
- (1) Brigade, Regimental, Battalion, and Company Commanders will use “CR”. For instance the battalion commander for the 405th Battalion would use CACC-405-CR.
 - (2) Brigade, Regimental, Battalion, and Company Executive Officers will use “XO”. For instance the battalion XO for the 405th battalion would use CACC-405-XO.
 - (3) Brigade, Regimental, and Battalion Command Sergeants Major use will use “CSM”. For instance the battalion CSM for the 405th battalion would use CACC-405-CSM.
 - (4) Staff officers and their assistants will use their respective staff identifier such as “S1, S2, S3, S4, S5 or S6.” For instance, the brigade S6 of the 6th brigade would use CACC-006-S6.
 - (5) Subordinate companies and platoons of a battalion can use their letter and number identifiers. For example, first platoon of Charlie Company of the 97th Battalion would use CACC-097-C-1. The platoon sergeant for that platoon could use CACC-097-C-1-PS and the platoon leader could use CACC-097-C-1-PL as the office symbols for those positions. The first sergeant of Charlie Company of the 97th Battalion would use CACC-097-C-1SG.
 - (6) Commandants of Cadets, Brigade Advisors, Support Officers, and Senior Enlisted Advisors use the following:
 - (a) Commandant of Cadets – CO (including assistant personnel)
 - (c) Brigade Advisors – BA
 - (d) Regimental Advisors – RA
 - (e) Support Officers – SO
 - (f) Senior Enlisted Advisors – SEA
 - (7) HQ, CACC M-Day staff officers will use their respective M-Day positions:
 - (a) Assistant XO – AXO
 - (b) Special Projects Officers – SPO
 - (c) S-1, S-2, S-3, etc. – as in 5-1k(2) above (including assistant staff)
- l. Expressions of date and time – Date will be expressed as previously noted in this regulation. Times will be in military 24-hour clock on all correspondence except letters which will always use the civilian 12-hour clock. The word “hours” is never used in conjunctions with military time.
- m. Suspense Dates: Suspense dates indicate when a reply or action is requested or required. Suspense dates are not used on letters.
- n. Authority Lines: When someone is preparing and signing a document on behalf of someone else under the delegated authority of that person, an authority line is used. When a commander or someone in the chain of command prepares and signs a document themselves, they do not use an authority line. For instance, if a Brigade Advisor prepares and signs a memorandum under her authority as Brigade Advisor, she omits the authority line altogether. The following are the only authority lines to be used by members of the California Cadet Corps:
- (1) When a cadet subordinate signs a document for the cadet commander, use FOR THE COMMANDER.
 - (2) When an adult signs for the principal, use FOR THE PRINCIPAL.

(3) When an adult signs for another adult in the military chain of command, use FOR THE COMMANDANT or FOR THE BRIGADE (REGIMENTAL) ADVISOR or FOR THE EXECUTIVE OFFICER or FOR THE ADJUTANT GENERAL.

o. Signature blocks. Cadet signature blocks will have the full first name, middle initial, and last name printed in capital block letters on the first line left justified. The second line will have the abbreviated rank, a comma, and CACC left justified and the third line will have the cadet's title. Commandant personnel will use the same structure with the abbreviated military rank. When authorized, Commandant personnel should use another branch of service as appropriate, such as CASG (California State Guard) or USAR (U.S. Army Reserve enlisted personnel) or USMC (United States Marine Corps, etc.) Army officers may use their branch designation of their career field. If another branch is listed other than CACC, the proper military rank abbreviation of that individual in accordance with their service. For example:

JOHNNY K. DETT
C/SSG, CACC
Platoon Sergeant

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

Figure 5-2: Example Cadet Signature Block

Figure 5-3: Example Commandant Signature Block

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

q. Capitalization of the word Cadet and Commandant: As a general rule, in keeping with the US Army tradition of capitalizing the word Soldier, the words Cadet and Commandant will be capitalized in CACC correspondence.

5-2. THE MEMORANDUM.

a. When preparing a memorandum, use the modified clock style format. The format has three parts: heading, body, and closing.

b. Heading. The heading has five elements.

(1) Heading Element 1: Office symbol. Type the office symbol on the second line below the seal. The symbol names the writer's office (For example, CACC-45). Other information may follow the office symbol when needed and if not part of the subject line. Some examples are the rank and name of the individual writing the memo, or file number. Do not crowd the office or reference symbol line. If the additional information is lengthy, write it on a second line, flush with the left margin.

(2) Heading Element 2: Date. Put the date on the same line as the office symbol. End the date approximately even with the right margin. The date may be typed or stamped.

(3) Heading Element 3: Suspense date. Use a suspense date if a reply is needed by a certain date. Do not impose a suspense date when there is no compelling reason, or if the memo's addressee is not someone you can impose a suspense date on. Put the suspense date at the right margin on the same line as the Reply to Attention Of or two lines above the date of the memorandum. Always consider the time factors involved, for example transmission time to the reader, time the reader needs to gather information, and transmission time for the return reply.

(4) Heading Element 4: MEMORANDUM FOR line. Type MEMORANDUM FOR on the third line below the office symbol. Write to the office that is expected to complete the action - do not simply address an action to a headquarters if you know which element of that headquarters will receive the action. If you are sending the memorandum to someone's attention, place the person's name in parentheses after the office symbol. Exception: When used for appreciation or commendation, address the memo to the name and title of the addressee. When a second line is needed for the address, begin it flush with the left margin, except for multiple-address memoranda,

which will begin under the third character of the line above it. Type addresses in either all uppercase or upper- and – lowercase type. Be consistent. Do not mix the two type styles.

(a) *Single-address memoranda.* Appendix E gives examples of memoranda with a single address. When using a single address, MEMORANDUM FOR and the address are on the same line.

(b) *Multiple-address memoranda.* See Appendix E for an example. Note that “multiple-address memorandum” means more than one and fewer than six named recipients. If the address extends to more than one line, indent the second line three spaces. There is no space between listed recipients. If preparing a hard copy to send to the recipients, prepare one original and make copies for additional addresses after signing the memo.

(c) *SEE DISTRIBUTION memoranda.* If a memorandum is sent to more than five readers, use the SEE DISTRIBUTION format (see Appendix E) for the addresses. Type the words SEE DISTRIBUTION one space after the words MEMORANDUM FOR. On the second line below the last line of the signature block or enclosure listing, whichever is lower, type DISTRIBUTION: and block the addresses as shown in Appendix E. The distribution list may be continued on the second page. If necessary, the complete distribution list may be typed on a separate page. Prepare one original and make copies for additional addresses after signature.

(d) *THRU memoranda.* Use a THRU memorandum to let others know what is being done and give them the opportunity to comment or concur, especially if their comment will have an impact on the action. Use this format when an action must be approved by several recipients, in turn. When sending a memo through your chain of command, list the multiple addressees in order as with a multiple-address memorandum. Do not address memorandums to more than two THRU addressees unless it is absolutely necessary.

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

c. Body (Text).

(1) *Beginning.* Begin the text on the third line below the last subject line.

(a) If there are references, list these in the first paragraph.

(b) Begin the memorandum with a short, clear purpose sentence.

(c) Put the recommendation, conclusion, or most important information (the main point) next. (Some writing combines the purpose and the main point.)

(d) Clearly separate each major section.

(e) When appropriate, a point of contact (POC) line will be the last paragraph of the body of the correspondence. This will normally include both an email address and phone number.

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

(3) *Indenting.* When paragraphs are subdivided, indent them as shown in Appendix E.

(4) *Numbering paragraphs.*

(a) Do not number a one-paragraph memorandum.

(b) If the memorandum has more than one paragraph, number the paragraphs.

(c) When a paragraph is subdivided, it must have at least two subparagraphs (if there’s an “a”, there must be a “b”).

(d) Do not subdivide beyond the third subparagraph, and do not indent beyond the third subdivision.

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

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

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

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

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

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

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

(1) Type the office symbol at the left margin 1 inch from the top edge of the paper on subsequent pages.

(2) Type the subject of the memorandum at the left margin on the next line below the office symbol.

(3) Begin the continuation of the text at the left margin on the third line below the subject phrase. When continuing a memorandum on another page, do not divide a paragraph of three lines or less between pages. At least two lines of the divided paragraph must appear on each page. Include at least two words on each page of any sentence divided between pages. Do not hyphenate a word between pages. Do not type the authority line and the signature block on the continuing page without at least two lines of the last paragraph. If, however the last paragraph or subparagraph has only one line, it may be placed alone on the continuing page with the authority line and signature block.

(4) Center the page number approximately 1 inch from the bottom of the page.

5-3. THE LETTER.

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

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

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

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

(c) *Subject Line:* The use of a subject line in letters is optional, and usually omitted. Type the subject (if used) on the second line below the seal or Reply to Attention of line.

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

(e) *Salutation.* Type the salutation on the second line below the last line of the address.

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

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

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

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

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

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

5-4. THE INFORMATION BULLETIN.

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

b. Format:

(1) Information Bulletins will have a standard CACC Heading. Type the words INFORMATION BULLETIN and the bulletin's number on the left margin two lines below the office symbol as the title line of the bulletin.

(2) The bulletin will be numbered using the following scheme: the first three numbers will indicate the issuing headquarters, the next four the school year of publication, and the next three the bulletin number in sequence. For instance, the Headquarters, CACC's 6th bulletin for the 2023-2024 school years would be numbered 010-2324-006. (010 is the designation for the 10th Corps and HQ, CACC).

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

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

(5) An authority line will follow two spaces below the title line.

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

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

- (1) A summary of the content of orders and permanent orders published by the HQ since the last bulletin.
 - (2) Details about upcoming events.
 - (3) Reminders about policies.
 - (4) Announcements celebrating birthdays, weddings, birth of children, etc.
 - (5) A reminder about upcoming events on the Yearly Training Calendar (YTC).
 - (6) Sharing of best practices among commandant personnel.
 - (7) A listing of recent postings to the CACC website.
- d. Example: Appendix G has an example format for an Information Bulletin.

5-5. THE CIRCULAR.

a. Purpose: Use a circular to communicate details about a specific event or operation being conducted by HQ CACC or a subordinate unit. HQ, CACC will publish circulars or Warning Orders for state events. Generally, circulars should be disseminated not less than 90 days prior to an event.

b. Format:

(1) Circulars will have a standard CACC Heading. Type the word CIRCULAR and the Circular's number will on the left margin two lines below the letterhead.

(2) Number the circular using the following scheme: The first three numbers will indicate the issuing headquarters, the next four the school year of publication. And the next three the circular number in sequence. For instance, the Headquarters, CACC's 12th circular for the 2023-2024 school year would be numbered 010-2324-12. (010 is the designation for the 10th Corps and HQ, CACC).

(3) The date of the circular will be in line with the circular number and right justified. If a suspense date is included, it will be placed two lines above the date of the Circular after a capital S (e.g. S: 9 Dec 28), right justified.

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

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

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

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

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

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

(2) The uniform(s) of the day to be worn throughout the event.

(3) Transportation arrangements to/from and during the event.

(4) Billeting arrangements, if any.

(5) Food service arrangements to/from and during the event, if any.

(6) An outline of the training schedule.

(7) In-processing and/or registration instructions.

(8) Safety and security considerations.

(9) Medical considerations, including prescription medications, the nearest emergency facility, and information about permission slips and/or parental permission requirements.

(10) Pre-requisites for participation in the event(s), if any.

(11) An explanation of the nature of the training or activity.

(12) What, if anything, parents or other guests would be invited to observe.

(13) Supplies to be brought by cadets and/or commandants.

(14) Considerations for media coverage of the event and release forms for use of images, video, or audio by the media or in CACC promotional materials.

d. Example: Appendix H has an example format for a Circular.

5-6. THE LETTER OF INSTRUCTION.

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

b. Format:

(1) LOIs will have a standard CACC Heading. Type the words LETTER OF INSTRUCTION and the LOI's number two lines after the office symbol on the left margin as the title line of the LOI.

(2) Number the LOI using the following scheme: The first three numbers will indicate the issuing headquarters, the next four the school year of publication, and the next three the LOI number in sequence. For instance, the Headquarters, CACC's 6th LOI for the 2019-2020 School Year would be numbered 010-1920-006. (010 is the designation for the 10th Corps and HQ, CACC).

(3) The date of the LOI will be in line with the LOI number and right justified. If a suspense date is included, it will be typed two lines above the date as noted in 5-5(b)(3) above.

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

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

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

(7) The signature block will be centered five spaces below the authority line.

If there is no authority line, the signature block will be centered five spaces below the last line of text.

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

d. Example: Appendix I has an example format for a Letter of Instruction.



STATE OF CALIFORNIA - MILITARY DEPARTMENT
 HEADQUARTERS, CALIFORNIA CADET CORPS
 Camp San Luis Obispo
 10 Sonoma Avenue, Building 1402
 San Luis Obispo, California 93405-7605



1
2 OFFICE SYMBOL 1
2 DATE
 1
 2
3 MEMORANDUM FOR Headquarters, 10th Brigade, 10 Sonoma Avenue, Bldg 1301, San Luis Obispo, CA 93405-7605
 1
2 SUBJECT: Using and Preparing a Memorandum
 1
 2
3 1. See paragraph 5-1a(2) (of this regulation) for when to use a memorandum.
 1
2 2. Single space the text and double space between paragraphs and subparagraphs. Insert two blank spaces after ending punctuation (period, question mark colon, etc.). When numbering subparagraphs, insert two blank spaces after parentheses.
 1
2 3. When a memorandum has more than one paragraph, number the paragraphs consecutively. When paragraphs are subdivided, designate first subdivisions using lowercase letters of the alphabet and indent ¼ inch (5 spaces) as shown below.
 1
2 a. When a paragraph is subdivided, it must have at least two subparagraphs.
 1
2 b. If there is a subparagraph "a," there must be a subparagraph "b."
 1
2 (1) Designate second subdivisions by numbers in parentheses; for example, (1), (2), and (3) and indent ½ inch (10 spaces) as shown.
 1
2 (a) Do not subdivide beyond the third subdivision.
 1
2 (b) Use (a), (b), (c) and so forth at this level.
 1
2 AUTHORITY LINE:
 1
 2
 3
 4
5 Encl JOHN W. SMITH
Colonel, CACC
Chief of Staff
 1
2 CF:
 HQ, CACC S1

Figure 5-4: Using and Preparing a Memorandum



STATE OF CALIFORNIA - MILITARY DEPARTMENT
 HEADQUARTERS, CALIFORNIA CADET CORPS
 Camp San Luis Obispo
 10 Sonoma Avenue, Building 1402
 San Luis Obispo, California 93405-7605



S: Suspense Date

- 1
2 OFFICE SYMBOL
 1
 2
3 MEMORANDUM FOR Headquarters, 10th Corps, 10 Sonoma Avenue, Bldg 1301, San Luis Obispo, CA 93405-7605
 1
2 SUBJECT: Preparing a Memorandum with a Suspense Date
 1
 2
3 1. Review this example to see how to prepare a memorandum. Allow 1 inch for the left, right, and bottom margins, and ½ inch for the top margin of the letterhead, 1 inch top margin for subsequent pages.
 1
2 a. Type the OFFICE SYMBOL at the left margin two lines below the seal.
 1
2 b. Type the DATE on the same line as the office symbol, flush to the right margin after Signature. If the memorandum has a SUSPENSE DATE, type it two lines above the office symbol line flush to the right margin.
 1
2 c. Type MEMORANDUM FOR on the third line below the office symbol. Begin the single address one space following MEMORANDUM FOR. If the MEMORANDUM FOR Address extends more than one line, begin the second line flush with the left margin. Addresses may be in uppercase and lowercase type or all uppercase type. See the other figures within this chapter for preparing multiple-address memorandums.
 1
2 d. Type the SUBJECT of the memorandum of the second line below the last line of an address.
 1
2 e. Begin the first paragraph of the BODY at the left margin on the third line below the last line of the subject.
 1
2 2. When used, type the AUTHORITY LINE at the left margin on the second line below the last line of the body.
 1
2 3. Type the SIGNATURE BLOCK on the fifth line below the authority line or the last line of the body beginning in the center of the page. Identify enclosures, if any, flush with the left margin beginning on the same line as the signature block.
 1
2 4. Leave a 1-inch margin at the bottom of the first page.

Figure 5-5: Preparing a Memorandum with a Suspense Date

OFFICE SYMBOL

SUBJECT: Preparing a Memorandum with a Suspense Date

- 1
- 2
- 3 5. Type the OFFICE SYMBOL on the left margin 1 inch from the top edge of the paper.
- 1
- 2 6. Type the SUBJECT of the memorandum at the left margin on the next line below the office symbol.
- 1
- 2 7. Begin continuation of the TEXT at the left margin on the third line below the last line of the subject. When continuing a memorandum on another page:
 - 1
 - 2 a. Do not divide a paragraph of three lines or fewer between pages. At least two lines of the divided paragraph must appear on each page.
 - 1
 - 2 b. Include at least two words on each page of any sentence divided between pages.
 - 1
 - 2 c. Avoid hyphenation whenever possible.
 - 1
 - 2 d. Do not hyphenate a word between pages.
 - 1
 - 2 e. Do not type the AUTHORITY LINE (if used) and the SIGNATURE BLOCK on the continuation page without at least two lines of the last paragraph. If, however, the last paragraph or subparagraph has only one line, it may be placed alone on the continuation page with the authority line and signature block.
- 1
- 2 8. Center the page number approximately 1 inch from the bottom of the page.
- 1
- 2
- 3
- 4
- 5 4 Encls SARAH F. SMITH
 - 1. Personnel Listint, Major, CACC
 - 24 March 2013 Personnel Officer
 - 2. CACC Form 2-1
 - 3. WARNORD 2018-2019-003
 - 4. Locator

Figure 5-5: Preparing a Memorandum with a Suspense Date (continued)



STATE OF CALIFORNIA - MILITARY DEPARTMENT
 HEADQUARTERS, CALIFORNIA CADET CORPS
 Camp San Luis Obispo
 10 Sonoma Avenue, Building 1402
 San Luis Obispo, California 93405-7605



1
2 OFFICE SYMBOL

1
2 DATE

1
2
3 MEMORANDUM FOR Commander, 10th Brigade

1
2 SUBJECT: Single-Address CACC Memorandum

- 1
2
3 1. When writing a memorandum from one CACC element to another CACC element, omit the full geographical location on the address (MEMORANDUM FOR) line.
1
2 2. When writing internal correspondence from a command or staff office within the command, omit the full geographic location.
1
2 3. When writing a memorandum from a HQ, CACC command or staff office to the Youth and Community Programs Task Force, omit the full geographic location.

1
2 AUTHORITY LINE:

1
2
3
4
5

A. B. SMITH
 Major, CACC
 Chief of Staff

Figure 5-6: Single-Address CACC Memorandum



CALIFORNIA CADET CORPS
HEADQUARTERS, 701ST BATTALION
WILSON HIGH SCHOOL
 1900 WEST HILL DRIVE
 SAN FRANCISCO, CALIFORNIA 94112-2932



1
2 OFFICE SYMBOL

1
2 DATE

1
2
3 MEMORANDUM FOR

Commander, 49th Military Police Brigade, 510 Parker Road, Fairfield, CA 94533
 Commander, 185th Military Police Battalion, 99 Power Avenue, Pittsburg, CA 94565
 Commander, 223rd Military Intelligence Battalion, 100 Armory Drive, San Francisco, CA
 94132

1
2 SUBJECT: Addressing Multiple Address Memorandums

1
2
3 1. When preparing multiple address memorandums (more than one addressee and less than six), prepare as shown in this figure. When an address extends beyond one line, continue it on the next line, indenting ¼ inch (5 spaces).

1
2 2. Type the addresses in the same style, either in all uppercase or uppercase and lowercase type. Do not mix the two styles. Be consistent.

1
2 3. Use complete geographical addresses (street, city, state, and zip code).

1
2 4. Omit the geographical address when preparing internal CACC memorandums.

1
2
3
4
5 Encl

HARRY S. SMITH
 Cadet Lieutenant Colonel, CACC
 Commanding

Figure 5-7: Addressing Multiple-Address Memorandums



STATE OF CALIFORNIA - MILITARY DEPARTMENT
 HEADQUARTERS, CALIFORNIA CADET CORPS
 Camp San Luis Obispo
 10 Sonoma Avenue, Building 1402
 San Luis Obispo, California 93405-7605



1
2 OFFICE SYMBOL 1
2 DATE
 1
 2
3 MEMORANDUM FOR SEE DISTRIBUTION
 1
2 SUBJECT: Preparing a SEE DISTRIBUTION Addressed Memorandum
 1
 2
3 1. The SEE DISTRIBUTION format is used when more than five addresses are
 required.
 1
2 2. The words SEE DISTRIBUTION are typed one space after the words
 MEMORANDUM FOR.
 1
2 3. The word DISTRIBUTION is typed on the second line below the last line of the
 signature block or enclosure listing, whichever is lower, and the addresses are blocked
 flush with the left margin as shown in this figure.
 1
2 4. Distribution listings may be continued on a second page. When absolutely
 necessary, a complete distribution listing can be prepared on a separate page.
 1
2 AUTHORITY LINE:
 1
 2
 3
 4
5 2 Encls ARTHUR H. BROWN
 1. CACC Memo, 12 Jul 19 Captain, CACC
 2. CMD Memo, 1 Jul 19 S1
 1
2 DISTRIBUTION:
 1st Brigade, CACC
 2nd Brigade, CACC
 8th Brigade, CACC
 9th Brigade, CACC
 1
2 CF:
 Commander, YCPTF
 Commander, 100th Troop Command

Figure 5-8: Preparing a SEE DISTRIBUTION Addressed Memorandum



STATE OF CALIFORNIA - MILITARY DEPARTMENT
 HEADQUARTERS, CALIFORNIA CADET CORPS
 Camp San Luis Obispo
 10 Sonoma Avenue, Building 1402
 San Luis Obispo, California 93405-7605



<p>1 <u>2</u> OFFICE SYMBOL 1 2 <u>3</u> MEMORANDUM THRU Commander, 1st CACC Brigade 1 2 FOR Commander, 235th Cadet Battalion, Palm Desert High School, 74910 Aztec Road, Palm Desert, CA 92260 1 <u>2</u> SUBJECT: Single-Address MEMORANDUM THRU 1 2 <u>3</u> 1. A MEMORANDUM THRU is used to keep the THRU addressee informed or give the opportunity to comment or approve. A single-address MEMORANDUM THRU is prepared as shown in this figure. 1 <u>2</u> 2. If no comment is made, the THRU addressee will line out and initial or sign the THRU address line and write "concur," "noted," or other short remarks and the date. 1 <u>2</u> 3. When more than one THRU addressee is needed, the THRU addressee is prepared as shown in Figure 5-X. 1 <u>2</u> AUTHORITY LINE: 1 2 3 4 <u>5</u></p>	<p>1 <u>2</u> DATE</p>
---	-----------------------------

JOHN D. MILLER
 Personnel Specialist

Figure 5-9: Single-Address MEMORANDUM THRU



**CALIFORNIA CADET CORPS
HEADQUARTERS, 10TH CORPS**
Camp San Luis Obispo
10 Sonoma Avenue, Building 1402
San Luis Obispo, California 93405-7605



<p>1 <u>2</u> OFFICE SYMBOL 1 2 <u>3</u> MEMORANDUM THRU 1 2 Brigade Advisor, 1st Brigade Commandant, Indio High School, 81-750 Ave 46, Indio, CA 92201 1 2 FOR Commander, 158th Battalion, Indio High School, 81-750 Ave 46, Indio, CA 92201 1 <u>2</u> SUBJECT: Preparing a MEMORANDUM THRU With Two Addressees 1 2 <u>3</u> 1. Use a MEMORANDUM THRU to keep the THRU addressees informed or give them the opportunity to comment or concur. Prepare a dual or multiple-address memorandum as shown in this figure. 1 <u>2</u> 2. Do not address memorandums to more than two THRU addressees unless it is absolutely necessary. 1 <u>2</u> AUTHORITY LINE: 1 2 3 4 <u>5</u></p>	<p>1 <u>2</u> DATE</p> <p>HARRY O. JONES Cadet Colonel, CACC Deputy Commander</p>
---	---

Figure 5-10: Preparing a MEMORANDUM THRU With Two Addresses



CALIFORNIA CADET CORPS
HEADQUARTERS, 9th BRIGADE
 755 NORTH A STREET
 PERRIS, CALIFORNIA 92570



1
2 OFFICE SYMBOL 1
 1 2 DATE
 2
3 MEMORANDUM FOR Commander, 10th Corps, 10 Sonoma Avenue, Bldg 1301, San
 Luis Obispo, CA 93405-7605
 1
2 SUBJECT: Listing Enclosures, Copies Furnished, and Point of Contact Paragraph
 1
 2
3 1. Type the abbreviation "Encl" or "Encls," depending on the number of enclosures,
 flush with the left margin on the same line as the first line of the signature block.
 1
2 2. Number and attach enclosures in the same order they appear in the body of the
 memorandum. If possible, specify enclosures in the text of the memorandum rather
 than listing them separately.
 1
2 3. When the memorandum has only one enclosure, do not precede the abbreviation
 "Encl" with "1."
 1
2 4. Use the "copy furnished" line to keep anyone other than the addressee(s) informed
 of the subject matter. When used, type "CF:" in uppercase on the second line below the
 last line of the signature block, enclosure listing, or distribution listing, whichever is
 lower. Begin listing "CF:" addressees on the next line flush with the left margin.
 1
2 5. Use the last paragraph to identify the POC, telephone number, email address, or
 organization address, as appropriate.
 1
2 AUTHORITY LINE:
 1
 2
 3
 4
5 3 Encls BRIAN A. JONES
 1. Personnel Listing, C/MAJ, CACC
 24 May 2019 S3
 2. CACC Form 2-1
 3. Orders 114-6
 1
2 CF: (wo/encls)
 BDE S1
 BDE S4

Figure 5-11: Listing Enclosures, Copies Furnished, and Point of Contact Paragraph

MEMORANDUM OF UNDERSTANDING
BETWEEN
HQ, 49th MILITARY POLICE BRIGADE
AND
HEADQUARTERS, CALIFORNIA CADET CORPS

- 1
- 2 SUBJECT: Preparing a Memorandum of Understanding
- 1
- 2
- 3 1. A Memorandum of Understanding (MOU) describes broad concepts of mutual understanding, goals, and plans shared by two parties when no transfer of funds for services is anticipated. A unit can use an MOU to establish a formal agreement with a California National Guard unit, or with an agency of the state or federal government, as long as funds for services aren't discussed. Only HQ, CACC will enter into Memorandums of Agreement (MOA) where funding is discussed.
- 1
- 2 2. Use plain bond paper for the MOA. Change this provision to meet internal or special requirements.
- 1
- 2 3. Center the title MEMORANDUM OF UNDERSTANDING on the second line below the seal. Type the word BETWEEN, also centered, on the line immediately following the title. Center the names of the agreeing agencies on the line immediately following the word BETWEEN, separated by the word AND. Change this requirement for centering when there are more than two agreeing agencies or where the agency titles are too lengthy to be typed on one line.
- 1
- 2 4. Type the subject flush with the left margin on the second line below the last line of the agreeing agencies' titles. Begin the first line of the text at the left margin on the third line below the last line of the subject.
- 1
- 2 5. Follow the guidance for continuing a memorandum if a second page is needed, except that the subject line will begin 1 inch from the top edge of the paper since no office symbol is used.
- 1
- 2 6. Type signature blocks on the fifth line following the last line of the text. Include the name, title, and agency for civilians and name, grade, branch (CACC), and title for CACC personnel. Place the signature blocks in protocol order with the senior official on the right. If an MOA has three officials, the signature of the highest ranking official is centered at the bottom. The signature block of the next highest ranking official is placed above and on the right. The signature block of the junior official is on the left.

Figure 5-12: Memorandum of Understanding

SUBJECT: Preparing a Memorandum of Understanding

1

2

3

Precede all signature blocks by overscoring as shown below. Include the date that each official signs, as shown below.

1

2

3

4

5

ROBERT A. SULLIVAN
Colonel, CACC
Executive Officer

MARSHALL H. LEWIS
Colonel, US Army
Brigade Commander

1

2

(Date)

(Date)

1

2

3

4

5

PHILLIP H. BROWN
Major, CSMR
S3, Youth & Community Programs
Task Force

1

2

(Date)

Figure 5-12: Memorandum of Understanding (continued)

	OFFICE SYMBOL	Date
<u>1</u>		
<u>2</u>		
<u>3</u>	MEMORANDUM FOR RECORD	
<u>1</u>		
<u>2</u>	SUBJECT: Preparing a Memorandum for Record	
<u>1</u>		
<u>2</u>		
<u>3</u>	1. Type the MFR on plain white paper. Type the office symbol at the left margin 1 inch from the top of the paper. Type the date on the same line, ending at the right margin.	
<u>1</u>		
<u>2</u>	2. Type the words MEMORANDUM FOR RECORD in uppercase at the left margin on the third line below the office symbol.	
<u>1</u>		
<u>2</u>	3. Type SUBJECT: in uppercase at the left margin on the second line below MEMORANDUM FOR RECORD. Type the subject of the MFR beginning two spaces after the colon.	
<u>1</u>		
<u>2</u>	4. Begin the text on the third line below the last line of the subject.	
<u>1</u>		
<u>2</u>	5. Limit the MFR to one page, if possible.	
<u>1</u>		
<u>2</u>	6. Mark the paragraphs and subparagraphs of the MFR as for a basic memorandum. Prepare and position all remaining applicable elements (signature block and enclosure listing) as for a memorandum. Do not use an authority line. Anyone may prepare and sign an MFR.	
<u>1</u>		
<u>2</u>	7. Use an abbreviated form when MFRs are placed on the bottom of a piece of existing correspondence. Begin typing two lines below the last line of the preceding correspondence and abbreviate MEMORANDUM FOR RECORD by typing the acronym MFR. Omit the office symbol and subject line. Begin typing the text two lines below MFR.	
<u>1</u>		
<u>2</u>		
<u>3</u>		
<u>4</u>		
<u>5</u>	Encl	LINDA K. SMITH Major, CACC Assistant Commandant

Figure 5-13: Preparing a Memorandum for Record (MFR)



REPLY TO
ATTENTION OF

STATE OF CALIFORNIA - MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS
CAMP SAN LUIS OBISPO
10 SONOMA AVENUE, BUILDING 1402
SAN LUIS OBISPO, CALIFORNIA 93405-7603



CACC-HQ

14 November 2021

INFORMATION BULLETIN 010-2122-003

1. CONGRATULATIONS: are in order for LTC (CACC) William Smith who celebrates his 45th year of service to the California Cadet Corps this week.
2. ANNUAL GENERAL INSPECTION (AGI): will be conducted during the months of February, March and April. Review the Circular for AGI inspection dates at <https://cacadets.org/circulars>. Also reference CR 1-6 for the AGI inspection rubric.
3. CADET STORE: The Cadet Store website is <http://www.cadetstore.org>. The website is operational for online purchasing of CACC Logo items for Cadets and Adults, including Commandant Multipurpose Uniform (CMU) shirts, t-shirts, brassards, pens, stickers, lanyards, water bottles, and much more!

FOR THE EXECUTIVE OFFICER:

/S/ signed electronically

DAVID T. SCHWARTZ
LTC, CACC
Assistant Executive Officer

Figure 5-14: Example of an Information Bulletin



STATE OF CALIFORNIA - MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS
Camp San Luis Obispo
10 Sonoma Avenue, Building 1402
San Luis Obispo, California 93405-7605



S: 15 March 2018

CIRCULAR 010-1718-014

2 February 2018

STATE ARCHERY MATCHES

1. GENERAL: State level Archery Matches will be held at Camp San Luis Obispo during the period 14-19 April 2018. Arrival of the main body will be between 0800-1000 on 14 APR and departure is anticipated to be immediately following the presentation of awards at approximately 1500 on 19 APR.
2. TRANSPORTATION: Responsibility of participants.
3. FOOD SERVICE: Available in CSLO Consolidated Dining Facility for all participants in the matches beginning with the noon meal beginning with the noon meal on 14 Sep and concluding with the noon meal on 19 Sep.
4. BILLETING: Barracks available. Coordinate with Logistics at Logistics@cacadets.org.
5. REGISTRATION: Participants must register online at www.cacc.cacadets.org not later than 1700 on 15 MAR in order to participate in the matches. A roster of chaperones is due to HQ, CACC S1 at Personnel@cacadets.org at the same time.

FOR THE EXECUTIVE OFFICER:

DAVID G. SCHWARTZ
LTC, CACC
Assistant Executive Officer

Figure 5-15: Example of a Circular



STATE OF CALIFORNIA - MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS
Camp San Luis Obispo
10 Sonoma Avenue, Building 1402
San Luis Obispo, California 93405-7605



CACC-HQ
2017

27 April

LETTER OF INSTRUCTION 010-1617-014

MEASURING FOR CLASS A UNIFORMS

1. GENERAL: The Class A uniforms ordered at the beginning of the 2016-2017 school year have finally arrived and are being distributed in the coming weeks. The Purpose of this LOI is to explain the procedures to measure for Class A uniforms.

2. XXX...

FOR THE EXECUTIVE OFFICER:

DAVID T. SCHWARTZ
LTC, CACC
Assistant Executive Officer

Figure 5-16: Example of a Letter of Instruction (LOI)



CALIFORNIA CADET CORPS
HEADQUARTERS, 701ST BATTALION
WILSON HIGH SCHOOL
1900 WEST HILL DRIVE
SAN FRANCISCO, CALIFORNIA 94112-2932



1
2 February 15, 2019

1
2
3
4
5 Mr. John A. Doe
123 Main Street
San Bernardino, CA 92407

1
2 Dear Mr. Doe:

1
2 Adjust margins so the letter is framed on the page.

1
2 Type dates in civilian style and center two lines below the last line of the letterhead.

1
2 Because there is no set number of lines between the seal and the first line of the Address, evenly space the letter on the page. (The general rule is five lines from the Seal when the letter is two or more pages.)

1
2 Do not use abbreviations in the signature blocks.

1
2 Single space the body of the letter with double spacing between paragraphs.

1
2 Type the salutation on the second line below the last line of the address. Type the first line of the text of the letter on the second line below the salutation.

1
2 Indent paragraphs ¼ inch (5 spaces). Do not number or letter paragraphs. Avoid subparagraphs when possible; but if they are necessary, do not create more than four subparagraphs.

1
2 a. Use letters of the alphabet (a, b, c, d) to indicate subparagraphs.

1
2 b. Indent subparagraphs ¼ inch (5 spaces).

1
2 If only one subparagraph is used, indicate that subparagraph by a hyphen as shown below.

1
2 - Use this as an example of how to indent when there is only one subparagraph. If the subparagraph has more than one sentence, continue the second line flush with the left margin.

Figure 5-17: Formatting a Letter

1
2
3
4
5

When more than one page is required, numbering will begin on the second page with the number 2. Center 1 inch from the top edge of the paper, place a hyphen on each side of the page number. A minimum of two lines of text should be on the second page. Leave at least a 1-inch margin at the left, right, and bottom of multiple-page letters.

1
2

Start the first line of text on the fifth line below the page number, keeping the margins the same as the preceding page(s).

1
2

Start the closing on the second line below the last line of the letter. Begin at the center of the page.

1
2

Signature blocks will be in uppercase and lowercase. Do not use abbreviations, except Jr., Sr., II and III. CACC personnel will use "California Cadet Corps" following their grade.

1
2

Do not use a title whenever the signature authority signs on his or her official letterhead.

1
2

Type the word "Enclosure" at the left margin on the second line below the signature block if you have enclosures to the letter. Do not show the number of enclosures or list them. Fully identify enclosures in the text. When the letter has more than one enclosure, use the plural form "Enclosures" but do not number or list them.

1
2

Sincerely,

1
2
3
4
5

John W. Smith
Cadet Major, California Cadet Corps
Commanding

Figure 5-17: Formatting a Letter (continued)



STATE OF CALIFORNIA - MILITARY DEPARTMENT
 HEADQUARTERS, CALIFORNIA CADET CORPS
 Camp San Luis Obispo
 10 Sonoma Avenue, Building 1402
 San Luis Obispo, California 93405-7605



1
2 February 15, 2019

1
 2 Director of Administration

1
 2
 3
 4
5 The Honorable Janet R. Wise
 Mayor of Woodbridge
 123 Main Street
 Woodbridge, CA 93519

1
2 Dear Mayor Wise:

1
2 In letters to civilians, office symbols rarely have any meaning and appear awkward. Use office symbols only on the original letter when absolutely needed. When necessary, use an understandable phrase or title, such as "Commandant," "Cadet Commander," or "Training Officer," if it can be done without appearing awkward. If you have a need to provide a specific return address, put it in the last paragraph. For easy reference or filing, use office symbols on file copies.

1
2 Type office titles on the second line below the seal starting at the left margin. When the letterhead contains four or more lines, type the office title on the second line below the date, flush with the left margin.

1
2 Do not use office titles on original correspondence prepared for the signature authority's signature.

1
2 To furnish a copy or copies to anyone other than the addressee, place a statement in the body of the letter near the end indicating who has been provided a copy.

1
2 The point of contact is Captain Green, 1234 Main Street, Anytown, CA 94523, telephone 415-234-3170, or john.green@cacadets.org.

1
2 Sincerely,

1
 2
 3
 4
5 John L. Ribbons, Jr.
 Major, California Cadet Corps
 Director of Administration

Figure 5-18: Using Office Symbols and Titles

CHAPTER 6

PREPARATION OF CERTIFICATES

6-1 GENERAL.

a. Purpose – Certificates are used to document accomplishments such as completing training, earning promotions, and accomplishing achievements. As such a copy should be filed in the cadet or adult member's personnel file.

b. Formats – Units may utilize local formats to best fit their needs and what follows is intended to be general guidance to aid in design. HQCACC will publish formats to be used at the state level for general purposes.

c. Templates - Electronic templates in Microsoft Word are available from HQ, CACC; ATTN: S-1 and from the CACC website.

d. Classes of Certificates – The CACC awards Certificates of Achievement, Certificates of Completion, Certificates of Training, Certificates of Appreciation, Certificate of Participation, Certificates of Award, and Certificates of Appointment (which includes both Commissions and Warrants).

e. Elements of Design:

(1) Paper. When practical certificates will be printed on certificate paper or stock paper, but plain paper may be utilized. Typically certificates are printed on a sand or tan color certificate paper but may also be printed on white color stock or plain paper. This does not preclude certificates being printed on other colors of paper if they are more appropriate or due to supply available. Typically certificates are printed out in a landscape format but portrait style is used on commissions and warrants.

(2) Font. Unlike formal correspondence, a number of fonts may be used and it is acceptable to use serif and cursive fonts. However, anytime someone's name (or the name of the receiving organization) is used on the recipient line or the signature block for the approving authority, the font will be in a serif or sans serif font. Citations/narrative in the certificate as well as the title of the certificate may use cursive writing. Font color will be black in all instances. Font sizes will vary on portions of the certificate but generally the letterhead (top of the certificate) will be larger and in bold compared to the body where the narrative is. The signature block on the bottom will generally have the smallest font relative to the other portions of the certificate.

(3) Letterhead. The top of the certificate will include the words California Cadet Corps in a non-cursive font. Unit may place their unit designation at the top of the certificate over the words California Cadet Corps. Immediately below should be the title of the award or the certificate type. The CACC insignia or unit insignia may be used on either or both sides of the letterhead.

(4) Body. This portion of the certificate includes the recipient's name as well as a short narrative or citation of what the certificate is being presented for. A date range may be included in this portion. A watermark of the CACC insignia may be placed in the background here.

(5) Signature block. The signature block will be the standard correspondence signature block. At a minimum one is included and certificates could include up to three. If only a single signature block is used, place it in the lower right corner of the certificate. If more than one signature block is used, space them evenly with the senior person on the right side of the certificate. The approving authority signs above the signature block.

6-2 CERTIFICATES OF AWARD.

a. General. Certificates for certain awards may be issued in addition to orders for awards in CR 1-1 and for awards not issued by the California Military Department in CR 1-7. If awarded for a ribbon in CR 1-1, this can substitute as the written order in Chapter 3 of this regulation so long as the order number is placed on the certificate.

b. Design Characteristics. Certificates for awards in CR 1-1 will have the order number on the

lower left corner of the certificate (if applicable). The name of the award is used. A picture copy of the award (ribbon or draped medal design) should be centered in the top third of the certificate.

6-3 CERTIFICATES OF ACHIEVEMENT.

- a. General. These are used IAW CR 1-7 for adult personnel and may be used as unique awards for cadets for awards and achievements not in CR 1-1.
- b. Design Characteristics. If applicable, add the title of the award if it is unique or of local adoption and not covered by a CACC regulation. Add a short citation to the certificate beneath the recipient's name.

6-4 CERTIFICATES OF APPRECIATION.

- a. General. These are used for non-members of the CACC to show gratitude on behalf of the CACC.
- b. Design Characteristics. There is no unique requirement in formatting. Since generally most are awarded to volunteers, consider adding the number of hours of volunteer service.

6-5 CERTIFICATES OF COMPLETION.

- a. General. Generally used to show that the recipient completed a complex course or series of courses leading, often leading to a certification.
- b. Design Characteristics. Include the name of the course in the narrative and include the number of hours and hour types either in the narrative or the bottom left corner of the certificate.

6-6 CERTIFICATES OF TRAINING.

- a. General. Used to show that the recipient completed a training course that does not necessarily lead to certification or is a single course in a series.
- b. Design Characteristics. Include the name of the course in the narrative and include the number of hours and hour types either in the narrative or the bottom left corner of the certificate.

6-7 CERTIFICATES OF PARTICIPATION.

- a. General. Used to show that the recipient participated in a conference or event. May also be used to show participation that did not necessarily result in completion.
- b. Design Characteristics. Include the name of the course or event in the narrative.

6-8 CERTIFICATES OF APPOINTMENT.

- a. General. Certificates of Appointment vary depending on their use. These certificates may substitute as orders for cadets if the order number is included.
- b. Types of Certificates of Appointment. Certificates of Appointment into three categories.
 - (1) Appointments may be used for any change in position that does not necessarily change the rank of the individual concerned.
 - (2) Warrants may be used upon promotion to the NCO ranks for CACC members.
 - (3) Commissions are used for CACC members that are appointed as an officer in the CACC.
- c. Design Characteristics. They shall be portrait style in design. All appointments are signed by the appointing authority per the Tables of Distribution and Allowances in CR 3-22. Cadet warrants and commissions shall be signed by the promotion authority in CR 1-5. Adult warrants for NCOs will be signed the XO, CACC, warrants for Warrant Officers will be signed by The Adjutant General, and commissions shall be signed by the Governor. The seal of the CACC shall appear centered on the top of the certificate under the heading and the Seal of the State of California shall appear centered on the bottom of the certificate. The order number, if included for cadet certificates, shall be in the lower left corner of the certificate. For commissions, there is special verbiage that will be available along with certificate layout on the CACC website. The verbiage mirrors the Army's Officer Commission. For NCO promotion warrants and appointment warrants, there is no special verbiage but units are encouraged to adopt the NCO Creed or Leader's Code as appropriate verbiage.

CHAPTER 7

FILE MANAGEMENT

7-1. GENERAL.

a. **Purpose:** The purpose of files is to have a secure place to store important documents that can easily be retrieved. Filing is a science involving placing documents using specific clues for their expedient retrieval.

b. Each California Cadet Corps unit from school level to regiment, brigade, and the state headquarters, will maintain a set of files that, at a minimum, contains the folders identified in the Master Index found at Appendix J to this regulation. Units may opt to have additional files provided they continue the numbering conventions in the Master Index.

c. A Master Index is a listing of all files maintained by the unit with a notation of the file drawer in which specific files can be found. If more than one drawer exists, a master index should be kept for each drawer.

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

e. Wherever possible, folders with prong top fasteners should be used to ensure the secure storage of papers within the folder. Two-hole punch machines are helpful when securing items with the prongs.

f. At the discretion of the individual managing the files, three ring binders or other similar methods may be used in lieu of folders; however, units are expected to have a folder for each numbered topic listed on the Master Index at appendix J. If a file manager opts to use a three-ring binder or other method, a paper indicating the exact location of such binders or other storage mechanisms must be included in the file folder. If an electronic system is used in lieu of a hard copy system, such a system must allow at least the same level of flexibility and immediate access a hard copy system provides.

g. Paragraph 6-2 below identifies specific contents for folders in the Master Index.

7-2. FILE CONTENTS.

10-01 Suspense Files: This consists of 31 numbered file folders or tabs representing the 31 days of a calendar month. Sometimes called a “tickler file,” a suspense file serves as a reminder that particular tasks must be accomplished in particular days of the month. For instance, at the folder labeled “1” a post-it note or other paper should be placed to remind the cadet S-1 to prepare the unit strength report. One whatever day a cadet S-4 is to complete the monthly supply inventory, a post-it note or other paper would be placed to remind him/her of that task. If a piece of correspondence arrives requiring a response on a particular day, that correspondence would be placed in the suspense file for that particular day.

10-02 Incoming Correspondence: letters or other documents from civilians on topics not specifically addressed in other file topics.

10-03 Outgoing Correspondence: letters or other documentation sent to civilians on topics not specifically addressed on other file topics.

10-04 State Information Bulletins – Information bulletins received from the State Headquarters or the Headquarters of the 10th Corps.

10-05 Other information Bulletins – Information bulletins from the brigade, regiment, or unit.

10-06 Miscellaneous School Bulletins – Daily, weekly, monthly, or special school bulletins may be filed here. Regularly published bulletins to faculty, staff, parents, or students may be included. School district policy bulletins may also be included.

10-07 State Permanent Orders – 10th Corps or CACC HQ.

10-08 State Orders – 10th Corps or CACC HQ.

10-09 Brigade Permanent Orders – self-explanatory.

10-10 Brigade Orders – self-explanatory.

10-11 Regimental Permanent Orders – If the unit belongs to a regiment; otherwise, leave blank.

10-12 Regimental Orders – if the unit belongs to a regiment; otherwise leave blank.

10-13 Unit Permanent Orders – self-explanatory; Regiments and Brigades file copies of documents from subordinate units here.

10-14 Unit Orders – self-explanatory; Regiments and Brigades file copies of documents from subordinate units here.

10-15 Outgoing Memorandums – include copies of all memorandums sent to military entities (including CACC, California Military Department, and DOD Entities); if the memoranda are specific to a topic included elsewhere in the filing system, the memo may be filed there.

10-16 Incoming Memorandums – include copies of all memorandums received from military entities (including CACC, California Military Department, and DOD Entities); if the memoranda are specific to a topic included elsewhere in the filing system, the memo may be filed there.

10-17 Letters of Instruction – include all LOIs from HQ, CACC or other higher headquarters.

10-18 AGI Reports – include all AGI reports, including Staff Assistance Visit (SAV) report copies, Brigades and regiments file copies of subordinate unit documents here.

10-19 Statewide Strength and Activity Reports – If the unit receives copies of Statewide Strength and Activity reports, file them here. These reports may be obtained online from the CACC website.

10-20 Brigade Strength and Activities Reports – Brigade HQ must file copies of their monthly reports here. Units may file copies if they receive them from their brigade HQ.

10-21 Regimental Strength and Activities Reports – Regimental HQ must file copies of their monthly reports here. Units may file copies if they receive them from their regimental HQ.

10-22 Unit Strength and Activities Reports – Self-explanatory; Regiments and Brigades must file copies of reports submitted from subordinate units here.

10-23 Miscellaneous Reports – any reports that do not logically get into the category of another file in the index should be placed here.

10-24 Morale/Social Functions – Information on events such as Dining Ins, Cadet Balls, Dances, trips to amusement parks, etc. would be placed here.

10-25 Chaplain Services – If Chaplain services are used at unit or higher-level events, information about those services would be filed here.

10-26 Commandant Meeting Agendas – self-explanatory.

10-27 Commandant Meeting Minutes – Self-explanatory.

10-28 Cadet Staff Meeting Agendas – unit or higher-level cadet staff meeting agendas are filed here.

10-29 Cadet Staff Meeting Minutes – unit or higher-level cadet staff meeting minutes are filed here.

10-30 Standard Operating Procedures – copies of any unit, regimental, or brigade SOPs are filed here.

10-31 and beyond – Available for local use at the discretion of the mile manager(s).

11-01 Cadet Officer Appointments and Promotions – Brigades must store copies of company grade promotion documents here (CACC Form 8B, etc.). The state will store copies of cadet field grade promotion documents here (CACC Form 8C, etc.). Units may store documents relating to officer appointment/promotion boards and processes here.

11-02 Cadet Promotions – Copies of the CACC Form 8A will be stored here for all promotions to C/SFC and C/MSG, 1SG, SGM, CSM. Additional documents from the promotion boards may also be stored here.

11-03 Cadet Discharges/Resignations – Documents relating to cadet discharges and resignations will be filed here; Enrollment documents relating to cadets transferring out of the CACC class may also be stored here.

11-04 Cadet Duty Rosters – Duty rosters for unit level assignments, regimental or brigade level assignments, color guards, special details, flag details, honor guards, etc. should be filed here.

11-05 School Level Awards – Documents justifying the award of school level awards should be filed here. For instance, interview documents from Honor Cadet Boards, Citizenship Ribbon surveys, etc.

11-06 Cadet Disciplinary Hearing Records – In cases where a cadet is considered for demotion due to misconduct, records of those hearings are stored here.

11-07 Commandant Officer Appointments – Information relative to the initial appointment of officers in the CACC is stored here. Copies of initial appointment packets, orders, local district policy documents, etc.

11-08 Commandant Promotions – Copies of commandant promotion requests and orders are filed here.

11-09 Commandant Discharges/Resignations – Copies of commandant separation requests are filed here.

11-10 Commandant Awards – Copies of requests for commandant awards and commandant awards orders are filed here.

11-11 Commandant Duty Rosters – self-explanatory.

11-12 Commandant Credentialing – copies of requests for commandant awards and commandant awards orders are filed here.

11-13 Commandant Professional Development – copies of professional development certificates, documentation, advertisements, etc. may be stored.

11-14 Parent/Other Volunteers – Copies of volunteer forms, clearances, policy documents, etc. may be stored here.

11-15 and beyond – Available for local use at the discretion of the file manager(s).

12 – Cadet Service Records - are stored in a secure place, either at this point in the filing system or with reference to their location made at this point in the filing system.

13 – Commandant Service Records – it is recommended that Commandant Personnel maintain file copies of all orders relative to their service in the CACC. At their discretion they may place these files in the master filing system at this location.

20-01 – Robbery/Theft Reports – copies of police, school, school district, or insurance reports relative to robberies/theft are filed here.

20-02 – Medical Services/Copies of any medical service plans for cadet events. Information on first aide/CPR training for cadets or commandants, public health alerts, communicable disease information, etc. is filed here.

20-03 – Safety Information – bulletins and information regarding safety of personnel and belongings is stored here.

20-04 – Emergency Plans – school emergency plan documents and emergency plans at cadet events are stored here.

20-05 – Security Information – bulletins and information regarding security matters is filed here.

20-06 – Risk Management Worksheets – copies of risk management work sheets for cadet events and activities are filed here.

20-07 and beyond – available for local use at the discretion of the file manager(s).

30-01 – CACC Curriculum disks – a copy of the CACC curriculum CDs is stored here.

30-02 - CACC Curriculum Supporting (introductory) documents – printouts of the introductory documents explaining the CACC curriculum are filed here. Along with the standards correlation documents listing how the CACC curriculum is aligned with the California Physical Education, Health, Science, Math, English/Language Arts, History/Social Science, English language development, and visual and performing arts standards.

30-03 – CACC Standards – a printout of the latest eight CACC standards and their corresponding objectives is placed here.

30-04 – Academic Vocabulary – a printout of the academic vocabulary (CAHSEE vocabulary) from each strand of the CACC curriculum is stored here. Along with any other information about vocabulary development via the CACC course.

30-05 – Weekly Lesson Plans – copies of lesson plans from the commandant and/or cadet instructors in support of the weekly training schedule are stored here.

30-06 – Yearly Training Calendars – copies of statewide, brigade, regimental, or unit YTC are filed here.

30-07 – Weekly Training Schedules – copies of the weekly training schedules are stored here (note this is different than weekly lesson plans; this uses the CACC training schedule form).

30-08 – Physical Fitness Testing Records – fitness gram documentation, instruction, results, are filed here.

30-09 – Marksmanship Qualification Records – air rifle or point .22 cal rifle familiarization or qualification firing information is stored here.

30-10 – Promotion Test Answer Keys – answer keys for the promotion tests are stored here at the discretion of the commandant.

30-11 – Instructor Certifications – certifications for hunter safety instruction, first aide/CPR instructor, mountaineering instruction, etc are filed here along with the information about attaining or renewing these certifications.

30-12 – Teacher Grade Books – copies of teacher grade books and reports may be filed here.

30-13 – Benchmark Test Results – results from school or district mandated benchmark testing, in CACC curriculum are filed here.

30-14 – Course Syllabi – copies CACC course syllabi is stored here.

30-15 – Instructional Material – in this section of the file system, copies of handouts, assessments, posters, media clips, etc from the CACC curriculum should be stored. They can be filed alphabetically or by strand at the discretion of the file manager(s).

30-16 and beyond – available for local use at the discretion of the file manager(s).

31-01 – 31-20 – Operations files contain curricular, warning orders, operations orders, operations plan, memoranda and other documents pertaining to the respective cadet activities.

31-21 and beyond – available for local use at the discretion of the file manager(s).

40-01 – Temporary Hand Receipt File – CACC form 101s are kept here while an individual or unit has temporarily borrowed equipment or items from the unit. DOD or school district temporary hand receipts for borrowing equipment can also be filed.

40-02 Requisitions/Reports of Survey/Lateral Transfer Suspense File – when such a document has been sent for processing but the item(s) have not yet been received or the unit copy of the document is stored here. Once the item(s) have been received or the report of survey process, it is removed from this file and placed in the voucher file.

40-03 – 40-05 – Unit Voucher Files – completed requisitions, reports of survey or lateral transfer documents indicating how many of an item have been received or removed from the property accountability are stored here. Only AFTER they have been entered in the property book.

40-06 – Federal Property Inventory – most units no longer have federal property, but such property would be recorded here, including serial numbers, exact locations, and detailed descriptions with quantities.

40-07 – State Property Inventory – all property owned by the CACC is recorded on CACC forms 104A, B, C, D, etc. And copies are maintained here.

40-08 – Brigade/Regimental Property Inventory – any property purchased by the brigade or regiment is listed here with serial numbers, exact locations, in detailed descriptions with quantities.

40-09 – School Property Inventory – any property purchased by the school or school district is listed here with serial numbers, exact locations, in detailed descriptions, with quantities.

40-10 – Master Property Book – the property book is either stored here or an indication is stored here noting the location of the master property book. The book contains individual stock record sheets/cards for all items in stock and issued from the federal, state, brigade, regimental, or school inventories.

40-11 – Individual Clothing Records (ICRs) – the records are either stored here or an indication is stored here noting the location of the ICRs.

40-12 – Supply Catalogues – catalogues of supplies the CACC units might wish to order are stored here.

40-13 and beyond – available for local use of the file manager(s)

41-01 – Food Service – information regarding food service at cadet events is filed here.

41-02 – Transportation – information regarding transportation to/for a cadet event is filed here.

41-03 – Military Facilities – contact information, request forms, regulations, etc. relating to use of military facilities by CACC units is stored here.

41-04 – Civilian Facilities – contact information, request forms, regulations, etc. relating to the use of civilian facilities by CACC units is stored here.

41-05 – Equipment Rental – contact information, request forms, regulations, etc. relating to the rental of equipment by CACC units is stored here (i.e. car, van, or truck rental, or heavy equipment rental, rental of food service equipment, etc.).

41-06 – School Level Financial Records – deposit slips, withdrawal forms, and accounting documents relative to school, ASB or other CACC activities accounts is filed here.

41-07 – Regimental Level Financial Records – deposit slips, withdrawal forms, and accounting documents relative to school, ASB, or other CACC activities accounts for the regiment is filed here.

41-08 – Brigade Level Financial Records – deposit slips, withdrawal forms, and accounting documents relative to school, ASB, or other CACC activities accounts for the brigade is filed here.

41-09 – State Budget Documents – copies of state budget documents relative to the CACC are filed here.

41-10 – General Services Charge Card Documents – copies of rental documents, airline receipts, etc. that were charged on the CACC GS charge card from the military department are filed here.

41-11 and beyond – available for local use at the discretion of the file manager(s).

50-01 – Individual Community Service – evidence of individual community service activities, information on available community service activities, duty roster, photos, thank you letters and notes, etc. are filed here.

50-02 – State and Civic Awards – information on awards received from the state and civic organizations is filed here.

50-03 – Press Releases and Media Advisories – copies of all press releases and media advisories sent by the unit or regiment or brigade is filed here.

50-04 – Public Affairs Contacts – contact information for newspapers, radio and TV stations, etc. is filed here.

50-05 – Photographs – files on photos taken from cadet events and activities are filed here.

50-06 – Newspaper/Internet Clippings – copies of newspaper and internet articles are stored here.

50-07 – 10th Corps Newsletters – self-explanatory.

50-08 – Other Newsletters – copies of unit, regimental, or brigade news letters are stored here.

50-09 – CACC Website – information about or printed from the CACC website or brigade/regimental/unit websites are stored here.

50-10 – School Service – evidence of school service activities, information on available school service opportunities, duty roster, photos, thank you letters and notes, etc. are filed here.

50-11 – Historical Artifacts – any historical artifacts not suited to other files that is worthy of archiving is stored here.

50-12 – Parades – evidence of parade activities, information on available community parade opportunities, duty roster, photos, thank you letters and notes, etc. are filed here.

50-13 – Color Guards – evidence of color guard activities, information on available color guard activity, duty rosters, photos, thank you letters and notes, etc. are filed here.

50-14 – Unit Community Service – evidence of unit community service activities, information on available unit community service opportunities, duty rosters, photos, thank you letters and notes, etc. are filed here.

50-15 and beyond – available for local use at the discretion of the file manager(s)

60-01 – Radio Communications – SOPs, inventories, and information pertinent to hand/held radios owned or operated by the unit, regiment, or brigade are filed here.

60-02 - Computers – SOPs, inventories, and information pertinent to computer hardware, software, and peripherals owned or operated by the unit, regiment, or brigade is filed here.

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

Appendix B – Authorized Service Record and Correspondence Abbreviations

ITEM	AUTHORIZED ABBREVIATION
Academic Competition Ribbon	ACADEMIC COMP
Advanced Proficiency Ribbon	ADV PROF
Adjutant General's Service Ribbon	AG SVC
Advanced Leadership Ribbon	ADVANCED LDR
Advanced Non-commissioned Officer Course Award	ANCOC
Advanced Survival Training Flash	ADV SURV FLASH
Air Rifle notation on qualification badge	AIR
Armed Division Drill Down Award	AMD DRILL DWN
Armed Division State Championship Platoon Drill Award	ARMED PLT
Armed Division State Championship Squad Drill Award	ARMED SQUAD
ASVAB Ribbon	ASVAB
Award	AWD
Basic Leadership Ribbon	BASIC LDR
Basic Non-commissioned Officer Course Award	BNCOC
Basic Proficiency Ribbon	BAS PROF
Battalion	BN
Battalion Cadre Ribbon	BN CADRE
Bivouac Ribbon	BIVOUC
Brigade	BDE
Brigade Advisor's Citation Ribbon	BDE ADV CIT
Brigade Cadre Ribbon	BDE CADRE
Brigadier General Carter C. Speed Marksmanship Award	SPEED MKSMN
Brigadier General Daniel L. Brennan Senior Division Drill Down Award	BRENNAN SD DRILL DOWN
Brigadier General Edwin A. Forbes Outstanding Overall Cadet Award - Junior Division	FORBES AWD
Bronze "A"	(A)
Bronze "E"	(E)
Bronze Numerals	(2), (3), (4) etc
Bronze Oak Leaf Cluster	(BOLC)
Bronze Rifle Sling	(BRS)
Bronze Star	(BS)
Cadet	CDT
Cadet Cyber Badge	CDT CYBER
Cadet Drill Instructor Badge	CDT DRILL INSTR
Cadet Drill Instructor Hat	CDT DI HAT
Cadet Law Enforcement Badge	CDT LAW BADGE

Cadet Medal of Honor	CDT MOH
Cadet Medic Skill Qualification Badge	CDT MEDIC BADGE
Cadet Mountaineering Badge	CDT MOUNT BADGE
Cadet Professional Development Ribbon	CDT PROF DEV
Cadet Service Medal	CDT SVC MEDAL
California Cadet Corps	CACC
California Military Department	CMD
California Achievement Medal	CAAM
California Air National Guard	CAANG
California Army National Guard	CAARNG
California Commendation Medal	CACM
California Legion of Merit	CALOM
California Medal of Merit	CAMM
California Medal of Valor	CAMOV
California Military Cross	CAMC
California National Guard	CNG
California State Guard	CASG
California State Military Reserve	CSMR
CHSPE Ribbon	CHSPE
Citizenship Ribbon	CITIZEN
Colonel Grant S. Pyle Junior Division Drill Down Award	PYLE JD DRILL DOWN
Colonel Ralph Allred Competitive Color Guard Award – Senior Division	ALLRED CG AWD
Colonel Ralph Allred Perpetual Memorial Marksmanship Award	ALLRED MKSMN
Color Guard Ribbon	COLOR GUARD
Color Guard and Flag Detail Ribbon	CG FLG DET
CSM Richard H. Menden Outstanding Cadet Non-Commissioned Officer Award – Senior Division	MENDEN AWD
Commandant	CMDT
Commandant of Cadets	CMDT OF CDTs
Commander	CDR
Commandant of Cadets Citation Ribbon	CMDT OF CDT CIT
Company	CO
Competitive Drill Team Ribbon	COMP DRILL
Competitive Rifle Team Ribbon	COMP RIFLE
CPT David K. Appel Specialized Training Ribbon	APPEL SPECIAL TRNG
CSM Richard H. Menden Memorial Rifle Team Award	MENDEN MKSMN
Dion O’Sullivan Perpetual Marksmanship Award	O’SULLIVAN MKSMN
Disaster Preparedness Recognition Ribbon	DISASTER PREP

Distinguished Service Ribbon	DIST SVC
Drill Academy Participation Ribbon	DRILL ACAD PART
Drill Academy Graduation Ribbon	DRILL ACAD GRAD
Drill Academy Platoon Ribbon	DRILL ACAD PLT
Drill Academy Squad Drill Ribbon	DRILL ACAD SQUAD
Drill Team Ribbon	DRILL TEAM
Essayons Ribbon	ESSAYONS
Event Honor Unit Ribbon	EVENT HU
Executive Officer's Citation Ribbon	XO CIT
Exhibition Drill Team Ribbon	EXH DRILL
Expert Qualification	EXP
External Organization Award	Abbreviate as best able
First Aid Certification Ribbon	FIRST AID
Flag Detail Ribbon	FLAG DETAIL
GED Ribbon	GED
General Joseph W. Stillwell SD	STILLWELL AWD
Gold Bear	(GB)
Gold Oak Leaf Cluster	(GOLC)
Gold Star	(GS)
Governor Earl Warren Marksmanship	WARREN MKSMN
Governor Earl Warren Outstanding Officer	WARREN AWD
Governor Goodwin J. Knight Marksmanship Award	KNIGHT MKSMN
Governor Jerry Brown Outstanding Overall Cadet Award – Elementary Division	BROWN AWD
Headquarters and Headquarters Company	HHC
Headquarters and Headquarters Company Ribbon	HHC RIB
High Offhand Marksmanship Award	HIGH OFF MKSMN
Honor Cadet Bar	HONOR CDT
Honor Cadet Officer Bar	HONOR OFF
Honor Cadet Officer Summer Camp	HONOR OFF CAMP
Honor Cadet Summer Camp	HONOR CDT CAMP
Honor Unit Ribbon	HONOR UNIT
Hunter Safety Certification Ribbon	HUNTER SAFETY
Individual Community Service Ribbon	IND COMM SVC
Intermediate Leadership Ribbon	INTER LDR
Intermediate Proficiency Ribbon	INT PROF
Job Shadowing Ribbon	JOB SHADOW
Junior Division Outstanding Cadet Non-	JD NCO
Junior Division Outstanding Cadet Non- Commissioned Officer Award	JD NCO

Junior Division Outstanding Cadet Warrant Officer/Junior Officer Award	JS JO/WO
Junior Division Outstanding First Year Cadet Award	JD 1YC
Junior Division Outstanding Overall Cadet Ribbon	JD OUT OVER CDT
Junior Division State Championship Color Guard Award	JD COLOR GUARD
Junior Division State Championship Guidon Award	JD GUIDON
Junior Division State Championship Platoon Drill Award	JD PLT DRILL
Junior Division State Championship Squad Drill Award	JD SQUAD
Leadership School	LDRSHIP SCH
Leadership School Participation Ribbon	LS PART
Lieutenant Robert A. Clausen Perpetual Memorial Rifle Team Award	CLAUSEN MKSMN
Major DeWitt Creveling Armed Division Drill Down Award	CREVELING ARMD DRILL
Major DeWitt Creveling Memorial Drill Award	CREVELING MEM DRILL
Major General Frnak J. Schober, Jr. Marksmanship Award	SCHOBBER MKSMN
Major Maurice Veronda Memorial Marksmanship Award	VERONDA MKSMN
Major Maurice Veronda Color Guard Award – Junior Division	VERONDA CG AWD
Marksmanship Qualification	MSKMN
Marksmanship Training Ribbon	MSKMN TNG
Medal	MDL
Mentor Match Ribbon	MENTOR MATCH
Merit Ribbon	MERIT RIB
Most Inspirational Cadet Ribbon	MOST INSPIRATIONAL
Mountaineering Training Ribbon	MOUNTAINEERING
National Championship Marksmanship Award	NAT CHAMP MKSMN
National Competitive Drill Recognition Ribbon	NAT COMP DRILL
National Physical Fitness Ribbon	NAT PFT
Officer Candidate School	OCS
Officer Candidate School Award	OCS AWD
Order of California	CAOC
Orienteering Training Ribbon	ORIENTEERING
Outstanding Cadet Senior Officer Award	SENIOR OFF
Outstanding Cadet Officer – Junior Division	OUT CO JD

Parade Participation Ribbon	PDE PART
Perfect Attendance	PERF ATT
Physical Fitness Achievement Award	PTF ACH
Physical Fitness Competition Ribbon	PHYS FIT COMP
Platoon	PLT
Pre-Challenge Graduation Ribbon	PRE-CHALLENGE
Presidential Physical Fitness Ribbon	PRES PFT
Principal's Citation	PRINC CIT
Pro-Marksman Qualification	PRO-MKSMN
Prone Qualification for junior division	PRONE
Regiment	REGT
Ribbon	RIB
SAT/ACT Achievement Ribbon	SAT/ACT ACH
School Service Ribbon	SCHOOL SVC
Senior Division Outstanding Cadet Non-Commissioned Officer Award	SD NCO
Senior Division Outstanding Cadet Junior Officer Award	SD JO/WO
Senior Division Outstanding First Year Cadet Award	SD 1YC
Senior Division State Championship Color Guard Award	SD COLOR GUARD
Senior Division State Championship Guidon Award	SD GUIDON
Senior Division State Championship Platoon Drill Award	SD PLT DRILL
Senior Division State Championship Squad Drill Award	SD SQUAD
Sharpshooter Qualification	SHARP
Silver Oak Leaf Cluster	(SOLC)
Silver Star	(SS)
Smallbore Rifle notation on qualification badge	SB
Smoking Cessation Ribbon	SMOKING CESS
Squad	SQD
Staff Ride Ribbon	STAFF RIDE
State Championship Smallbore Rifle Match Ribbon	STATE CHAMP SB
State Service Ribbon	STATE SVC
Summer Training Ribbon	SUMMER TRNG
Superior Scholarship Ribbon	SCHOLARSHIP
Superior Uniform Inspection Ribbon	SUP UNIF INSP
Superior Unit Award	SUPERIOR UNIT
Survival Training Red Beret	RED BERET
Survival Training Ribbon	SURVIVAL
Team	TM

Transfer	XFER
Unit Community Service Award	UNIT COMM SVC
Xtreme Team Challenge Competition	XTC COMP
Xtreme Team Challenge Competition	XTC RIB
Yearbook Class Ribbon	YEARBOOK

APPENDIX C – Outline of Master Index

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

11- PERSONNEL

- 11-01 Cadet Officer Appointments/Promotions
- 11-02 Cadet Promotions
- 11-03 Cadet Discharges/Resignations
- 11-04 Cadet Duty Rosters
- 11-05 School Level Awards
- 11-06 Cadet Disciplinary Records

- 11-07 Commandant Officer Appointments
- 11-08 Commandant Promotions
- 11-09 Commandant Discharges/Resignations
- 11-10 Commandant Awards
- 11-11 Commandant Duty Rosters
- 11-12 Commandants Credentialing
- 11-13 Commandant Professional Development
- 11-14 Parents/Other Volunteer Information
- 11-15 For local use only

12-CADET SERVICE RECORDS

13-COMMANDANT SERVICE RECORDS

20- SECURITY AND SAFETY

- 20-01 Robbery/Theft Reports
- 20-02 Medical Services
- 20-03 Safety Information
- 20-04 Emergency Plans
- 20-05 Security Information
- 20-06 Risk Management Work Sheets
- 20-07 For local use

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- 30-02 CACC Curriculum Supporting (introductory) documents
- 30-03 CACC Standards
- 30-04 Academic Vocabulary
- 30-05 Weekly Lesson Plans
- 30-06 Yearly Training Calendars (State, brigade, regimental, and unit)
- 30-07 Weekly Training Schedules
- 30-08 Physical Fitness Testing (fitness gram) records
- 30-09 Marksmanship Qualification Records
- 30-10 Promotion Test Answer Keys
- 30-11 Instructor Certifications
- 30-12 Teacher Grade Books
- 30-13 Benchmark Test Results
- 30-14 Course Syllabi
- 30-15 Instructional Material
- 30-16 For local use
- 30-17 For local use
- 30-18 For local use

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- 30-02 Specialized Training Programs
- 30-03 Leadership Schools
- 30-04 Brigade/Regimental Drill Competitions
- 30-05 State Drill Competitions
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- 30-07 State Rifle Matches
- 30-08 Regimental/Brigade Rifle Matches
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- 30-10 Summer Camp
- 30-11 Unit Individual Major Awards
- 30-12 Brigade Individual Major Awards
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- 30-14 Drill Academies
- 30-15 State Command and Staff School
- 30-16 Unit/Regimental/Brigade Command and Staff School
- 30-17 OCS/BNOC/ANOC
- 30-18 Survival
- 30-19 Mountaineering
- 30-20 Physical Fitness Competitions
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- 30-22 For local use only
- 30-23 For local use only
- 30-24 For local use only
- 30-25 For local use only

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- 50-13 Color Guards
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- 60-01 Radio Communications
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BLANK FORMS

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3	Unit Transfer	CR 1-4
3B	Change of Duty Assignment	CR 1-4
4	Certificate of Discharge (Commandant)	CR 1-4
5	CACC Monthly Strength & Activities Report	CR 1
5B	CACC Brigade/Regiment Monthly Strength & Activities Report	CR 1
6	Brigade Advisors Recommendation for Appointment	CR 1-4
7	Application for Appointment	CR 1-4
7B	Request for Promotion Waiver	CR 1-4
8A	Application for Appointment or Promotion as a Cadet Non-Commissioned Officer in the CACC	CR 1-5
8B	Application for Appointment or Promotion as a Company Grade Commissioned Officer in the CACC	CR 1-5
8C	Application for Appointment or Promotion as a Cadet Field Grade Commissioned Officer in the CACC	CR 1-5
9	Identification Card / Personnel Data Sheet	CR 1-4
10	Oath of Office	CR 1-4
11	School Board Recommendation	CR 1-4
12	Request for Separation	CR 1-4
13	Cadet Service Record	CR 1
14	Commandant Promotion Recommendation	CR 1-4
15	Annual General Inspection Report	CR 1-6
16	Application for Letter from TAG for DSS Basic Military Drill Credential Letter	CR 1-10
18	Report of Intrusion	CR 4-2
19	Application for State Cadet Officer Candidate School	CR 3-2
20	Application for 10 th Corps Staff Position	CR 3-22
21	Risk Management Worksheet	CR 2-1
22	Certificate of Discharge (Cadet)	CR 1
23	Unit Training Schedule	CR 3
24	Developmental Counseling	CR 3
27	Waiver of Pay, Allowances and Reimbursement from the State of California	CR 1-4
30	Commandant Awards Request	CR 1-7
31	Leader Evaluation Form	
32	Annual Performance Log	CR 1-4
34	Drill Competition Inspection Form	CR 3-8
35	Official Score Card	CR 3-17
37	Consent to Participate (Marksmanship)	CR 3-17
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205	Commandant's Application for Annual Encampment	CR 3-3
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207	Request for Invitational Travel Orders	CR 1-4
BCII 8016	Request for Live Scan Assistance	CR 1-4
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