

## **Cadet Regulation 4-1**

## **Supply Management**

**Headquarters  
California Cadet Corps  
Camp San Luis Obispo, California  
1 December 2013**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

CR 4-1

Supply Management

This revision dated 1 December 2013 –

- o Now requires units 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.
- o Clarifies that all requisitions are now picked up in person at the Camp San Luis Obispo warehouse, thereby eliminating the requirement for four copies of requisitions, changing it to a single suspense copy and single copy to the HQCACC for processing.
- o Clarifies the documents that should be contained in the master unit files IAW CR 1.
- o Adds the estimated values of items for Reports of Survey.
- o Requires submission of copies of a police report when theft has occurred and a Report of Survey is submitted.
- o Provides a sample MOU for Brigade/Regimental Advisors who are not employees of a school district.
- o Aligns the order or items listed on Form 100 with the Property Book order.
- o Changes the expectation for Form 100 to require the cadet S-4 or Commandant to sign the Form 100 when ALL items are turned in and the cadet no longer owes any items.

## Supply Management

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By Order of the Governor:

DAVID S. BALDWIN  
*Major General*  
*The Adjutant General*

Official:

LARRY K. MORDEN  
*Colonel, California Cadet Corps*  
*Executive Officer*

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**History.** This revision to the 2011 edition of Cadet Regulation (CR) 4- makes minor 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 main-

taining 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 1301, 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, 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 4-2.

(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 insure 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 on Cadet Corps Form 40, or issued by the HQ CACC, as a one-time issue on Cadet Corps Form 42. 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 Form 41. 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.

## 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). 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 2007 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 e-mail at [CACC.S6@cadet.org](mailto:CACC.S6@cadet.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 Forms 40, 41 (series), 42 and 43, for requisitions of State property. Adobe Acrobat format. May be completed electronically and printed or saved (in completed form) on the user's computer. Previous editions are obsolete and will not be used. Appendix D contains samples of these forms.

*e.* 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 functions of CACC Forms 105 (series), Inventory, have been consolidated with the revised CACC Form 104, Unit Property Book. The Forms 105 (series) are obsolete and no longer used. Existing stock of blank forms can be destroyed.

## 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 format for each cadet who has been issued Cadet Corps supplies.

*a.* The CACC Form 100 will be filled out in ink or typewritten except as noted in subparagraph *c* below. This form will not be completed electronically.

*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*.

*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, 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 paid for. 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.

## 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. The previous hard-copy edition of CACC form 104, the Unit Property Book Stock Record, will not be used.

#### 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.
- g. As you enter values in column F (shaded maroon), you will notice columns C and D self-adjusting to reflect these entries. **Never make any entries directly into the gray shaded columns C, D or E of the property book.** These columns are formatted to automatically track your inventory based on the entries you make in columns F and higher. (If you are using a 2007 or later version of Microsoft Excel, the gray shaded columns should be locked to prevent accidental entries being made in them.)

#### 3-3. Recording Transactions in the Property Book

Column G, and columns to the right of column G, 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, the requisition number from CACC Form(s) 40-43 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. 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 291, 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.

### 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. This is a required attachment to supply requisitions. 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

Although the CACC Form 105 series, Inventory, is no longer used, **units are nonetheless 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 rec-

orded 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 re-print 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 on CACC Forms 40, 41 (series), 42 and 43.
- b.* CACC Form 40 will be used for Class B and C uniform items. CACC Forms 41 (series) will be used for quick service items. CACC Form 42 will be used for special issue items. CACC Form 43 will be used for Class A uniform items.
- c.* All requisitions are submitted directly by units to Headquarters, California Cadet Corps, ATTN: CACC-HQ-S4, 10 Sonoma Avenue, Building 1301, Camp San Luis Obispo, CA 93405.
- d.* A current Unit Strength and Activities Report, CACC Form 5, must be on file at the HQ, CACC, before a Unit requisition will be approved for processing by the Brigade Advisor.
- e.* A copy of the most recent CACC Form 5, as well as an inventory prepared in accordance with paragraph 3-4, will be attached to all requisitions to justify the need for the quantities requested. Requisitions submitted without this supporting documentation will be returned without action.
- f.* 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.* Complete the top portion of the form with the unit designation, name, and address. Assign a requisition number in the format: — where the first four boxes are a four digit school year, followed by a dash, then a three digit Unit Designation followed by a dash and a three-digit requisition number. For example, the second requisition of the 304th Battalion during the 2007-2008 school year would be recorded as 0708-304-002.
- b.* Each portion of the form must be completed in its entirety.
- c.* The unit designation, name of the Commandant (as State Property Custodian) and date are entered on the top portion of the form.
- d.* Quantities requested for each item are entered in Arabic numerals.
- e.* In boxes where no quantity is requested, a zero will be recorded. Enter a zero in **every** space for items you are not requesting.
- f.* The requesting Commandant prints out the completed form and signs the bottom left box.
- g.* Prepare two copies of all requisition forms. Retain one copy as the suspense copy and submit the other copy to HQCACC. HQCACC will process the requisition, require a signature from the Commandant receiving the supplies at the time said items are received, and make a copy of the signed requisition to accompany the supplies being taken/shipped to the unit.

*h.* The suspense copy is retained until the supplies are received, after which it should be destroyed.

### **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 must be picked up in person from the Camp San Luis Obispo CACC warehouse.

*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 two copies 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.

#### **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 six copies of a signed State of California Report of Survey (Standard Form 152), available at <http://www.documents.dgs.ca.gov/osp/pdf/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.

#### **5-4. Estimated values**

The following chart shows estimated values of CACC property as of 15 October 2013. Updated copies of values may be found on the [cadet.org](http://cadet.org) website.

- Class B khaki shirt - \$24
- DUI - \$4
- Web belt with brass or black buckle - \$5
- CACC Patch - \$5
- CAL or CORPS insignia - \$3 each
- Class C tan utility pants - \$23
- Class C tan utility shirt - \$26
- Class C tan baseball cap - \$4
- Brass rank for Class C uniform - \$3
- Shoulder loop for Class B uniform - \$4
- Class A uniform coat - \$114
- Class A/B black pants - \$34
- Class A/B white shirt - \$30
- Class A/B Black garrison cap - \$14

## Appendix A

### Sample Form 100, Individual Clothing Record

The first column of the sample form shows an initial issue of a Class A uniform and associated accessories. The second column shows issue of a Class C uniform. The third column shows 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.
DETT, JOHNNY K.	
CLOTHING AND EQUIPMENT	Auth Alw
Belt, Black Tip	1 ea
Belt, Brass Tip	1 ea
Boots, Black (Size )	1 pr
Buckle, Black	1 ea
Buckle, Brass	1 ea
Cap, Utility (Size M )	1 ea
Cap, Garrison, Blue (Size )	1 ea
Cap, Garrison, Black (Size 7 1/2 )	1 ea
Coat, Service (Size 36R )	1 ea
Cord, Shoulder, (Desc Colored)	1 ea
Cord, Shoulder, (Desc )	1 ea
Insignia, CAL	2 ea
Insignia, CORPS	2 ea
Insignia, Distinctive, CACC	2 ea
Insig, Rank, Brass (Rank C/SGT )	1 pr
Insig, Rank, Shoulder (Rank C/SGT )	2 pr
Nametape, CACC, Utility	1 ea
Pants, Service, Blue (Size )	1 pr
Pants, Service, Black (Size 32 )	1 pr
Pants, Utility (Size M )	1 pr
Patch, Bde, Regimental, or Unit	2 ea
Patch, CACC	2 ea
Poncho	1 ea
Shirt, Service, Khaki (Size )	1 ea
Shirt, Service, White (Size M )	1 ea
Shirt, Utility, Tan (Size M )	1 ea
Shoes, Black (Size )	1 pr
Tabs, Leader, Gold	1 pr
Tabs, Leader, Royal Blue	1 pr
Tie, Four in Hand, Black	1 ea
Windbreaker (Size )	1 ea
I assume responsibility for maintenance and safe keeping of all items issued to me. I will return them or pay for them if lost.	
SIGNATURE AND DATE	
	JK Dett 2 Aug 11
	JK Dett 3 Sep 11
	JK Dett 31 May 12

CACC Form 100 (Jul 11)  
Previous Editions Obsolete

Sample Individual Clothing Record (Form 100)



## Sample Form 101, Temporary Hand Receipt

### Special Equipment Record/Temporary Hand Receipt

[illegible]

CACC Form 101 (Jul 11)

### Sample Temporary Hand Receipt (Form 101)

## Appendix C

### Sample Form 104, Unit Property Book

UPB\_123BN - Microsoft Excel non-commercial use

Home Insert Page Layout Formulas Data Review View Developer Acrobat

Paste Cut Copy Format Painter Clipboard

Arial 10 Font

Wrap Text Merge & Center Alignment

\$ % Number

Conditional Formatting Styles

F4 43

	A	B	C	D	E	F	G	H
1	<b>Unit Designation:</b>	<b>123 BN</b>		<b>15 BDE</b>		<b>Comments:</b>	Req 1112-123-1 (2 Sep)	Mass Uniform Issue
2	<b>School Name:</b>	<b>Edwin Forbes High School</b>				<b>Date:</b>	14-Sep-11	15-Sep-11
3	<b>ITEM DESCRIPTION</b>	<b>SKU</b>	<b>TOTAL ON BOOK</b>	<b>TOTAL ON HAND</b>	<b>TOTAL ISSUED</b>	<b>Init Inv</b>	<b>R</b>	<b>I</b>
4	Insignia, CAL (ea)	10-005	100	12	88	43	57	88
5	Insignia, CORPS (ea)	10-010	100	12	88	39	61	88
6	Patch, CACC (ea)	10-015	100	12	88	76	24	88
7	Patch, Bde/Regiment/Unit (ea)	10-XXX	100	12	88	22	78	88
8	Buckle, Brass (ea)	10-100	64	20	44	19	45	44
9	Belt, web (w/brass tip) (ea)	10-105	64	20	44	64	0	44
10	Buckle, Black (ea)	10-200	50	6	44	0	50	44
11	Belt, web (w/black tip) (ea)	10-205	50	6	44	0	50	44
12	Insignia, Distinctive, CACC (ea)	10-305	50	6	44	25	25	44
13	Cap, Utility, Small (ea)	20-001	20	4	16	0	20	16
14	Cap, Utility, Medium (ea)	20-002	20	0	20	0	20	20
15	Cap, Utility, Large (ea)	20-003	20	12	8	0	20	8
16	Shirt, Utility, Size XXS (ea)	33-005	8	6	2	0	8	2
17	Shirt, Utility, Size XS (ea)	33-010	8	4	4	0	8	4
18	Shirt, Utility, Size S (ea)	33-015	8	1	7	0	8	7
19	Shirt, Utility, Size M (ea)	33-020	8	0	8	0	8	8
20	Shirt, Utility, Size L (ea)	33-025	8	0	8	0	8	8
21	Shirt, Utility, Size XL (ea)	33-030	8	2	6	0	8	6
22	Shirt, Utility, Size XXL (ea)	33-035	8	2	6	0	8	6
23	Shirt, Utility, Size XXXL (ea)	33-040	8	5	3	0	8	3
24	Trousers, Utility, Size XXS (pr)	50-005	8	6	2	0	8	2
25	Trousers, Utility, Size XS (pr)	50-010	8	4	4	0	8	4
26	Trousers, Utility, Size S (pr)	50-015	8	1	7	0	8	7
27	Trousers, Utility, Size M (pr)	50-020	8	0	8	0	8	8
28	Trousers, Utility, Size L (pr)	50-025	8	2	6	0	8	6

Property Book

Ready Num Lock

Sample Property Book (Form 104)

## Appendix D Sample Requisition Forms

### D-1. Sample Form 40, Requisition for Uniforms

#### Requisition for Uniforms

Instructions: Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (QTY REQ) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.

Unit Designation: CACC-123				Req #:		Date of Requisition:		Printed Name and Signature of State Property Custodian (Commandant):			
Unit Name: Edwin Forbes High School				1112-123-001		03 Sep 11		IMA T. CHURR, CPT, CACC			
Address: 1911 April Boulevard				(Example 0708-309-001; 2007-2008 School year, 309 Bn, Req #1)							
City: Roumage CA Zip: 90005											
Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation
Insignia, CAL	10-005	100		Pants, Class C Large	50-025	8					
Insignia, CORPS	10-010	100		Pants, Class C X Large	50-030	8					
Patch, CACC	10-015	100		Pants, Class C XX Large	50-035	8					
Patch, Bde/Regiment/Unit	10-XXX	0		Pants, Class C XXX Lg	50-040	8					
Buckle, Brass	10-100	50									
Belt, web (w/brass tip)	10-105	50		Windbreaker, Blk, XSmall	60-005	16					
Buckle, Black	10-200	50		Windbreaker, Blk, Small	60-010	8					
Belt, web (w/black tip)	10-205	50		Windbreaker, Blk, Medium	60-015	8					
Insignia, Distinctive, CACC	10-305	100		Windbreaker, Blk, Large	60-020	8					
				Windbreaker, Blk, XLarge	60-025	8					
Cap, Class C Small	20-001	20		Windbreaker, Blk, 2XLarge	60-030	8					
Cap, Class C Medium	20-002	20		Windbreaker, Blk, 3XLarge	60-035	8					
Cap, Class C Large	20-003	20									
Shirt, Class C XX Small	33-005	8									
Shirt, Class C X Small	33-010	8									
Shirt, Class C Small	33-015	8									
Shirt, Class C Medium	33-020	8									
Shirt, Class C Large	33-025	8									
Shirt, Class C X Large	33-030	8									
Shirt, Class C XX Large	33-035	8									
Shirt, Class C XXX Large	33-040	8									
Pants, Class C XX Small	50-005	8									
Pants, Class C X Small	50-010	8									
Pants, Class C Small	50-015	8									
Pants, Class C Medium	50-020	8									
Quantities shown in ACTION Columns were received on (date):				Signature of State of Property Custodian verifying receipt of property:							

CACC Form 40 (Aug 11) (fillable)

Previous Editions Obsolete

#### Sample Requisition for Uniforms (Form 40)

## D-2. Sample Form 41A, Battalion Requisition for Quick Service Items

### Battalion Requisition for Quick Service Items

Instructions: Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (QTY REQ) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.

Unit Designation: CACC-123				Req #:		Date of Requisition:		Printed Name and Signature of State Property Custodian (Commandant):			
Unit Name: Edwin Forbes HS				1112-123-001		03 Sep 11		IMA TY CHURR, CPT, CACC			
Address: 1911 April Blvd				(Example 0708-309-001; 2007-2008 School year, 309 Bn, Req #1)							
City: Roumage CA Zip: 90005											
Description ALL RANKS IN PAIRS	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation
Rank, Brass CDT	12-050	40		SB/G Rib GED	92-001	0		Ribbon, Phys Fit Compet	93-510	0	
Rank, Brass CFC	12-055	40		SB/G Rib CHSPE	92-002	0		Ribbon, Academic	93-803	0	
Rank, Brass CPL	12-060	20		SB/G Rib Mentor Match	92-003	0		Ribbon, President Phy	93-641	0	
Rank, Brass SGT	12-065	20		SB/G Rib Job Shadowing	92-004	0		Ribbon, Basic Proficiency	93-012	20	
Rank, Brass SSG	12-070	10		SB/G Rib Smoking Cess	92-005	0		Ribbon, Int Proficiency	93-011	10	
Rank, Brass SFC	12-075	5		SB/G Rib Yearbook	92-006	0		Ribbon, Adv Proficiency	93-010	4	
Rank, Brass MSG	12-080	0		SB/G Rib Pre Chal Grad	92-007	0		Ribbon, Superior Schol	93-100	20	
Rank, Brass 1SG	12-085	2		SB/G Rib Inspirational	92-008	0		Ribbon, SAT/ACT Achiev	94-041	0	
Rank, Brass SGM	12-090	1		Ribbon, State Service	93-009	60		Ribbon, Dist Service	94-001	2	
Rank, Shoulder RCT	14-005	40		Ribbon, School Service	93-006	50		Ribbon, Essayons	93-700	2	
Rank, Shoulder CDT	14-010	40		Ribbon, Bivouac	93-412	50		Ribbon, IMA 1YC, Jr. Div	93-604	1	
Rank, Shoulder CFC	14-015	40		Ribbon, Dis Prepar	93-000	20		Ribbon, IMA 1YC, Sr. Div	93-519	1	
Rank, Shoulder CPL	14-020	20		Ribbon, Hunter Safety	95-131	0		Ribbon IMA, NCO Jr. Div	93-617	1	
Rank, Shoulder SGT	14-025	20		Ribbon First Aid Cert	93-632	20		Ribbon, IMA NCO Sr. Div	93-611	1	
Rank, Shoulder SSG	14-030	10		Ribbon, Comp Rifle TM	96-622	0		Ribbon, IMA JO Jr. Div	94-212	1	
Rank, Shoulder SFC	14-035	5		Ribbon, Drill Team	93-001	20		Ribbon, IMA JO Sr. Div	93-420	1	
Rank, Shoulder MSG	14-040	0		Ribbon, Parade Part	95-137	50		Ribbon, IMA Sr. Off.	94-002	1	
Rank, Shoulder 1SG	14-045	2		Ribbon, Flag Detail	95-213	8		Ribbon, IMA Overall, JD	93-607	1	
Rank, Shoulder SGM	14-050	1		Ribbon, Color Guard	93-505	8		Ribbon, IMA Overall, SD	93-606	0	
Rank, Grizzly Bear Pin	12-201	0		Ribbon, Honor Unit	93-504	30		Ribbon, ASVAB	93-309	0	
				Ribbon, Sup Uniform	93-625	15					
				Ribbon, Citizenship	93-703	15					
				Ribbon, Prof Develop	93-503	0					
				Ribbon, Cmdt of Cadets	93-618	30					
				Ribbon, Battalion Cadre	95-018	6					
				Ribbon, Perf Attendance	93-227	10					
				Ribbon, Principal's Cit	94-022	10					
				Ribbon, Phys Fit Achiev	93-206	50					
				Ribbon, Nat Phy Fitness	93-640	0					
Quantities shown in ACTION Columns were received on (date):				Signature of State of Property Custodian verifying receipt of property:							

CACC Form 41A (Aug 11) (fillable)

Previous Editions Obsolete

### Sample Battalion Requisition for Quick Service Items (Form 41A)

### Battalion Requisition for Quick Service Items

[illegible]

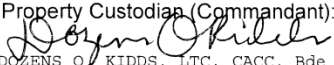
CACC Form 41B (Aug 11) (fillable)  
Previous Editions Obsolete

### Sample Battalion Requisition for Quick Service Items (Form 41B)

## D-4. Sample Form 41C, Brigade Requisition for Quick Service Items

### Brigade Requisition for Quick Service Items

Instructions: Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (QTY REQ) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.

Unit Designation: CACC-11				Req #:		Date of Requisition:		Printed Name and Signature of State Property Custodian (Commandant):			
Unit Name: HQ, 11th Cadet Brigade				1112-011-001		09 Sep 11					
Address: 1535 West Highland Avenue				(Example 0708-309-001; 2007-2008 School year, 309 Bn, Req #1)				DOZENS O' KIDDS, LTC, CACC, Bde Adv			
City: San Bernardino CA Zip: 92411											
Description ALL RANKS IN PAIRS	SKU	QTY REQ	Action / Explanation	Description ALL RANKS IN PAIRS	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation
Rank, Brass CDT	12-050	0		Rank, C/COL	13-040	1		Ribbon, Nat Comp Drill Rec	93-103	20	
Rank, Brass CFC	12-055	0		Rank, Shoulder, C/OC	14-060	50		Ribbon, Orienteering	93-322	200	
Rank, Brass CPL	12-060	0		Rank, Shoulder, C/WO1	14-062	20		Ribbon, Drill Acad Basic	95-315	200	
Rank, Brass SGT	12-065	0		Rank, Shoulder, C/WO2	14-064	20		Ribbon, Drill Acad Advance	93-714	50	
Rank, Brass SSG	12-070	0		Rank, Shoulder, C/2LT	14-066	20		Ribbon, Exhibition Drill	93-629	0	
Rank, Brass SFC	12-075	0		Rank, Shoulder, C/1LT	14-068	20		Ribbon, Creveling Drill	93-502	100	
Rank, Brass MSG	12-080	0		Rank, Shoulder, C/CPT	14-070	15		Ribbon, Bde Evt Hon Un	95-505	400	
Rank, Brass 1SG	12-085	0		Rank, Shoulder, C/MAJ	14-072	5		Ribbon, Bde Advisor Cit	93-270	100	
Rank, Brass SGM	12-090	0		Rank, Shoulder, C/LTC	14-074	2		Ribbon, Basic NCO	93-207	800	
Rank, Brass CSM	12-095	1		Rank, Shoulder, C/COL	14-076	1		Ribbon, Advanced NCO	93-514	400	
Rank, Shoulder RCT	14-005	0						Ribbon, OCS	94-012	50	
Rank, Shoulder CDT	14-010	0		Ribbon, Dis Prepar	93-000	100		Ribbon, Basic Leadership	93-002	600	
Rank, Shoulder CFC	14-015	0		Ribbon, Hunter Safety	95-131	100		Ribbon, Int Leadership	93-404	300	
Rank, Shoulder CPI	14-020	0		Ribbon First Aid Cert	93-632	100		Ribbon, Adv Leadership	93-706	100	
Rank, Shoulder SGT	14-025	0		Ribbon, Parade Part	95-137	2500		Ribbon, Bde HQ Comp	93-661	80	
Rank, Shoulder SSG	14-030	0		Ribbon, Flag Detail	95-213	0		Ribbon, Brigade Cadre	93-306	12	
Rank, Shoulder SFC	14-035	0		Ribbon, Color Guard	93-505	0		Ribbon, Mountaineering	93-253	0	
Rank, Shoulder MSG	14-040	0		Ribbon, Sup Uniform	93-625	0		Ribbon, Survival Training	93-616	0	
Rank, Shoulder 1SG	14-045	0		Ribbon, Prof Develop	93-503	300		Ribbon, Summer Train	93-005	0	
Rank, Shoulder SGM	14-050	0		Ribbon, Cmdt of Cadets	93-618	0		Ribbon, Specialized Trng	93-631	1000	
Rank, Shoulder CSM	14-055	1		Ribbon, Phys Fit Achieve	93-206	0		Ribbon, IMA 1YC, Jr. Div	93-604	10	
Rank, C/OC	13-100	50		Ribbon, Nat Phy Fitness	93-640	0		Ribbon, IMA 1YC, Sr. Div	93-519	10	
Rank, C/WO1	13-005	20		Ribbon, Phys Fit Compet	93-510	0		Ribbon, IMA NCO Jr. Div	93-617	10	
Rank, C/WO2	13-010	20		Ribbon, Academic	93-803	0		Ribbon, IMA NCO Sr. Div	93-611	10	
Rank, C/2LT	13-015	20		Ribbon, President Phy	93-641	0		Ribbon, IMA JO Jr. Div	94-212	10	
Rank, C/1LT	13-020	20		Ribbon, Essayons	93-700	0		Ribbon, IMA JO Sr. Div	93-420	10	
Rank, C/CPT	13-025	15		Ribbon, LS Participation	95-151	1000		Ribbon, IMA Sr. Off.	94-002	10	
Rank, C/MAJ	13-030	5		Ribbon, Drill Acad Part	93-301	250		Ribbon, IMA, Overall, JD	93-607	10	
Rank, C/LTC	13-035	2		Ribbon, Comp Drill	93-507	0		Ribbon, IMA Overall, SD	93-606	10	
Quantities shown in ACTION Columns were received on (date):				Signature of State of Property Custodian verifying receipt of property:							

CACC Form 41C (Aug 11) (fillable)


Previous Editions Obsolete

### Sample Brigade Requisition for Quick Service Items (Form 41C)

## D-5. Sample Form 41D, Brigade Requisition for Quick Service Items

### Brigade Requisition for Quick Service Items

Instructions: Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (QTY REQ) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.

Unit Designation: CACC-22				Req #:		Date of Requisition:		Printed Name and Signature of State Property Custodian (Commandant):			
Unit Name: HQ, 22d Cadet Brigade				1213-022-008		23 May 13		 DOUGLAS H. COOPER, LTC, USAR, Bde Adv			
Address: 405 Hilgard Avenue				(Example 0708-309-001; 2007-2008 School year, 309 Bn, Req #1)							
City: Los Angeles CA Zip: 90024											
Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation
Attachment Numeral "1"	70-001	40		Badge, Rifle Qual	98-001	0		Medal, Drill Acad Adv Silv	73-714	1	
Attachment Numeral "2"	70-002	40		Medal, OCS Gold	84-012	1		Medal, Drill Acad Adv Brz	63-714	1	
Attachment Numeral "3"	70-003	40		Medal, OCS Silver	74-012	1		Ribbon, Unit Comm Svc	3300	0	
Attachment Numeral "4"	70-004	40		Medal, OCS Bronze	64-012	1		Ribbon, Superior Unit	3424	0	
Attachment Numeral "5"	70-005	40		Medal, PT Ach Gold	83-206	0					
Attachment Numeral "6"	70-006	40		Medal, PT Ach Silver	73-206	0					
Attachment Numeral "7"	70-007	40		Medal, PT Ach Bronze	63-206	0					
Attachment Numeral "8"	70-008	40		Medal, Orienteering Gld	83-322	0					
Attachment Numeral "9"	70-000	40		Medal, Orienteering Silv	73-322	0					
Attachment, "E" Brz	70-050	40		Medal, Orienteering Brz	63-322	0					
Attachment, "A" Brz	70-052	0		Medal, Basic Ldr Gold	83-002	1					
Attachment, Gold Bear	70-060	40		Medal, Basic Ldr Silver	73-002	1					
Attachment, Rifle Sling Brz	70-070	0		Medal, Basic Ldr Bronze	63-002	1					
Attachment, Brze OLC	70-080	100		Medal, Int Ldr Gold	83-404	1					
Attachment, Silver OLC	70-085	100		Medal, Int Ldr Silver	73-404	1					
Attachment, Gold OLC	70-090	100		Medal, Int Ldr Bronze	63-404	1					
Attachment, Gold Star	70-105	100		Medal, Adv Ldr Gold	83-706	1					
Attachment, Silver Star	70-110	100		Medal, Adv Ldr Silver	73-706	1					
Attachment, Bronze Star	70-015	100		Medal, Adv Ldr Bronze	63-706	1					
Backer, (Rib slide), Sgl	72-001	0		Medal, Basic NCO Gold	83-207	1					
Backer, (Rib slide) Dble	72-002	0		Medal, Bas NCO Silver	73-207	1					
Backer, (Rib slide) Triple	72-003	0		Medal, Basic NCO Brz	63-207	1					
Backer, (Rib slide) Four	72-004	0		Medal, Adv NCO Gold	83-514	1					
Tab, Ldrs, Royal Blue	12-100	50		Medal, Adv NCO Silver	73-514	1					
Tab, Leaders, Gold	12-200	50		Medal, Adv NCO Brz	63-514	1					
Bar, Honor Cadet	97-001	0		Medal, Drill Acad Bas Gold	85-315	1					
Bar, Honor Cadet Officer	97-002	0		Medal, Drill Acad Bas Silv	75-315	1					
Bar, Honor Cdt Sum Tng	97-003	10		Medal, Drill Acad Bas Brz	65-315	1					
Bar, Hon Off, Sum Tng	97-004	5		Medal, Drill Acad Adv Gold	83-714	1					
Quantities shown in ACTION Columns were received on (date):				Signature of State of Property Custodian verifying receipt of property:							

CACC Form 41D (Aug 11) (fillable)


Previous Editions Obsolete

### Sample Brigade Requisition for Quick Service Items (Form 41D)

## D-6. Sample Form 42, Requisition for Special Items

### Requisition for Special Items

Instructions: Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (QTY REQ) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated below, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.

Unit Designation: CACC-434				Req #:		Date of Requisition:		Printed Name and Signature of State Property Custodian (Commandant):			
Unit Name: Fresh Paint High School				1112-434-001		08 Sep 11		 TOMMY TROJAN, ALT, CACC			
Address: 77 Newcomer Lane				(Example 0708-309-001; 2007-2008 School year, 309 Bn, Req #1)							
City: Zzyxx				CA Zip: 92299							
Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation
Buckle, Large, Silver	10-400	4		Cord, Color Gd / Flag Det	15-100	0					
Gloves, White	10-406	4		Cord, Superior Uniform	15-105	20					
Helmet, Color Guard	18-105	4		Cord, Acad Excellence	15-110	20					
Harness, Flag	18-100	2		Cord, Brigade Staff	15-115	0					
Pistol Belt, White	10-405	4		Cord, Drill Team	15-120	20					
Scarf, White	18-205	4		Cord, Citizenship	15-125	30					
Rifle, Drill	18-200	36		Cord, Rifle Marksmanship	15-130	0					
				Cord, Reg/Bn Staff	15-135	0					
Flag, US 3X5	18-080	1									
Flag, CA 3X5	18-050	1									
Flag, CACC 3X5	18-060	1									
Flag, Guidon	18-075	1									
Finial, Spear	18-040	3									
Finial, Guidon	18-030	1									
Pole, Flag	18-010	3									
Pole, Guidon	18-015	1									
Case, Flag Carrying	18-005	3									
Stand, Flag	18-210	3									
Quantities shown in ACTION Columns were received on (date):				Signature of State of Property Custodian verifying receipt of property:							

CACC Form 42 (Aug 11) (fillable)

Previous Editions Obsolete

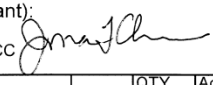
### Sample Requisition for Special Items (Form 42)



## D-7. Sample Form 43, Requisition for Class A Uniforms

### Requisition for Class A Uniforms

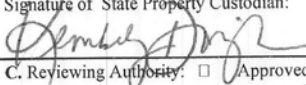
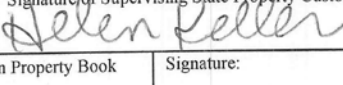
**Instructions:** Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the QTY REQ column. Fill in empty boxes with a zero. Print four copies and sign in the upper right space. Keep one copy as a suspense. After supplies have been received, sign the form in the space indicated at the bottom, retain one copy as a file copy for property book recording, and return one copy to the issuing agency.

Unit Designation: CACC-123 Unit Name: Edwin Forbes High School Address: 1911 April Boulevard City: Roumage ZIP: 90005				Req #: 1112-123-001 (Example: 0708-309-001; 2007-08 school year, 309 Bn, Req #1)		Date of Requisition: <b>03 Sep 11</b>		Printed Name and Signature of State Property Custodian (Commandant): IMA T. CHURR, CPT, CACC 			
Description	SKU	QTY REQ	Action/ Explanation	Description	SKU	QTY REQ	Action/ Explanation	Description	SKU	QTY REQ	Action/ Explanation
Cap, Garrison, 6	27-060	0		Shirt, White, M/SS, 18.5	35-185	5		Coat, Male, Black, 28S	40-280	2	
Cap, Garrison, 6 1/8	27-061	0		Shirt, White, M/SS, 19	35-190	5		Coat, Male, Black, 28R	40-281	1	
Cap, Garrison, 6 1/4	27-062	0		Shirt, White, M/SS, 19.5	35-195	5		Coat, Male, Black, 28L	40-282	0	
Cap, Garrison, 6 3/8	27-063	0		Shirt, White, M/SS, 20	35-200	5		Coat, Male, Black, 30S	40-300	2	
Cap, Garrison, 6 1/2	27-064	0		Shirt, White, M/SS, 20.5	35-205	5		Coat, Male, Black, 30R	40-301	1	
Cap, Garrison, 6 5/8	27-065	0		Shirt, White, M/SS, 21	35-210	5		Coat, Male, Black, 30L	40-302	0	
Cap, Garrison, 6 3/4	27-066	0		Trousers, Black, 24	58-024	4		Coat, Male, Black, 32S	40-320	3	
Cap, Garrison, 6 7/8	27-067	5		Trousers, Black, 26	58-026	4		Coat, Male, Black, 32R	40-321	0	
Cap, Garrison, 7	27-070	10		Trousers, Black, 28	58-028	4		Coat, Male, Black, 32L	40-322	2	
Cap, Garrison, 7 1/8	27-071	15		Trousers, Black, 29	58-029	4		Coat, Male, Black, 34S	40-340	4	
Cap, Garrison, 7 1/4	27-072	20		Trousers, Black, 30	58-030	4		Coat, Male, Black, 34R	40-341	4	
Cap, Garrison, 7 3/8	27-073	10		Trousers, Black, 32	58-032	4		Coat, Male, Black, 34L	40-342	4	
Cap, Garrison, 7 1/2	27-074	5		Trousers, Black, 34	58-034	4		Coat, Male, Black, 36S	40-360	3	
Cap, Garrison, 7 5/8	27-075	0		Trousers, Black, 36	58-036	4		Coat, Male, Black, 36R	40-361	3	
Cap, Garrison, 7 3/4	27-076	0		Trousers, Black, 38	58-038	4		Coat, Male, Black, 36L	40-362	0	
				Trousers, Black, 40	58-040	4		Coat, Male, Black, 38S	40-380	0	
Shirt, White, M/SS, 13	35-130	5		Trousers, Black, 42	58-042	4		Coat, Male, Black, 38R	40-381	0	
Shirt, White, M/SS, 13.5	35-135	5		Trousers, Black, 44	58-044	4		Coat, Male, Black, 38L	40-382	2	
Shirt, White, M/SS, 14	35-140	5		Trousers, Black, 46	58-046	4		Coat, Male, Black, 40S	40-400	0	
Shirt, White, M/SS, 14.5	35-145	5		Trousers, Black, 48	58-048	4		Coat, Male, Black, 40R	40-401	0	
Shirt, White, M/SS, 15	35-150	5		Trousers, Black, 50	58-050	4		Coat, Male, Black, 40L	40-402	3	
Shirt, White, M/SS, 15.5	35-155	5		Trousers, Black, 52	58-052	4		Coat, Male, Black, 42S	40-420	0	
Shirt, White, M/SS, 16	35-160	5		Trousers, Black, 54	58-054	4		Coat, Male, Black, 42R	40-421	1	
Shirt, White, M/SS, 16.5	35-165	5		Trousers, Black, 56	58-056	4		Coat, Male, Black, 42L	40-422	0	
Shirt, White, M/SS, 17	35-170	5		Trousers, Black, 58	58-058	4		Coat, Male, Black, 44S	40-440	0	
Shirt, White, M/SS, 17.5	35-175	5		Trousers, Black, 60	58-060	4		Coat, Male, Black, 44R	40-441	4	
Shirt, White, M/SS, 18	35-180	5		Necktie, Four-In-Hand, Black	28-005	35		Coat, Male, Black, 44L	40-442	0	
Quantities shown in ACTION columns were received on (date):								Signature of State Property Custodian verifying receipt of property:			

CACC Form 43 (Aug 11) (fillable) Page 1 of 3  
Previous Editions Obsolete

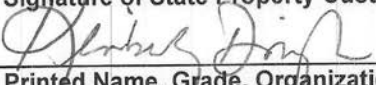
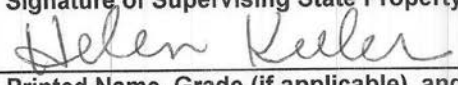
### Sample Requisition for Class A Uniforms (Form 43, page 1 only)

**Appendix E**  
**Sample Form 51, Report of Survey**

CALIFORNIA CADET CORPS				PAGE 1 OF 2	
<b>REPORT OF SURVEY</b>				REPORT NO. 324-0708-005	
				DATE 03 Apr 08	
A. Originating Unit and Telephone No. (include area code) 324 BN, Jimmy Carter HS, 404-919-8332			Supervising State Property Custodian Name: Helen Keller State Property Custodian Name: MAJ Kimberly Doright		
The following items are: (check one) <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:
<b>E. CERTIFICATE OF DISPOSITION/DESTRUCTION</b>					
<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)**

<b>CALIFORNIA CADET CORPS REPORT OF SURVEY</b>		<b>Report No.</b> 324-0708-005	
<b>Page</b>	2	<b>of</b>	2
<p>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.</p> <p>The shirts, pants, and CAL insignias were items from 7 years ago. They have become unserviceable through regular use.</p>			
<b>Signature of State Property Custodian</b> 		<b>Date</b> 03 Apr 08	
<b>Printed Name, Grade, Organization and Title of State Property Custodian</b> KIMBERLY DORIGHT, MAJ, CACC, Commandant of Cadets			
<b>Signature of Supervising State Property Custodian</b> 		<b>Date</b> 04 Apr 08	
<b>Printed Name, Grade (if applicable), and Title of Supervising State Property Custodian</b> HELEN KELLER, Principal			

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

**Sample Report of Survey (Back)**

## APPENDIX E

### Sample Memorandum of Understanding when a Brigade or Regimental Advisor is not an employee of the school district

**WHEREAS:** \_\_\_\_\_ is assigned as the Brigade Advisor for the \_\_\_\_ brigade by the Headquarters, California Cadet Corps (HQCACC); and

**WHEREAS:** s/he is not an employee of the \_\_\_\_\_ school district(s) to which brigade schools belong and/or on whose property the brigade supplies are stored; and

**WHEREAS:** Cadet Regulation 4-1 prescribes that the Brigade Advisor is responsible as the State Property Custodian for all supplies issued to the Brigade Headquarters by HQCACC; and

**WHEREAS:** when a Brigade Advisor is not an employee of the school district on whose property supplies are stored and/or the supplies are stored at a location other than school district property, significant potential exists for miscommunication regarding supply management, mishandling of state property, and skewed lines of authority regarding supply management;

**IT IS UNDERSTOOD THAT:**

**THE BRIGADE ADVISOR SHALL:**

- ensure the safe and proper storage of all supplies in accordance with CR 4-1 and 4-2;
- coordinate for proper security of all supplies at whichever location they are stored;
- comply with any applicable school district policies and protocols when supplies are stored a district facility and coordinate with the district administration and facilities/security personnel to ensure their care and safeguarding IAW CR 4-1 and 4-2;
- not secure any supplies on personal real estate owned, leased, or rented to the brigade advisor or any other agents of the California Cadet Corps unless specifically agreed to herein;
- provide HQCACC with the physical address at which all supplies are located and provide reasonable access to those supplies at times mutually agreed upon by HQCACC and the brigade advisor;
- provide for the timely issuance of supplies to subordinate units as requisitioned by those units;
- coordinate with HQCACC for the return of supplies when directed by HQCACC

The above are understood and agreed to by the Brigade Advisor and XO,CACC.

Signed by XO, CACC \_\_\_\_\_ Date \_\_\_\_\_

Signed by Brigade Advisor \_\_\_\_\_ Date \_\_\_\_\_