

**Cadet Regulation 1-7**

**Adult Personnel  
Decorations and Awards**

State of California – Military Department  
Joint Force Headquarters  
Sacramento, California  
15 July 2016

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

CR 1-7

\*Eliminates the Distinguished Service Award, Cadet Corps Commendation Medal, Cadet Corps Achievement Medal, Cadet Corps Service Medal, and Brigade Meritorious Service Ribbon.

\*Authorizes approval authority of the Cadet Corps Special Service Ribbon, Designated Subjects Special Subjects Basic Military Drill Credential Recognition Ribbon, and the Emergency Training Ribbon to the Brigade Advisors.

\*Specifies what awards will not be published on permanent orders.

\*Incorporates previous changes to the regulation.

\*Updates the California National Guard's reference for awards.

\*Corrects order of precedence to match published ribbon chart.

\*Adds guidelines for California Military Department awards.

\*Adds Certificates of Achievement, Letters of Commendation, and Coins to awards.

\*Changes the Summer Training Service Ribbon to the Cadet Encampment Service Ribbon.

\*Changes the Adjutant General's Outstanding Unit Citation to the Cadet Corps Outstanding Commandant Team Citation.

\*Formatting changes throughout.

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Adult Personnel Decorations and Awards

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**History.** This regulation is an update authorizing approval authority to Brigade Advisors for certain awards, incorporating previous changes, and modifying criteria.

**Summary.** This regulation prescribes the policies, procedures, minimum requirements and the manner in which adult personnel may be awarded decorations and awards for their service within the California Cadet Corps (CACC).

**Applicability.** This regulation applies to all adult personnel in active service with the CACC and any civilians supporting the CACC adult. It applies to all units organized within the CACC. It does not apply to any cadet within the CACC.

**Proponent and exception authority.** The proponent of this regulation is the Executive Officer, CACC. The proponent has the authority to approve exceptions or waivers to this regulation

that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a field-grade man- day staff officer or State Projects Officer. Activities or units may request a waiver to this regulation by providing full justification that includes a full analysis of the expected benefits. All waiver requests will be endorsed by the senior CACC officer of the requesting activity or unit and forwarded through their higher headquarters to the policy proponent.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval, in writing, from the Executive Officer, California Cadet Corps. Send a draft copy of each supplement to – Youth Programs, California Cadet Corps, ATTN: Executive Officer, Building 1301, 10 Sonoma Avenue, Camp San Luis Obispo, CA

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

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

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## **CHAPTER 1 INDIVIDUAL DECORATIONS AND AWARDS**

### **SECTION I GENERAL**

#### **1-1. GENERAL.**

- a. Authority: Section 649(c), California Military and Veterans Code (CMVC).
- b. Responsibility: The Executive Officer of the California Cadet Corps (CACC) or designee shall administer the awards and decorations program.
- c. Those decorations and awards authorized in AR 670-1, AR 600-8-22, CMDM 1600.00 and within this chapter are the only decorations and awards authorized for wear on the CACC adult uniforms. Note that AR/DA PAM 670-1 authorizes certain awards from the U.S. Navy, Air Force, Marine Corps, Coast Guard, Public Health Service, National Oceanic and Atmospheric Administration, and certain other Federal departments to be worn on the Army uniform and lists their order of precedence. CACC personnel are eligible for awards listed in CMDM 1600.00 if awarded by the appropriate awarding authority. Only one award will be given for each period of service or meritorious act.
- d. Awards identified in the following paragraphs are listed in order of precedence.
- e. Awards will be the U.S. Army style cloth ribbons.
- f. Publication of orders announcing the awards listed in this regulation shall be accomplished on State Permanent Orders except where noted. Only CACC units are authorized to make awards listed in this regulation.
- g. An appropriate oak leaf cluster will be awarded in lieu of subsequent awards IAW AR 600-8-22. A bronze oak leaf cluster is worn to denote second and subsequent awards. A silver oak leaf cluster is worn instead of five bronze oak leaf clusters. No more than four oak leaf clusters or other devices will be worn on a ribbon. If the number of awards exceeds the number of devices authorized on a ribbon, a second ribbon may be worn with the appropriate number of clusters. This will count as one ribbon. If a future award reduces the number of devices worn, the second ribbon is removed.
- h. Personnel are authorized awards in Section II of this regulation per CMDM 1600.00. Decorations will be awarded and worn IAW with the guidance in CMDM 1600.00. Additional guidance will be found in Section II of this regulation.
- i. Federal and State military personnel may be awarded decorations from this regulation. Wear of these decorations is defined by the service member's respective awards and uniform regulations.

## **SECTION II CALIFORNIA MILITARY DEPARTMENT INDIVIDUAL DECORATIONS**

### **1-2. CALIFORNIA MEDAL OF VALOR (CAMV)**

- a. See CMDM 1600.00 for award criteria.
- b. Recommendations will be processed through the S1, HQCACC.

### **1-3. CALIFORNIA MILITARY CROSS (CAMC)**

- a. See CMDM 1600.00 for award criteria.
- b. Recommendations will be processed through the S1, HQCACC.

### **1-4. ORDER OF CALIFORNIA (CAOC)**

- a. See CMDM 1600.00 for award criteria.
- b. Recommendations will be processed through the S1, HQCACC.

### **1-5. CALIFORNIA LEGION OF MERIT (CALOM)**

- a. See CMDM 1600.00 for award criteria.
- b. Recommendations will be processed through the S1, HQCACC.

### **1-6. CALIFORNIA MEDAL OF MERIT (CAMM)**

- a. See CMDM 1600.00 for award criteria.
- b. Recommendations will be processed through the S1, HQCACC.

### **1-7. CALIFORNIA COMMENDATION MEDAL (CACM)**

- a. See CMDM 1600.00 for award criteria.
- b. Recommendations will be processed through the S1, HQCACC.

### **1-8. CALIFORNIA ACHIEVEMENT MEDAL (CAAM)**

- a. See CMDM 1600.00 for award criteria.
- b. Recommendations will be processed through the S1, HQCACC.

### **1-9. CALIFORNIA GOOD CONDUCT MEDAL (CAGCM)**

a. See CMDM 1600.00 for award criteria. Only service as an appointed adult enlisted member counts towards this award.

b. Recommendations will be processed through Brigade Advisor and approved by the Executive Officer, CACC. This medal will announced on either a permanent order IAW 600-8-105 or a memorandum. The authorizing document will be filed in the adult member's 201 file and sent to the individual concerned.

c. Enlisted service must be consecutive without a break in service or change in status (i.e., becoming an officer and resigning one's commission).

d. Award is retroactive to 1 August 2014.

#### **1-10. CALIFORNIA SERVICE MEDAL (CASM)**

a. See CMDM 1600.00 for award criteria. Only service as an appointed adult member counts towards this award.

b. Recommendations will be processed through Brigade Advisor and approved by the Executive Officer, CACC. This medal will announced on either a permanent order IAW 600-8-105 or a memorandum. The authorizing document will be filed in the adult member's 201 file and sent to the individual concerned.

c. Award is retroactive to 1 August 2014.

#### **1-11. CALIFORNIA STATE SERVICE RIBBON (CASSR)**

a. See CMDM 1600.00 for award criteria.

b. Only service on an Emergency State Active Duty (ESAD) order status qualifies for this ribbon. Award of the ribbon will be announced on the ESAD duty orders.

#### **1-12. OTHER CALIFORNIA MILITARY DEPARTMENT AWARDS**

a. No other awards in CMDM 1600.00 are authorized. These awards are reserved for members of the California National Guard and State Military Reserve. Other awards from the California National Guard or State Military Reserve are not authorized to members of the California Cadet Corps unless they are also members of the California State Military Reserve.

### **SECTION III CALIFORNIA CADET CORPS INDIVIDUAL DECORATIONS**

#### **1-13. OBSOLETE CACC AWARDS**

a. The following awards are considered obsolete and will no longer be awarded. Commandants may continue wear them if earned. If worn they will take the following

precedence after all California Military Department and State Military Reserve awards:

(1) Distinguished Service Award. Worn after all other CMD and state awards.

(2) Cadet Corps Commendation Medal.

(3) Cadet Corps Achievement Medal.

(4) Cadet Corps Service Medal. Members who are awarded the CACGM or CASM must remove this award.

(5) Brigade Meritorious Service Ribbon. Worn after Cadet Encampment Service Ribbon and before the Professional Development Ribbon.

#### **1-14. STATE STAFF SERVICE RIBBON.**

a. The State Staff Service Ribbon (4043) may be awarded to adult personnel who serve a minimum of fifteen days on State Active Duty in pay or non-pay status or assigned to a position on the HQCACC staff in which the adult member actively performs duties and/or functions which would normally be performed by members of the Headquarters staff.

b. The ribbon (4043) and certificate of award will be automatically awarded upon completion of the adult member's fifteenth day of service. Duty performed in support of unit or brigade activities will not be considered for this award. Only activities directly related to state staff functions will be considered.

c. Form 30 will be filled out by the S1, HQCACC, or other recommender and approved by the Executive Officer, CACC. A copy of the approved form will be placed in the recipient's personnel file and shall be forwarded to the individual(s) concerned. Orders are not required to be published

d. Subsequent awards will be indicated as identified in paragraph 1-1 g.

#### **1-15. CADET CORPS SPECIAL SERVICE RIBBON (CCSSR).**

a. The Cadet Corps Special Service Ribbon (3308) may be awarded to an individual in recognition of substantial extracurricular activity participation in a CACC program. Activities conducted during the teaching day will not normally apply towards this award.

b. This award may be given for each fifteen (15) days of qualifying service accumulated. Qualifying days of service may be determined as follows:

(1) Activity directly involved with Cadet Corps training (supervision, instruction, support or planning) or awardee directly-supervised cadet participation in major Cadet Corps programs to include:

(a) Unit Community Service Projects.



- (b) Competitive Programs.
- (c) Individual Major Awards.
- (d) Unit Field Training.
- (e) Brigade Leadership Schools.
- (f) Bivouacs.
- (g) Survival Camps.
- (h) Unit or Brigade Administration, Supply, or other specialized training schools.
- (i) Unit or Brigade Planning and Development.
- (j) Meetings or other activities specifically approved by HQ CACC.

(2) Activity must be a minimum of four and one-half continuous hours in length. Individuals will not receive more than one day's credit for any service performed on any single calendar day.

(3) Service performed during Cadet Corps Summer Camp does not apply toward this award.

c. Recommendations for this award will be submitted to the Brigade Advisor using the Form at Appendix A to this regulation and may be submitted by any individual having knowledge of a specific significant service performed. Recommendation shall clearly, and in detail, state the nature and date(s) of the services, to include number of hours. A log format is the preferred format. The Brigade Advisor is the approving authority and shall forward Form 30, to the individual concerned and shall forward a copy with supporting documentation, to the S1, HQCACC for filing in the recipient's personnel record. Orders are not required to be published.

d. Subsequent awards will be indicated as identified in paragraph 1-1g.

**1-16. CADET ENCAMPMENT SERVICE RIBBON (CESR) (formerly the SUMMER TRAINING SERVICE RIBBON).**

a. The Summer Training Service Ribbon, hereby renamed the Cadet Encampment Service Ribbon (3624), may be awarded to members who satisfactorily serve as an instructor, assistant instructor, or staff member at a CACC State-sanctioned encampment for four (4) training periods within eight (8) calendar years.

b. Encampment periods must be a minimum of seven (7) consecutive training days.

c. Individuals who satisfactorily serve for five (5) consecutive encampment training periods shall be awarded a silver star device.

d. For the purpose of this award, any years of encampment service cited for one award cannot be used to compute subsequent awards.

e. Requests for the initial and subsequent awards need not be submitted to this headquarters as awards will be provided when required periods of service are completed. The exception to this are any state-sanctioned encampments conducted outside the direct control and supervision of the state staff or sponsored by a brigade. This will require a roster verifying proof of attendance. Orders for this ribbon will be published in either case.

f. Subsequent awards will be indicated as identified in paragraph 1-1 g.

#### **1-17. PROFESSIONAL DEVELOPMENT RIBBON (PDR).**

a. The Professional Development Ribbon (5206) may be awarded to adult personnel who complete an approved professional development program of not less than 40 clock hours. Professional development programs must be approved by the Executive Officer, CACC, and must contribute to the effectiveness of the adult member to work directly with cadets or in support of Cadet Corps operations.

b. Requests for approval of professional development programs will be submitted to this headquarters in letter request form not less than 14 calendar days prior to commencement of the program. Subsequent evidence of completion of the program must be submitted within 14 calendar days of completion along with Form 30 which when approved by the Executive Officer will be filed in lieu of orders.

c. Individuals successfully completing a State-sponsored Basic Commandant's Academy of not less than 40 clock hours will be awarded this ribbon.

d. Individuals successfully completing a State-sponsored Basic Non-Commissioned Officer Course regardless of hours are authorized a bronze 2 numeral attachment.

e. Individuals successfully completing a State-sponsored Advanced Non-Commissioned Officer Course regardless of hours are authorized a bronze 3 numeral attachment.

f. Individuals successfully completing a State-sponsored Senior Non-Commissioned Officer Course regardless of hours are authorized a bronze 4 numeral attachment.

g. Individuals successfully completing a State-sponsored Commandant Leadership School of not less than 40 clock hours are authorized a bronze star attachment.

h. Individuals successfully completing a State-sponsored Advanced Commandant's Academy of not less than 40 clock hours will be awarded a silver star attachment.

i. Certificates of completion for any CACC professional development system courses will act as the authenticating document for authority to wear.

j. Subsequent awards will be indicated as identified in paragraph 1-1g. Devices awarded for completion of the CACC professional development system will take precedence on the right side of the ribbon if awarded multiple devices. Only one CACC professional development system device will go on the right side of the ribbon.

#### **1-18. DESIGNATED SUBJECTS SPECIAL SUBJECTS BASIC MILITARY DRILL CREDENTIAL RECOGNITION RIBBON (DSSSBMDCR).**

a. The Designated Subjects Special Subjects Basic Military Drill Credential Recognition Ribbon (5191) may be awarded to an individual who completes the requirements for and is issued a Clear Designated Subjects Special Subjects Basic Military Drill (DSSSMD) Credential by the CA Commission on Teacher Credentialing.

b. Individuals requesting this award shall submit a copy of their credential to the HQ CACC for processing of this award along with a copy of the form at Appendix A to this regulation.

c. Individuals who qualify for and are issued a Physical Education Supplemental Authorization to the DSSSBMD credential are authorized a bronze star attachment.

d. Individuals who qualify for and are issued a Clear Multiple or Single Subject Credential by the CA Commission on Teacher Credentialing who also hold the DSSSBMD and Physical Education Supplemental Authorization are authorized a silver star attachment.

e. Individuals who qualify for and are issued an Administrative Services Credential by the CA Commission on Teacher Credentialing who also hold the DSSSBMD and Physical Education Supplemental Authorization are authorized a gold star attachment.

f. Form 30 will be filled out by the recommender and approved by the Brigade Advisor. A copy of the approved form will be sent to the S1, HQCACC to be placed in the recipient's personnel file as well as a copy forwarded to the individual concerned. Orders need not be published.

g. No subsequent awards will be made.

#### **1-19. EMERGENCY TRAINING RIBBON (ETR).**

a. The Emergency Training Ribbon (5019) may be awarded to an individual who successfully completes a State Office of Emergency Services (OES) course, a Federal Emergency Management Agency (FEMA) resident course, or a course from the California Specialized Training Institute (CSTI), National Fire Academy (NFA), Emergency Management Institute (EMI), American Red Cross, Commission on Peace Officer Standards and Training, or similar organization, 40 contact hours in duration, in preparation for service in local emergencies or on a School Emergency Response Team (SERT). The ETR may also be awarded to an individual who successfully completes 4 or more Continuing Education Units (CEUs) of FEMA Independent Study courses (available online at <http://training.fema.gov/IS/>) to include at minimum, Introduction to ICS for Schools (IS-100.SCa for Schools). Degree programs leading to a minimum of a certificate in emergency management or similar discipline may be considered.

b. Individuals requesting this award shall submit to HQ CACC a copy of their certificate of completion for the Emergency Training along with the form at appendix A to this regulation.

c. Individuals who successfully complete a CERT training program are authorized a bronze star attachment to this ribbon.

d. Individuals who complete a program of instruction leading to certification as an emergency medical technician, paramedic, firefighter, peace officer, nurse, physician's assistant, medical doctor, or similar certified first responder or professional are authorized to wear a silver star attachment to this ribbon.

e. Individuals who complete a degree program leading to a minimum of an associate's degree in emergency management or similar who field or are certified by the International Association of Emergency Managers as an associate emergency manager or certified emergency manager are authorized a gold star attachment to this ribbon.

f. Form 30 will be filled out by the recommender and approved by the Brigade Advisor. A copy of the approved form will be sent to the S1, HQCACC to be placed in the recipient's personnel file as well as a copy forwarded to the individual concerned. Orders need not be published.

g. No subsequent awards will be made.

## **1-20. CADET SERVICE RECOGNITION RIBBON (CSRR).**

a. The Cadet Service Recognition Ribbon (3659) may be awarded to an individual who is subsequently appointed in the CACC as an adult member, in recognition of having served a minimum of three (3) academic years as a cadet.

b. This award is administered by this Headquarters and will be awarded to the individual upon initial appointment.

c. Individuals who attained the rank of C/COL are authorized wear of two silver diamond attachments to this ribbon.

d. Orders will not be published for this award. Authorization stems from a former cadet's service record as part of the initial appointment process.

e. It is not possible to receive subsequent awards.

## **CHAPTER 2 - ADULT PERSONNEL UNIT AWARDS**

### **2-1. GENERAL.**

- a. The adult personnel unit awards are designed to recognize those times when a group of adult personnel join together to perform a task worthy of special recognition.
- b. Unit awards will be worn centered above the right pocket, and will be worn with a gold frame attached.

### **2-2. THE CADET CORPS OUTSTANDING COMMANDANT TEAM CITATION (CCOCTC) (formerly the Adjutant General's Outstanding Unit Citation (AGOUC)).**

- a. The Cadet Corps Outstanding Commandant Team Citation may be awarded to the members of a team comprised solely of adult CACC personnel and/or CMD personnel that distinguishes itself by exceptionally meritorious service to the ideals of the California Cadet Corps (CACC) and California National Guard. The team of adult members does not have to constitute a unit as defined in CR 3-22.
- b. The Adjutant General's Outstanding Unit Citation will be presented by the Executive Officer of the CACC, or a representative of the CMD.
- c. Description. This award will consist of ribbon (4029) with gold frame.
- d. Requests for this award should be made to the Headquarters, California Cadet Corps (HQ CACC), using the form at Appendix A. All requests should include the names of adult CACC personnel involved, the mission or duty in which they were participating, the nature of the service, and recommendations for this award from a higher headquarters when applicable.
- e. Subsequent awards will be indicated as identified in paragraph 1-1g.

### **2-2. THE CADET CORPS SUPERIOR UNIT AWARD (CCSUA).**

- a. The Superior Unit Award may be awarded to Commandant and Assistant Commandant personnel whose units of assignment receive a superior rating on the Annual General Inspection each year IAW the requirements in CR 1-1 and CR 1-6. Awards of the Superior Unit Award earned as a cadet may be worn provided the ribbon is modified as below.
- b. The CCSUA will be presented by the Executive Officer of the CACC, or a representative of the CMD.
- c. Description. This award will consist of ribbon (3424) with gold frame.
- d. Requests for this award need not be submitted to HQCACC. The cadet orders published for this award will be sufficient documentation to justify wear of this award.
- e. Subsequent awards will be indicated as identified in paragraph 1-1g.

## **CHAPTER 3 - OTHER**

### **AWARDS 3-1. GENERAL.**

- a. Only the CACC Civilian Distinguished Service award is authorized for civilians who are not commissioned in the California Cadet Corps (CACC).
- b. Military and civilian personnel or installations who provide exceptional service and support to the CACC may be recognized as defined in this chapter.

### **3-2. CALIFORNIA CADET CORPS DISTINGUISHED SUPPORTER SERVICE AWARD (DSSA).**

- a. The California Cadet Corps Distinguished Supporter Service Award may be awarded to individuals not appointed in the California Cadet Corps who distinguishes him/herself by exceptionally meritorious service to the ideals and mission of the CACC and California National Guard.
- b. A Certificate of Achievement or plaque will be presented by the Executive Officer or designee.
- c. Requests for this award should be made to the Headquarters California Cadet Corps (HQ CACC) using the form at Appendix A to this regulation. All requests should include the name of the individual, the organization to which they belong, if any, the nature of the service, and supporting letters of attestation when applicable.

### **3-3. INSTALLATION SUPPORT AWARD (ISA).**

- a. The Installation Support Award may be awarded to the Commander or civilian equivalent manager of any military or civilian installation which distinguishes itself by exceptionally meritorious service to the ideals and mission of the CACC and California National Guard.
- b. The Installation Support Award will be presented by the Executive Officer of the CACC, or representative.
- c. Description. This award will consist of a suitably engraved plaque.
- d. Requests for this award should be made to the HQ CACC using the form at Appendix A to this regulation. All requests should include the name(s) of individuals whose service at the installation are recommended for special recognition, the nature of the service, and other supporting documentation such as photographs or letters of attestation.

### **3-4. MILITARY EMERGENCY MANAGEMENT (MEMS) BADGES**

- a. Adult personnel of the California Cadet Corps may wear skill badges earned through the Military Emergency Management System.
- b. Members must comply with all provisions of California State Military Reserve Regulation 350-3 in order to wear any MEMS badge.

### **3-5. STATE RIFLE TEAM COACH PLAQUE.**

The State Rifle Team Coach Plaque may be awarded to the individual (s) selected in accordance with CR 3-19, State Smallbore Rifle Team in at least one (1) competitive rifle match.

### **3-6. CERTIFICATES OF ACHIEVEMENT**

a. The Executive Officer, CACC, Brigade and Regimental Advisors, and Commandants of Cadets may recognize periods of faithful service, acts, or achievements which do not meet the standards required for decorations by issuing a Certificate of Achievement of local design.

b. The citation on such certificates will not be worded so that the act of service appears to warrant the award of a decoration.

### **3-7. LETTERS OF COMMENDATION**

a. The Executive Officer, CACC, Brigade and Regimental Advisors, and Commandants of Cadets may recognize acts of services which do not meet the criteria for decorations or a certificate by a written expression of commendation or appreciation.

b. Letters will be written on letterhead stationery in the format prescribed in CR 1.

### **3-8. COINS**

a. The Executive Officer, CACC, and Brigade and Regimental Advisors, and Commandants of Cadets may recognize acts or achievements which do not meet the criteria for decorations by issuing out a leadership/challenge coin.

b. Coins are not an issue item of HQCACC and are purchased at unit expense. They may be of local design provided that there is at least one CACC distinguishing aspect engraved i.e., the CACC crest, the words California Cadet Corps, the words CACC, the word Essayons, etc. Local emblems, unit names, and mottos may also be used.

### **3-9. MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL RECOMMENDATIONS**

a. Adult personnel of the CACC who are also active members of the Regular or Reserve Components of the Armed Forces may use service with the CACC towards award of Military Outstanding Volunteer Service Medal in accordance with the services' respective awards regulation.

b. HQCACC will not award the medal however the Executive Officer, CACC, or designee may provide letters verifying hours and years of service for the adult member's command upon request by the member.

## CHAPTER 4

### AWARD PROCESSING

#### 4-1. CACC AWARDS.

a. Unless otherwise noted in this regulation, requests for awards are normally initiated with the principal or Brigade Advisor who directly supervises the adult member being recommended for an award but may be made by anyone who has direct knowledge of the achievement or act of service.

b. CACC Form 30, included as Appendix A to this regulation, shall be completed in its entirety and submitted to HQ CACC for processing. The following instructions explain the proper manner to complete the form:

(1) From: Indicate the unit of designation (i.e. 308th Bn is CACC-308).

(2) Date: Full military date (i.e. 16 September 2008).

(3) Recommended Award: Check one per form.

(4) Period of service award recognizes: Indicate the date(s) of a specific action or the period during which service was performed. (i.e. 18 November 2006 to 1 January 2007).

(5) Proposed presentation date: Allow a minimum of four weeks from the date of submission; include any special requests for presentation including the specific event at which a presentation is recommended.

(6) Recommending officer's name: Include the first name, middle initial, and last name of the officer/NCO or school district official making the recommendation.

(7) Recommending officer's rank: Leave blank if a school district official.

(8) Recommending officer's duty assignment: Include title if a school district administrator.

(9) Award recommended for: Include the full name and rank (if applicable) of the individual(s) or full title of the installation being recommended for the award.

(10) Duty Assignment: Leave blank if an installation is being recommended for the Installation Support Award.

(11) Explanation of rationale for the award: Include a detailed explanation of the service or actions which warrant recommending the award. Attach additional pages as necessary. Include a (√) if you attach additional pages along with a notation of the number of additional pages.

(12) Proposed citation: This section is required for requests involving the DSA, CCCM, CCAM, and recommended but not required for award of the BMSR, AGOUC, CDSA, and ISA.



(13) Signature and dates: If the individual recommending is the brigade advisor, the "Recommending officer's signature" section may be left blank. If the award is approved at the Brigade Advisor level, he or she signs it, forwards a copy to the individual and a copy to the S1, HQCACC.

(14) Executive Officer's Signature: Leave blank.

c. After forwarding to the HQ CACC, the Executive Officer or his designee will review the application for completeness and take one of the following actions:

(1) When appropriate, direct the publication of permanent orders announcing the award;

(2) Return the application for additional information;

(3) Reject the request; or

(4) Convene a panel of senior officers to consider the request and make a recommendation for one of the above actions.

d. Upon approval or declination, a copy of the recommendation form and appropriate certificate, memorandum, or order will be sent to the awardee.

#### **4-2. CMD AWARDS.**

a. Requests for these awards are normally initiated by the Brigade Advisor who directly supervises the adult member being recommended for an award but may be made by anyone who has direct knowledge of the achievement or act of service except for oneself.

b. CMD Form 672-13 will be filled out for recommendations for the CAMM, CACM, and CAAM. CMD Form 672a will be filled out for recommendations for the CA SMR-MHM. CMD Form 672-14 will be filled out for the CALOM and CAOC. Requests for the CAGCM and CASM will be made in a memorandum through the Executive Officer, CACC, to the Commander, Youth and Community Programs Task Force. The following instructions explain the administrative portion of the CMD forms.

(1) Block 1: This will always be "CDR, YCPTF" on the first line if the award is a CAMM, CACM, or CAAM. It will be "TAG, CNG" if a CALOM or CAOC. It will be "CDR, SMR CMH" if a CA SMR-MHM. The next line will be "9800 GOETHE RD, SACRAMENTO, CA 95827".

(2) Block 2: This will be the abbreviated position of the recommender and unit on the first line and the address on the second line, in ALL CAPS. E.g., CMDT, 123 BN, 456 SCHOOL ST, ANYTOWN, CA 91234.

(3) Block 3: Date in YYYYMMDD.

(4) Block 4: Check Other.

(5) Block 5: Check award. If known, enter number of oak leaf clusters for successive awards.

(6) Block 6: Check the reason for the award. Will generally be for achievement (ACH), service (SVC), or retirement (RET).

(7) Block 7: Enter the time period for which the act of service occurred.

(8) Block 8: If recipient is deceased, check yes. Otherwise check no.

(9) Block 9: Date the award will be presented. Generally, allow 30-60 days for processing.

(10) Block 10: Enter name, duty position, and unit in ALL CAPS. SSN is not necessary unless the member is also a military service member. If known, enter previous CMD or Federal awards (not service medals/ribbons).

(11) Block 11: Enter recommender info in ALL CAPS. Enter mailing address in ALL CAPS.

c. CMD 672a and CMD 672-13 Part B Justification and Citation Data.

(1) Enter at least one achievement but no more than four in narrative format. When possible quantify the achievements.

(2) Citations generally begin in the below format followed by a brief (no more than six lines) synopsis of the act of service. The first time the recipient is mentioned spell out the rank and full name of the recipient.

(a) CAAM: For outstanding achievement

(b) CACM: For meritorious service (or achievement)

(c) CAMM: For exceptionally meritorious service (or achievement)

(3) Citations generally end with "His/her actions reflect great credit upon him/herself, the California Cadet Corps, and the California National Guard."

d. CMD 672-14 Part B Proposed Citation and Part C Justification Narrative.

(1) Citations begin with "For exceptionally meritorious service" and follow the same guidelines as above except that the citation may go up to 12 lines on the form.

(2) Justification narrative describes the act or service or various achievements in a narrative format that flows like a short story.

e. Eligibility block is always signed. It can be signed by the recommender or signed by the S1, HQCACC.

f. Recommendations / Approval / Disapproval section will be filled out with the CACC

adult personnel chain of command in ascending order from the top of the section to the bottom.

(1) Enter names in ALL CAPS. Comments need not be in ALL CAPS.

(2) Anyone in the chain may recommend upgrade, downgrade, approval, or disapproval. However, no matter what the recommendation, the form will always go to the approving authority for final determination.

g. The approval authority for the will always be CDR, YCPTF or the TAG, CNG. This information will be entered by the S1, HQCACC.

h. Upon approval or declination, a copy of the recommendation form and appropriate certificate, memorandum, or order will be sent to the awardee.



APPENDIX B  
Color Ribbon Chart

**CALIFORNIA CADET CORPS  
ADULT PERSONNEL AWARDS AND DECORATIONS**

**INDIVIDUAL DECORATIONS**



CALIFORNIA MEDAL OF VALOR



CALIFORNIA MILITARY CROSS



ORDER OF CALIFORNIA



CALIFORNIA LEGION OF MERIT



CALIFORNIA MEDAL OF MERIT



CALIFORNIA COMMENDATION MEDAL



CALIFORNIA ACHIEVEMENT MEDAL



CALIFORNIA GOOD CONDUCT MEDAL



CALIFORNIA SERVICE MEDAL



CALIFORNIA STATE SERVICE RIBBON



DISTINGUISHED SERVICE AWARD\*  
3708



CADET CORPS COMMENDATION MEDAL\*  
4209



CADET CORPS ACHIEVEMENT MEDAL\*  
5155



CADET CORPS SERVICE MEDAL\*  
3501



STATE STAFF SERVICE RIBBON  
4043



CADET CORPS SPECIAL SERVICE RIBBON  
3308



CADET ENCAMPMENT SERVICE RIBBON  
3624



BRIGADE MERITORIOUS SERVICE RIBBON\*  
3663



PROFESSIONAL DEVELOPMENT RIBBON  
5206



DESIGNATED SUBJECTS SPECIAL SUBJECTS BASIC MILITARY DRILL CREDENTIAL RECOGNITION RIBBON  
5191



EMERGENCY TRAINING RIBBON  
5019



CADET SERVICE RECOGNITION RIBBON  
3659

**UNIT AWARDS**



CADET CORPS OUTSTANDING COMMANDANT TEAM CITATION  
4029



CADET CORPS SUPERIOR UNIT AWARD  
3424

\*Obsolete award still authorized for wear