

Cadet Regulation 4-1

Supply Management

**Headquarters
California Cadet Corps
Camp San Luis Obispo, California
1 Jun 2021**

UNCLASSIFIED

SUMMARY of CHANGE

CR 4-1

Supply Management

- This revision dated 1 June 2021 –
- Combines both CR 4-1 and CR 4-2 into CR 4-1.
- Clarifies that all requisitions be shipped directly to the school site or picked up in person at the Camp San Luis Obispo warehouse.
- Aligns the items listed on Form 100 with the Property Book and the current uniforms: updated CACC Form 100
- Removed MOU for Brigade or Regimental Advisors who are not employees of a school district.
- Removed Forms 40, 41A, 41B, 41C, 41D, 42 and 43.
- Updated process for requisition to use of website.
- Clarified security standards for storage of weapons vice storage of equipment.
- Clarified how to add property to the unit's property book that is procured through other sources.
- Allows for units to take obsolete uniforms off the property book but maintain them for possible future use.
- Updated Form 100 and Form 104.
- Limited the timeframe for validity of temporary hand receipts (Form 101).
- Removes estimated values of uniform items.
- Clarifies that in most schools, cadets cannot be held pecuniarily liable for loss of uniform items.

Supply Management

By Order of the Governor:

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Official:



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History. This revision to the 2013 edition of Cadet Regulation (CR) 4-1 makes major changes as identified in the summary of change.

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

Applicability. This regulation applies to all schools currently maintaining membership in the CACC and to all regimental and brigade headquarters elements.

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 CACC headquarters 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 Headquarters, California Cadet Corps, ATTN: CACC–HQ–XO, 10 Sonoma Avenue, Building 1402, Camp San Luis Obispo, California 93405.

Suggested improvements.

Users are invited to send comments and suggested improvements in memorandum form directly to the address listed above.

Distribution. This publication is available in electronic media only and is intended for all levels of the California Cadet Corps organization and is authorized for public distribution. Printed copies of this publication may be provided, within budget limitations, at the discretion of the Headquarters, California Cadet Corps.

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Chapter 1

General

1-1. Purpose

This regulation prescribes California Cadet Corps (CACC) policies, procedures, and standard formats for the requisition, issue, inventory control, responsibilities for storage and safeguarding of State property and turn-in of State property and equipment for use by CACC units and cadets.

1-2. Authority

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

1-3. Responsibilities

a. The Executive Officer, CACC (CACC–HQ–XO), will —

(1) Monitor and ensure compliance with this regulation by all units, regiments and brigades, and take corrective action as necessary.

(2) Issue policies, directives, and supplemental guidance to assist units in accomplishing the requirements of this regulation.

b. The CACC Headquarters Supply and Logistics Officer (CACC–HQ–S4) will —

(1) Within the constraints of budget limitations and higher headquarters directives, purchase CACC uniform items and related supplies in sufficient quantities for each cadet in the organization.

(2) Review requisitions submitted by units for completeness, and justify quantities ordered based on the required strength reports and property books submitted with the requisition documents.

(3) Fulfill properly executed requisitions in an expeditious manner in accordance with this regulation and within the constraints of available stocks and budget limitations.

c. Brigade and Regimental Advisors are responsible for all State property issued by the Headquarters (HQ), CACC, to brigades and regiments.

(1) Brigade (Regimental) Advisors are not directly responsible for property issued by the HQ, CACC, to individual battalions (schools), but Brigade (Regimental) Advisors are expected to exercise general supervision to ensure that Commandants of Cadets under their control are complying with the requirements of this regulation.

(2) Supplies issued to the brigade are the responsibility of the Brigade (Regimental) Advisor and principal of the school to which the Brigade (Regimental) Advisor is assigned. In the event a Brigade (Regimental) Advisor is not assigned to a school site, the Superintendent of Schools of the school district by which the Brigade (Regimental) Advisor is employed is designated as the Supervising State Property Custodian. In the event a Brigade (Regimental) Advisor is not an employee of a public school district, a memorandum of understanding will be prepared and signed by the Executive Officer of the CACC and the Brigade (Regimental) Advisor outlining responsibilities of the Brigade (Regimental) Advisor for supply management and care and safeguarding of State property.

d. Principals of schools with CACC units are designated as Supervising State Property Custodians and are responsible for all State property issued by the HQ, CACC to the unit. Ultimately, the principal will be accountable to the HQ, CACC, and the State of California for any losses or damage to State property issued to the unit. Principals are expected to closely supervise the Commandant of Cadets and his or her cadet staff to ensure that they are properly complying with the requirements of this regulation.

e. Commandants of Cadets are designated as State Property Custodians for their units and are responsible for the management and maintenance of all State property issued to the unit by the HQ, CACC or subordinate brigades. Commandants will train and supervise their cadet staffs and cadets in the policies, procedures and requirements of this regulation. They will ensure that all requisitions submitted comply with the requirements of this regulation and are justified by their unit strength and current stock on hand.

f. Cadet brigade and battalion supply officers (S4s) will, under the supervision of commandant personnel —

(1) Issue uniforms and other supplies to cadets.

(2) Maintain stocks of State-issued supplies in accordance with the provisions of CR 4-1.

(3) Prepare the forms prescribed in this regulation to maintain the unit property book and submit requisitions for supplies to higher headquarters.

g. Individual cadets to whom State property is issued will ensure that all property assigned to them is properly documented on the forms prescribed by this regulation and that such property is adequately cared for to minimize loss and damage.

1-4. Accountability

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

1-5. State Controlled Items

State controlled items are those which must be strictly controlled. These include weapons, uniform items, and other supplies requisitioned from Cadet Corps online downloadable requisition PDF form, or issued by the HQ CACC, as a one-time issue. An audit trail must be maintained on these items to include reports of survey for items lost, destroyed, or no longer required.

1-6. Quick Service Items

Quick service items are those requisitioned by use of Cadet Corps online downloadable requisition PDF form. These items are issued to the brigades and units based on number of cadets assigned. These items may be reissued to cadets but reports of survey need not be accomplished to support usage, loss, or destruction. However, units will develop policies and procedures governing the issuance of these items as a basis for supporting usage rates. This includes ribbons and insignia.

1-7. Forms Prescribed by This Regulation

The following forms are prescribed by this regulation and will be used by all units. These forms are available for download from the CACC website. Illustrated samples are provided in appendices to this regulation as indicated below.

a. CACC Form 100, Individual Clothing Record. Adobe Acrobat format; must be printed out and completed with pen and ink (or typewriter) or filled out electronically and stored in a format that allows it

to be shared for inspections such as AGI. Previous editions are obsolete and will not be used. Appendix A contains a sample of this form.

b. CACC Form 101, Temporary Hand Receipt. Adobe Acrobat format; must be printed out and completed with pen and ink (or typewriter). Previous editions may be used until stock is depleted. Appendix B contains a sample of this form.

c. CACC Form 104, Unit Property Book. **Microsoft Excel 2019 format. Must be completed and maintained electronically.** Previous editions are obsolete and **will not be used.** Appendix C contains a sample of this form. This form has been dramatically revised and shifted to an electronic-only format. Users who are unable to access or use this form will —

(1) Contact the CACC Headquarters Communications and Computers Officer (CACC–HQ–S6) by email at ITSupport@cacadets.org to request technical assistance.

(2) If users’ technological resources are incapable of accessing or using this format, send a request for waiver to the Executive Officer, CACC, at the address shown on page i of this regulation.

d. CACC Form 51, Report of Survey. Adobe Acrobat format. May be completed electronically and printed or saved (in completed form) on the user’s computer. Previous editions may be used until stock is depleted. Appendix E contains a sample of this form.

1-8. Forms Cancelled by This Regulation

The Forms 40, 41, 42, and 43 are obsolete and **will not be used.** The Forms 100 and 104 have been revised to reflect the new CACC items.

Chapter 2

Individual Clothing Record and Temporary Hand Receipt

2-1. Individual Clothing Record

The Individual Clothing Record (CACC Form 100) is the document indicating the current balance of Cadet Corps uniform items assigned to a cadet. It must be filled out and maintained in hard copy or electronic format for each cadet who has been issued Cadet Corps supplies.

a. The CACC Form 100 will be filled out in ink, except as noted in subparagraph *c* below, or typewritten electronically on a computer.

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

c. The size or rank of the item being issued will be recorded in *pencil*, unless filed electronically.

d. The current balance of that particular item (the total number of those items the cadet is responsible for) will be carried forward in subsequent columns of the form such that the last column will indicate the *grand total* of each item for which the cadet is responsible.

e. A forward slash (/) will indicate a zero balance for an item. In the event more than one consecutive line has a zero balance, the topmost and bottommost forward slashes will be connected with a vertical line. (See the sample form at Appendix A.)

f. The cadet receiving the supplies will sign and date, in ink, or electronically, in the space directly below the column of entries each time supplies are issued or returned. In the event a cadet has turned in 100% of items, the cadet S-4 or commandant will sign in the space indicated for a signature.

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

h. The CACC Form 100 will be maintained in unit files until all items issued thereon have been properly turned in or, accounted for in a Form 51. Uniform items not returned by students that move away or graduate will require a Report of Survey to reflect the loss of said uniform items. Forms 100 which have been zeroed out (as shown in the example at Appendix A) and which are for cadets who have graduated or transferred from the school may be destroyed after one school year.

2-2. Temporary Hand Receipt

The Temporary Hand Receipt (CACC Form 101) is used to temporarily issue any equipment or supplies, other than uniform items, to cadets or commandant personnel. Examples of items that can be issued on this form include field equipment (bivouac supplies), training aids, manuals or other written documents, audiovisual equipment, physical education supplies or equipment, keys, color guard equipment, drill rifles, and non-expendable marksmanship supplies or equipment. The CACC Form 101 is also used to document unit-to-unit transfers of any State property, to include uniform items listed on the CACC Form 100.

a. The CACC Form 101 will be filled out in ink or typewritten. It will not be completed electronically.

b. The cadet or adult's full name, or unit designation (*e.g.*, "1 BN/PLACER HS") in the case of a unit-to-unit transfer, will be *printed* in block letters.

c. The current balance of that particular item will be carried forward in subsequent columns of the form such that the last column will indicate the *grand total* of each item for which the individual is responsible.

d. A forward slash (/) will indicate a zero balance for an item. In the event more than one consecutive line has a zero balance, forward slashes will be connected with a vertical line.

e. The individual receiving the supplies will sign and date in the area directly below the column of entries each time supplies are issued or returned.

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

g. Forms 101 which have been zeroed out (all items returned) may be destroyed after one school year.

h. All Forms 101 need to have a deadline set by the Commandant not to exceed the end of the school year. Any items required past this time must be renewed with a new Form 101.

Chapter 3 The Property Book and Physical Inventories

3-1. General

Each brigade, regiment, and unit will maintain a property book that tracks each item issued to that entity. CACC Form 104, Unit Property Book, is used for this purpose. CACC Form 104 is an electronic spreadsheet format and will be maintained as such. Property procured through other sources can be combined into the Unit's property book as long as originating documents are kept on file in accordance with CR 1. This may include property procured by the school district or XMI system, or other sources.

3-2. Property Book Set-Up

Prior to issuing any items or submitting any requisitions, units will set up their property book using the following procedures.

- a. Save the property book spreadsheet file with the name "UPB_999BN" (replacing "999" with the three-digit battalion number; for example, the 308th Battalion would use "UPB_308BN").
- b. Fill in cell B1 with the unit designation (numerals only; for example, "308").
- c. Fill in cell D1 with the brigade's unit designation (numerals only; for example, "11").
- d. Fill in cell B2 with the complete name of the school (for example, "San Gorgonio High School").
- e. In column F, enter the quantities of each item currently on hand in the unit supply. This is your initial inventory. If you currently have items issued out to cadets, these need to be included in your count and you will need to make additional entries as explained below.
- f. As you enter values in column E (shaded Pink), you will notice columns B and C self-adjusting to reflect these entries. **Never make any entries directly into the gray shaded columns B, C or D of the property book.** These columns are formatted to automatically track your inventory based on the entries you make in columns E and higher.

3-3. Recording Transactions in the Property Book

Column F, and columns to the right of column F, are used to record all transactions involving the unit's property.

- a. Enter a comment, if applicable, in row 1. For example, for a requisition received, RCVD from HQ could be used. This field is optional, but recommended for your own recordkeeping purposes.
- b. Enter the date of the transaction in row 2.
- c. In row 3, type or select from the drop-down menu one of the five transaction codes.
 - (1) "R" is used for items received, either from HQ, CACC or from another unit in an approved unit-to-unit transfer. Items purchased by the school or found on Installation or provided by other State of California channels (i.e. XMI funding) will be entered using R for received. Entries made under this code will increase your inventory of items "on book" and "on hand."

(2) “I” is used for items issued to cadets in your unit. Entries made under this code will decrease your inventory of items “on hand” and increase your inventory of items “issued,” keeping your total “on book” the same.

(3) “S” is used for recording the results of an **approved** report of survey. Entries made under this code will be removed from your inventory “on hand” and “on book,” relieving you of responsibility for these items. **Note:** If the items surveyed were assigned to cadets when the loss occurred, you must complete a “T” entry **before** you complete an “S” entry to ensure that your totals are correctly adjusted. This is appropriate, since you should be relieving your cadets of responsibility for the items by zeroing out their CACC Form 100 once you receive the approved report of survey.

(4) “T” is used for recording items, previously issued, that are turned in by cadets and returned to your unit stock. Entries made under this code will increase your inventory “on hand” and decrease your inventory “issued,” keeping your total “on book” the same.

(5) “X” is used for recording items transferred **out** of your unit to another unit in an approved unit-to-unit transfer. Entries made under this code will remove quantities from your inventory “on hand” and “on book,” relieving you of responsibility for these items. **Use “R” for transfers IN to your unit.**

d. In rows 4 through 234, record the quantities, per item, of items gained or lost. **Do not use negative numbers.** The inventory columns will update automatically **based on the transaction code you select** in row 3.

e. Copies of documentation reflecting transactions of items changing property book numbers will be filled in accordance with CR 1 Chapter 7.

3-4. Printing an Inventory

At any moment, assuming all required entries are made in real time, the CACC Form 104 provides an up-to-date inventory of all State property assigned to your unit. You can easily print this information. It can also be used to satisfy school district requirements or any other situations requiring an inventory of Cadet Corps property.

a. With the form displayed on your screen, hold down the *Control* key and press “P.”

b. In the “Print” option window, ensure that the “Active Sheet” setting is selected, and click “Print.” The form is programmed to print only the inventory columns and not the individual transaction entries. A certification statement and signature page will also print for use when preparing official inventories.

3-5. Conducting Physical Inventories

Units are required to conduct inventories of all property assigned to them prior to initial uniform issue annually, 20 days prior to the Annual General Inspection, and after all supplies have been turned in at the end of the school year. Copies of the most recent CACC Form 104 will be furnished to the Brigade Advisor and maintained in Brigade files.

a. Print an inventory in accordance with paragraph 3-4 above.

b. Do a physical count of each item listed on the property book, including what is in stock on your shelves as well as what has been issued on Individual Clothing Records. In a new column on the property book, record in the Comments section that an inventory was conducted, indicated the date, and if the inventory matches perfectly, record that fact in the comments section without entering any code in the transaction cell and without any numbers in the column. If the physical count does not match what is recorded in your property book, reconcile the differences. Reports of Survey should be completed as needed, and a notation that a report of survey was filed should be indicated in the comments section.

c. Make any necessary adjustments to Property Book entries resulting from Reports of Survey and reprint the CACC Form 104 if needed. **Note:** Do not adjust the totals on your property book based on reports of survey you have completed **until they are approved by HQ, CACC.** Instead, attach copies of the Form(s) 51 to your printed inventory, which will show the unit still responsible for the lost items.

d. The unit's cadet supply officer, the commandant of cadets, and the principal sign the last page of the inventory in the spaces provided. (The date is pre-printed at the bottom right corner of the page. However, if for some reason the document is signed on a different date than the printing date, the signers should write the date of signing after their signatures.) **All signatures will be in blue or black ink only.**

Chapter 4 Requisitions

4-1. General

- a. Requisitions for property will be submitted via the website.
- b. Download one of the requisition PDF forms [CACC Requisition](#) for uniform items, or [CACC Classroom Materials](#) for classroom materials, Color Guard and other miscellaneous items.
- c. Please make sure to edit and fill in the document after downloading the document(s) to the computer.
- d. After Downloading the requisition form, fill out the Microsoft [Uniform/Equipment Form](#) and upload the PDF documents in the space provided at the end of the form.
- e. If there are any questions pertaining to the process or issues, please email Logisitics@cacadets.org
- f. All requisitions are submitted electronically at <https://cacadets.org/HQ/S4/Requisitions> . .
- g. A current Unit Strength and Activities Report must be submitted at <https://tools.cacadets.org/>, before a Unit requisition will be approved for processing by the HQ.
- h. Units out of compliance with California Cadet Corps regulations or other directives of the Executive Officer, California Cadet Corps, will be subject to denial of the privilege of requisitioning state supplies.

4-2. Requisitioning Supplies

- a. Fill out the electronic form at <https://cacadets.org/HQ/S4/Requisitions>
 - (1) Fill out Full Name.
 - (2) Fill out Brigade (BDE).
 - (3) Fill out Battalion (BN).
 - (4) Fill out your Unit Strength.
 - (5) Fill out your Email Address.
 - (6) Fill out School Name.
 - (7) Fill out your School Mailing Address.
 - (8) Check the fields that you are submitting a request for.
 - (9) Start selecting numbers and sizes of uniform pieces or other items.

4-3. Processing and Receipt of Supplies

- a. When requisitions are processed, the processing officer records in the “ACTION” column the number of each item issued. At present, all supplies can be picked up in person from the Camp San Luis Obispo CACC warehouse or shipped to the school requesting the items.
- b. In boxes where no quantity is issued, a forward slash (/) will be recorded. In the event more than one consecutive line has a zero-quantity issued, the topmost and bottommost forward slashes will be connected with a vertical line.
- c. Quantities issued for each item are written in Arabic numerals.
- d. In cases where a quantity different than the requested amount is issued, an explanatory note will be written in the “Explanation” column on the form. Explanation codes are as follows:

- (1) OS – Item is out of stock
- (2) NS – Item is not in stock and will not be stocked for the foreseeable future
- (3) AS – An alternate size of the item is being issued
- (4) UA – Unit is not authorized the quantity or item requested
- (5) IQ – Insufficient quantities of the item exist in the supply chain

e. The issuing officer requires a signature from the person picking up supplies, makes a copy to accompany the supplies going back to the unit, and maintains the original document at HQCACC.

f. The copy of the completed/filled requisition is maintained in file #40-03A in the unit's master file (See CR 1).

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

Chapter 5 Reports of Survey

5-1. General

Request for relief from accountability for items that are lost, stolen or unserviceable is accomplished by use of the Report of Survey, CACC Form 51.

5-2. Procedures

a. In the event state controlled property, other than marksmanship weapons, is lost, stolen, or becomes unserviceable, the Principal, as the Supervising State Property Custodian, and the Commandant, as the State Property Custodian, will submit a copy of the Report of Survey, CACC Form 51, to the State Headquarters along with a copy of police report(s) if a result of theft.

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

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

d. At most schools Cadets can not be held pecuniarily liable for loss of uniform items.

5-3. Loss of Weapons

In the event a marksmanship weapon is lost or stolen, the State Property Custodian of the unit suffering the loss will submit a copy of a signed State of California Report of Survey (Standard Form 152), available at <https://www.cdss.ca.gov/calfreshoutreach/res/pdf/Forms/std152.pdf> to the HQ CACC. The act of submitting a Report of Survey does not relieve the unit State Property Custodian of pecuniary responsibility for the property. Following an investigation of the circumstances of the loss, a judgment will be made whether the unit State Property Custodian will be relieved from liability for the loss. Loss of a weapon also requires a Serious Incident Report to be filed with the CMD J3.

Chapter 6

Security and Storage Procedures

6-1. Minimum Security Standards for Weapons.

- A. The school will set aside an area for the exclusive storage and safeguard of state property issued weapons. This supply room must meet the following criteria:
1. Door Locks: Supply room doors with flush mounted safety rim deadlock with heavy duty mortise lockset and strike are preferred. However, two heavy pattern steel hasps with separate keyed padlocks meeting school district security specifications are acceptable. Hasps and other hardware should be mounted to preclude removal from the exterior.
 2. Doors: Supply room doors may be hung to swing in either direction. If doors open outward, fixed pin hinges are required. However, heavy weight fixed pin type strap hinges may be utilized provided that are made secure as prescribed above. Doors will be of the hollow 16-gauge metal type or the equivalent thereof fabricated from the following materials:
 - a. Solid core wood with 0.281-inch thick sheet metal fitted to the door so as to preclude removal from the exterior.
 - b. Jail type, provided it is fabricated from steel rod not less than ½ inch in diameter not more than six inches, center to center.
 - c. ¼ in steel plate.
 3. Doorframes: Supply room doorframes will be either 16-gauge sheet steel with standard reinforcing and anchored to the wall with standard anchoring devices to suit wall material or steel angles or channels fitted with doorstops, strikes, and hinge attachments.
 4. Windows and Skylights: Supply room windows will be factory made security sash or will be secured by interior or exterior grilles secured to structural members of the building so as to preclude removal from the exterior. Skylights will be secured with security-type grilles.
 5. Heavy duty padlocks, not keyed for a master key, will be used to secure arms racks, chests, weapons containers, supply room doors equipped with hasps, and CONEXes.
- B. Storage of Small Arms.
1. Small arms are defined as pistols, revolvers, and fireable training rifles.
 2. Small arms will be protected by triple locks. Small arms will be secured in a locked arms room with the next outer door being locked. If arms racks are not available for issue, they may be locally constructed or purchased with approval of HQCACC. All racks will be fastened to a structural part of the building with bolts, chains or other securing devices so as to prevent removal of the racks. The racks will be locked except when issuing or returning weapons.
 3. If an arms room described in para 2-4(b) is not available, weapons will be stored in a weapons container. This container will be bolted to the floor in such a way as to prevent removal without the container being opened. Containers may be locally fabricated utilizing 14-gauge steel. Both ends of the box will be locked when storing weapons.
 4. All small arms will be stored in a non-fireable condition. Rifles with removable bolts will be stored without bolts. Bolts removed from fireable rifles will be tagged or marked to insure they can be matched with the proper rifle. Parts will be removed from other small arms to render them non-fireable. All bolts and other removable parts will be secured in an area separate from that where small arms are stored. A safe, locked file cabinet or other containers secured by means of a key, padlock, or combination lock may be considered adequate for such storage.
 5. Small arms will be issued to members of the California Cadet Corps only when absolutely necessary to accomplish an assigned mission. The issue of small arms to state rifle team members engaging in practice and/or competition is authorized. All individuals possessing small arms will be thoroughly instructed of the inherent liability in the loss of weapons. Hand receipts (CACC Form 101) will be utilized for the temporary issue of small arms.
 6. Keys to arms racks and weapon boxes will not be stored in the same room as the weapons.

6-2. Security Coordination with Local Authorities.

Annually, the principal will notify, by letter, local law enforcement agencies of the location of all buildings and sites where weapons and ammunition are stored. Local law enforcement agencies will be requested to make a security check of the outside premises of such buildings and storage areas during their normal police duties.

6-3. Storage and Safeguarding of Supplies.

Supply items such as uniforms, accouterments, inexpensive training aids, and miscellaneous unit supplies will be stored in a manner which prevents storage deterioration, allows periodic cleaning of the area, and precludes pilferage. Supply rooms protected by one locked door are adequate provided no other means of entry to the room are available. Such items may be stored in a classroom without the security standards prescribed in para 2-1 provided they are stored in locked cabinets, wall lockers or chests whose padlocks meet the requirements of para 6-1.

6-4. STORAGE AND SAFEGUARDING OF AMMUNITION.

- a. No more than 5,000 rounds of issued ammunition may be possessed by a school. Wherever possible, ammunition will be stored in a high-security type room at the school as prescribed by this regulation.
- b. Schools built without a high-security type room may store ammunition within a supply room provided it is stored within a cabinet, wall locker, or chest protected by a heavy-duty lock. A fire extinguisher must be located so as to be consistent with local fire marshal rules and regulations.
- c. Ammunition will not be issued to, or in the possession of members of the CACC except when possession is necessary to accomplish the marksmanship training outlined in CR 3-17. Commandants of Cadets will ensure that standard operating procedures are established and published to ensure that all unexpended ammunition and expended casings are turned in after each training period.

6-5. BUILDING SECURITY.

- a. The school principal will ensure that all keys and lock combinations which afford access to storage facilities, supply rooms, or vaults are maintained under strict control. Unless absolutely necessary, the commandant and principal will be the only personnel authorized to possess keys and combinations.
- b. Each storage or supply area will have a sign posted which says, IN CASE OF EMERGENCY CALL THESE NUMBERS (number of local police).

6-6. IMMEDIATE REPORTS OF INTRUSION.

- a. Any official of the school or member of the CACC who discovers an actual or attempted security intrusion shall immediately notify the local police and CACCHQ by phone.
- b. A detailed written report, CACC Form 18, Report of Intrusion, will be submitted within 72 hours of any attempted or actual intrusion. If possible, a copy of the actual police report shall be included with this report. The State Police will be notified in the case of stolen rifles and/or ammunition.

6-7. SPECIAL STORAGE AND SECURITY PROCEDURE.

In the event that it is deemed impractical for a school to establish or re-establish after intrusion the storage and security requirements of this regulation, the Executive Officer, CACC may prescribe other emergency or permanent procedures necessary to adequately protect state property.

Chapter 7

Removal of Obsolete Items from the Property Book

7-1. Serviceable Uniform Items that are Obsolete.

- a.* The unit can store the items for later use without having to account for or inventory them. The unit will fill out a Report of Survey and remove the items from the property book. The unit will then keep and store the items for later use.
- b.* The unit can turn serviceable items into HQ CACC for storage and later use. The unit will transfer the items to HQ and fill out their Form 104 (property book) stating that the items were transferred to HQ.
- c.* The unit can transfer the items to another unit that has room to store the items for later use. The unit will transfer the items to the new unit accepting the items and fill out their Form 104 (property book) stating that the items were transferred to said unit.
- d.* If the items are not new or serviceable, then the unit may fill out a report of survey and destroy/get rid of the items.

Appendix A Sample Form 100, Individual Clothing Record

The first column of the sample form shows an initial issue of Class C and PT uniforms and associated accessories. The second column shows issue of a Class B uniform. The third column shows issue of a Class A uniform. The 4th column (right side only) shows turn-in of color guard related items. Finally, the 4th & 5th columns show end-of-year turn-in. Note that all quantities are zeroed out; this shows that Cadet Johnny K. Dett is no longer accountable for State property.

| CALIFORNIA CADET CORPS - INDIVIDUAL CLOTHING RECORD | | | | | | | | | | | | | | | | | |
|---|-------------------|---|---|---|---|---|---|---|---|-------------------|---|---|---|---|---|---|---|
| LAST NAME, FIRST NAME, MI | | | | INSTRUCTIONS: Entries in INK except size or rank which are in PENCIL. Enter quantity of each item possessed by individual. Advance ALL totals to next column on any item changes. Use a forward slash (/) to indicate a ZERO quantity. Connect consecutive zero cells with a vertical line between slashes. Individual's signature and date required on both columns if used. | | | | | | | | | | | | | |
| DETT, JOHNNY K. | | | | | | | | | | | | | | | | | |
| CLOTHING AND EQUIPMENT | # Auth | 1 | 2 | 3 | 4 | 5 | 6 | 7 | CLOTHING AND EQUIPMENT | # Auth | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Class A coat (Size _____) | 1 | / | / | / | / | | | | Insignia, Distinctive CACC | TBD | / | / | 3 | 3 | / | | |
| Shirt, Tan (Size _____) | 1 | / | / | / | / | | | | Rank, Shoulder Mark short/long (_____) | 1 pr | / | / | 2 | 2 | | | |
| Trousers, Black (Size _____) | 1 pr | / | / | / | / | | | | Insignia, CAL | 1 pr | / | / | / | / | | | |
| Tie, Four-in-hand | 1 | / | / | / | / | | | | Insignia, Corps (wreath) | 1 pr | / | / | / | / | | | |
| Necktab | 1 | / | / | / | / | | | | Pin on brass rank insignia (_____) | TBD | / | / | / | / | | | |
| Boots (size _____) | 1 pr | / | / | / | / | | | | Cord, Shoulder (Color Guard) | 1 | / | / | / | / | | | |
| Windbreaker, Black (Size _____) | 1 | / | / | / | / | | | | Cord, Shoulder (_____) | 1 | / | / | / | / | | | |
| Cap, Baseball Style | 1 | / | / | / | / | | | | CACC Class C Patch | 1 | / | / | / | / | | | |
| Cap, Garrison (Size _____) | 1 | / | / | / | / | | | | Velcro, CACC Tape | 1 | / | / | / | / | | | |
| Shirt, Class C (Size _____) | 1 | / | / | / | / | | | | Velcro Flag Patch, CA | 1 | / | / | / | / | | | |
| Trousers, Class C (Size _____) | 1 pr | / | / | / | / | | | | Velcro Rank (<i>CM56</i>) | 1 | / | / | / | / | | | |
| PT Shorts (Size _____) | 1 pr | / | / | / | / | | | | Velcro tab (Leadership) | 1 | / | / | / | / | | | |
| PT T-shirt (Size _____) | 1 | / | / | / | / | | | | Velcro tab (Color Guard) | 1 | / | / | / | / | | | |
| PT Sweatshirt (Size _____) | 1 | / | / | / | / | | | | Velcro tab (_____) | 1 | / | / | / | / | | | |
| PT Sweatpants (Size _____) | 1 pr | / | / | / | / | | | | Velcro duty patch (BN XO) | 1 | / | / | / | / | | | |
| Buckle, Brass | 1 | / | / | / | / | | | | Velcro duty patch (BDE SI) | 1 | / | / | / | / | | | |
| Belt, Web (with brass tip) | 1 | / | / | / | / | | | | Other <i>Ascot, Red</i> (Specify _____) | 1 | / | / | / | / | | | |
| Belt, Web, Rigger's, black or tan (Size _____) | 1 | / | / | / | / | | | | Other (Specify _____) | | / | / | / | / | | | |
| Other (Specify <i>Bn T-Shirt</i>) | 1 | / | / | / | / | | | | Other (Specify _____) | | / | / | / | / | | | |
| Other (Specify _____) | | / | / | / | / | | | | Other (Specify _____) | | / | / | / | / | | | |
| I assume responsibility for maintenance and safe keeping of all items issued to me. I will return them or pay for them if lost. | SIGNATURE & DATE: | <i>Johnny K. Dett 15 AUG 21</i> <i>Johnny K. Dett 20 SEP 21</i> <i>Johnny K. Dett 10 OCT 21</i> <i>Johnny K. Dett 4 JUN 22</i> | | | | | | | I assume responsibility for maintenance and safe keeping of all items issued to me. I will return them or pay for them if lost. | SIGNATURE & DATE: | <i>Johnny K. Dett 15 AUG 21</i> <i>Johnny K. Dett 20 SEP 21</i> <i>Johnny K. Dett 10 OCT 21</i> <i>Johnny K. Dett 3 JAN 22</i> <i>Johnny K. Dett 4 JUN 22</i> | | | | | | |

CACC Form 100 1 June 2021 (previous editions obsolete)

Individual Clothing Record (Form 100)

Appendix B Sample Form 101, Temporary Hand Receipt

Special Equipment Record/Temporary Hand Receipt

| LAST NAME, FIRST NAME, MI DEFT, JOHNNY K. | | | | INSTRUCTIONS: Entries in INK except size or rank which are in PENCIL. Enter quantity of each item possessed by individual. Advance ALL totals to next column on any item changes. Use a forward slash (/) to indicate a ZERO quantity. Connect consecutive zero cells with a vertical line between slashes. Individual's signature and date required. | | | | | | | | | | | | | |
|---|-------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|--|--|
| SPECIAL EQUIPMENT | auth Alw | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | |
| BELT, PISTOL | 1 EA | 1 | 1 | | | | | | | | | | | | | | |
| SCARF WHITE | 1 EA | 1 | 1 | | | | | | | | | | | | | | |
| CARRIER, FLAG | 1 EA | 1 | 1 | | | | | | | | | | | | | | |
| MANUAL CADET | 1 EA | 1 | 1 | | | | | | | | | | | | | | |
| KEY, FLAG POLE | 1 EA | 1 | 1 | | | | | | | | | | | | | | |
| HAIR SHELTER | 2 EA | / | 2 | | | | | | | | | | | | | | |
| COMPASS, LENSATIC | 1 EA | | 1 | | | | | | | | | | | | | | |
| FLASHLIGHT | 1 EA | | 1 | | | | | | | | | | | | | | |
| I assume responsibility for maintenance and safe keeping of all items issued to me. I will return them or pay for them if lost. | | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-right: 1px solid black; padding-right: 5px;"> <i>JK Deft 2 Aug 11</i> </div> <div style="width: 45%; padding-left: 5px;"> <i>JK Deft 3 Sep 11</i> </div> </div> | | | | | | | | | | | | | | | |
| SIGNATURE AND DATE → | | | | | | | | | | | | | | | | | |

CACC Form 101 (Jul 11)

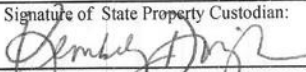
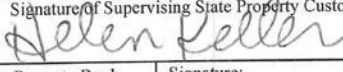
Sample Temporary Hand Receipt (Form 101)

**Appendix C
Sample Form 104, Unit Property Book**

| A | B | C | D | E | F | G | H |
|---------------------------------------|---------------------------------|----------------------|---------------------|------------------|---------------------------|--------------------------|---|
| Unit Designation: | 123 BN | | 15 BDE | Comments: | Req from HQ (2 Sep) | Mass Uniform Issue | |
| School Name: | Edwin Forbes High School | | | Date: | 14-Sep-20 | 15-Sep-20 | |
| ITEM DESCRIPTION | TOTAL ON BOOK | TOTAL ON HAND | TOTAL ISSUED | Init Inv | R | I | |
| Rank, Shoulder, Short, Grizzly 1 (pr) | 100 | 12 | 88 | 43 | 57 | 88 | |
| Rank, Shoulder, Short, Grizzly 2 (pr) | 100 | 12 | 88 | 39 | 61 | 88 | |
| Rank, Shoulder, Short, Grizzly 3 (pr) | 100 | 12 | 88 | 76 | 24 | 88 | |
| Rank, Shoulder, Short, Grizzly 4 (pr) | 100 | 12 | 88 | 22 | 78 | 88 | |
| Rank, Shoulder, Short, CDT (pr) | 64 | 20 | 44 | 19 | 45 | 44 | |
| Rank, Shoulder, Short, CFC (pr) | 64 | 20 | 44 | 64 | 0 | 44 | |
| Rank, Shoulder, Short, C/CPL (pr) | 50 | 6 | 44 | 0 | 50 | 44 | |
| Rank, Shoulder, Short, C/SGT (pr) | 50 | 6 | 44 | 0 | 50 | 44 | |
| Rank, Shoulder, Short, C/SSG (pr) | 50 | 6 | 44 | 25 | 25 | 44 | |
| Rank, Shoulder, Short, C/SFC (pr) | 20 | 4 | 16 | 0 | 20 | 16 | |
| Rank, Shoulder, Short, C/MSG (pr) | 20 | 0 | 20 | 0 | 20 | 20 | |

Sample Property Book (Form 104)

Appendix D Sample Form 51, Report of Survey

| CALIFORNIA CADET CORPS | | | PAGE 1 OF 2 | |
|--|-----|-----------------------|--|-----------------|
| | | | REPORT NO. 324-0708-005 | |
| REPORT OF SURVEY | | | DATE 03 Apr 08 | |
| A. Originating Unit and Telephone No. <i>(include area code)</i> 324 BN, Jimmy Carter HS, 404-919-8332 | | | Supervising State Property Custodian Name: Helen Keller State Property Custodian Name: MAJ Kimberly Dorigt | |
| The following items are: <i>(check one)</i> <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input checked="" type="checkbox"/> Unserviceable | | | A statement of circumstances involving the identified property is attached. | |
| ITEM NO. | QTY | PROPERTY ID NO OR SKU | ITEM DESCRIPTION | ESTIMATED VALUE |
| 1 | 4 | 55-032 | Size 32 Class B Pants | \$80.00 |
| 2 | 3 | 30-015 | Class B Shirts, Size Small | \$60.00 |
| 3 | 11 | 10-005 | Insignia, CAL --- Nothing Follows --- | \$11.00 |
| B. To the best of my knowledge the attached statement(s) of circumstances are correct. | | | | |
| Signature of State Property Custodian:  | | Date: 03 Apr 08 | Signature of Supervising State Property Custodian:  | |
| Date: 04 Apr 08 | | | | |
| C. Reviewing Authority: <input type="checkbox"/> Approved for removal of responsibility on Property Book <input type="checkbox"/> Returned for insufficiency <input type="checkbox"/> Denied <input type="checkbox"/> Statement / Directions Attached | | | Signature: | Date: |
| D. Name and Title of Reviewing Officer: | | | Signature: | Date: |
| E. CERTIFICATE OF DISPOSITION/DESTRUCTION | | | | |
| <i>I certify that the Item(s) No. listed above have been destroyed, abandoned, or disposed of as directed by the Reviewing Authority.</i> | | | | |
| Official Responsible for Disposition/Destruction: | | Title: | Signature: | Date: |
| Witness Name (for Destruction only): | | Title: | Signature: | Date: |
| Adjustment has been made to property book by (name): | | Title: | Signature: | Date: |

CACC Form 51 (Jul11) (Fillable)
Previous Edition May Be Used

Sample Report of Survey (Front)

**CALIFORNIA CADET CORPS
REPORT OF SURVEY**

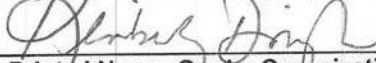
Report No.
324-0708-005

Page 2 of 2

Write a detailed statement of facts surrounding the loss, theft or destruction of the property listed on the front of this form. Attach additional blank sheets of 8½-by-11-inch paper as necessary. Print neatly or type.

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

Signature of State Property Custodian



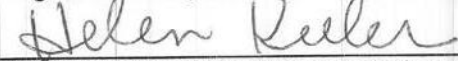
Date

03 Apr 08

Printed Name, Grade, Organization and Title of State Property Custodian

KIMBERLY DORIGHT, MAJ, CACC, Commandant of Cadets

Signature of Supervising State Property Custodian



Date

04 Apr 08

Printed Name, Grade (if applicable), and Title of Supervising State Property Custodian

HELEN KELLER, Principal

CACC Form 51 (Reverse) (Jul 11) (Fillable)

Sample Report of Survey (Back)

**APPENDIX E
CACC Form 18
Report of
Intrusion**

1. LOCATION

- i. Unit Name _____
- ii. Physical Address of unit _____
- iii. City _____ Zip _____

2. TIME

- i. Date of intrusion _____
- ii. Time of intrusion _____ Is this time exact _____ or approximate? _____

3. IVENTORY OF MISSING ITEMS

| SKU | ITEM DESCRIPTION | QTY MISSING | SERIAL # IF ANY |
|-----|------------------|-------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

(ATTACH ADDITIONAL SHEETS OF NECESSARY)

└ Check here if additional sheets attached and indicate # of additional sheets (_____)

4. EXPLANATION OF CIRCUMSTANCES SURROUNDING LOSS

Include a statement detailing how the loss was discovered, how discovered the loss, what evidence existed of intrusion, and any evidence collected. Include digital photographs as available.

(ATTACH ADDITIONAL SHEETS OF NECESSARY)

└ Check here if additional sheets attached and indicate # of additional sheets (_____)

APPENDIX E
CACC Form 18 – Page
2 Report of Intrusion

5. REMARKS

Include a statement detailing the adequacy of security measures prior to the intrusion, steps taken to recover lost articles, and steps taken to prevent a recurrence of intrusion.

(ATTACH ADDITIONAL SHEETS OF NECESSARY)

┆ Check here if additional sheets attached and indicate # of additional sheets (_____)

6. ATTACHMENTS: Check all attachments included with this report

- ┆ Police Report (File Number_____)
- ┆ Photographs (# of photographs_____)
- ┆ Inventory of missing items
- ┆ Statement of circumstances surrounding loss (See #4 above)
- ┆ Statement of additional remarks (See #5 above)

Principal's Full Name _____

Principal's Signature _____

Date _____

Commandant's Full Name and Rank _____

Commandant's Signature _____

Date _____