

California Cadet Corps Handbook

1951

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FILE

30TH BATTALION
CALIFORNIA CADET CORPS
SAN JUAN HIGH SCHOOL



CALIFORNIA CADET CORPS

COAT OF ARMS



80TH BATTALION
CALIFORNIA CADET CORPS
SAN JUAN HIGH SCHOOL

SHIELD: Azure, parti per pale or; on a chief a grizzly bear passant, in dexter the torch of knowledge paleways; in sinister a Roman sword paleways, point to base, all of the second.

CREST: On a wreath or and azure a hand issuant, holding an open book, both of the first.

MOTTO: Essayons! (Let us try.)

DESCRIPTION: The colors blue and gold represent the State of California, and the blue also stands for infantry. The grizzly bear stands for California, the torch shows the connection with the school and the sword is for the military connection.

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
SACRAMENTO

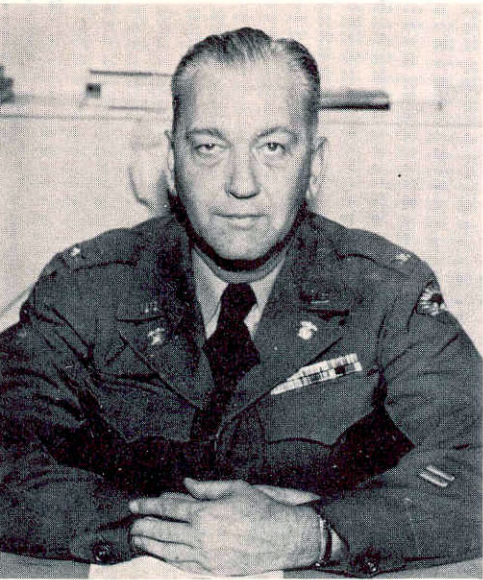


GOVERNOR EARL WARREN
Commander in Chief, California Cadet Corps

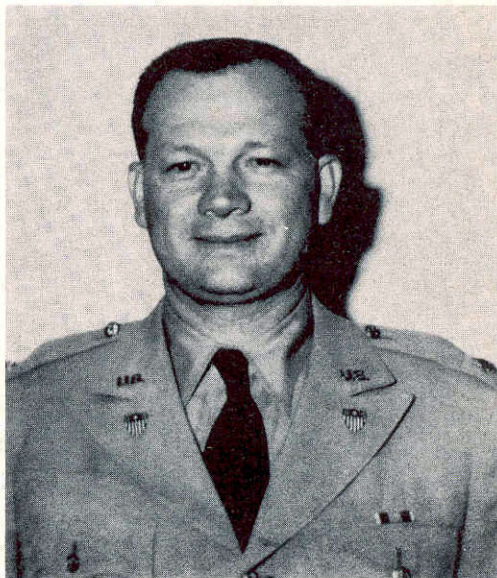


MAJOR GENERAL C. D. O'SULLIVAN
The Adjutant General

CALIFORNIA CADET CORPS



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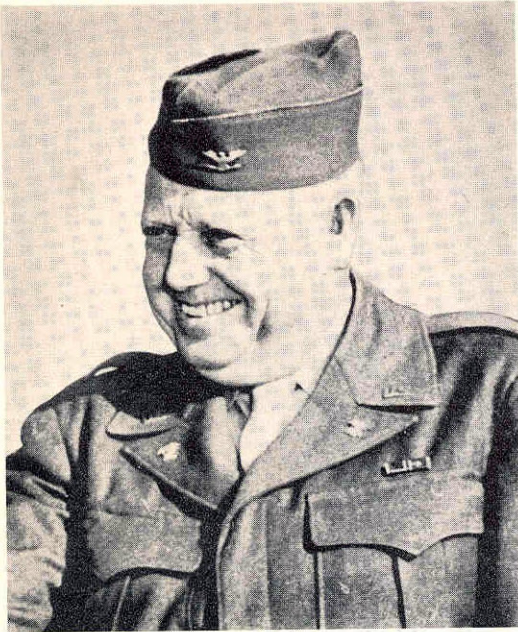


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Lt. Col., Inf.
Region IV

IN MEMORIAM



RAYMOND E. SMITH
Colonel, QMC
Regional Supervisor
Region I

This edition of the California Cadet Corps handbook is dedicated to the memory of our good friend and departed comrade, Colonel Raymond E. Smith, whose many contributions to the Cadet Corps program came to a halt with his untimely decease while in performance of duty at Camp San Luis Obispo just prior to the opening of the 1950 Annual Cadet Encampment. Over a period of 20 years Colonel Smith made monumental contributions to the California Cadet Corps, first as Commandant of Cadets at Anaheim High School before World War II, and after the war as a Regional Supervisor on the State Headquarters Staff of the Corps. Many of the policies and procedures of the Corps today are based on his thinking and planning, and his voice in council will be greatly missed by those who carry on his work. Although he is no longer with us, the character, personality, ideas and ideals of Colonel Smith live on in the California Cadet Corps of today and tomorrow, and provide those who follow in his footsteps with a bedrock foundation on which to build.

FATHER OF CALIFORNIA HIGH SCHOOL CADETS



BRIGADIER GENERAL EDWIN ALEXANDER FORBES
The Adjutant General
1911-1915

PREFACE

With this new edition of the California Cadet Corps handbook the Corps enters its 41st year of service to the Nation, the State, and to the youth of California as individual citizens.

The California Cadet Corps has started thousands of young Californians along the path of leadership both in civil life and in the armed forces. In assuming the positions of leadership and responsibility as cadet officers and cadet noncommissioned officers in the units of the Corps, California students have laid a firm foundation for themselves on which to build a reputation as leaders and good citizens.

In the period of trial that lies ahead for our Nation, the State of California will continue to look to the California Cadet Corps for qualified young men to assume the mantle of leadership in their adult activities as members of the armed forces, as citizens in their communities, and as participants in our economic system.

C. D. O'SULLIVAN
Major General
The Adjutant General

FOREWORD

The present edition of the California Cadet Corps handbook has been several years in the making. With each passing month there has come some change; new material to be added and obsolete items to be modified or dropped. Succeeding months will doubtless see further changes, but the time has come when the need for a new handbook far outweighs the advantages of further delay. Enrollment in existing Cadet Corps units is steadily increasing, and the creation of new units has been accelerated in recent months. Under these circumstances a continued postponement of publication is not justified.

The Headquarters Staff of the California Cadet Corps exists for the single purpose of aiding the schools of California in providing a military education program as an integral part of the school curriculum. Elasticity is the keynote of our state-wide program, and our mission is to provide each California school with a military education program that will meet the needs of youth in any type curriculum or any type of community.

Great responsibilities face the youth of California who are today attending our high schools and junior colleges. It is the task of the California Cadet Corps to assist the schools in preparing our youth to meet these responsibilities.

C. A. ROYSTON
Colonel, QMC, CNG
Executive Officer

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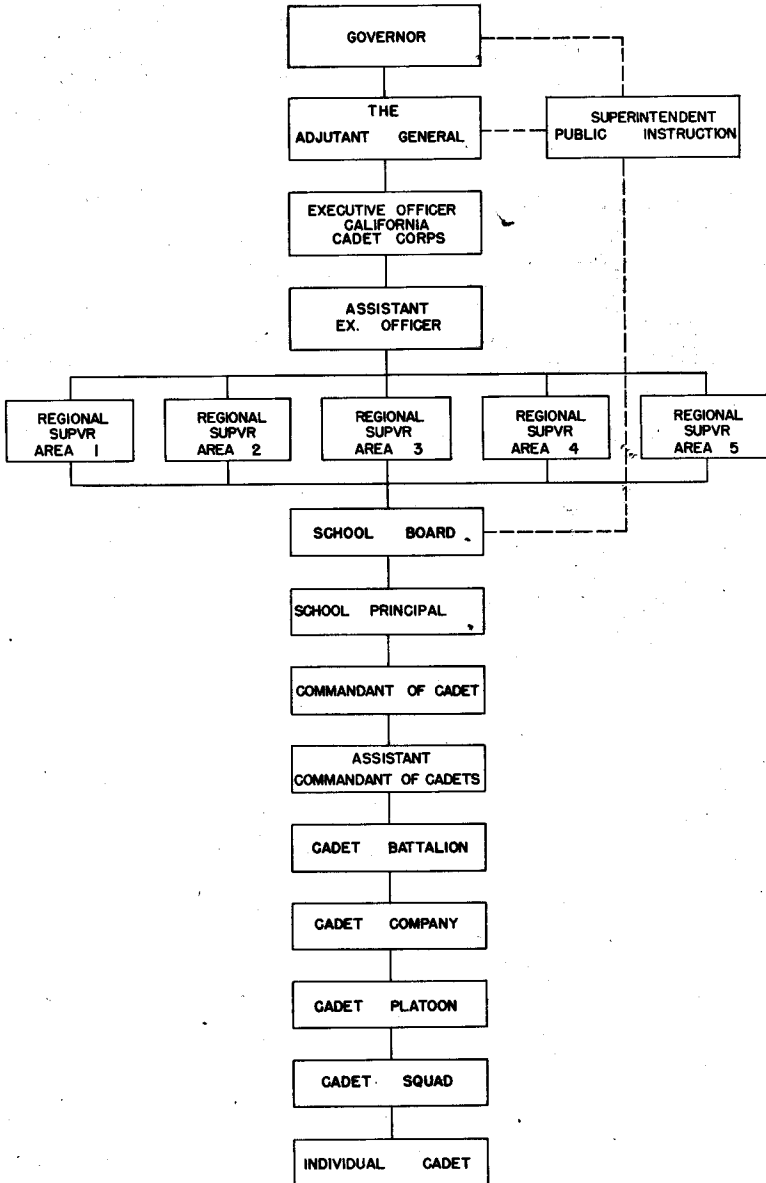
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ORGANIZATIONAL AND FUNCTIONAL CHART
OF THE
CALIFORNIA CADET CORPS



SECTION I

INTRODUCTION

THE CALIFORNIA CADET CORPS

What kind of military education programs are available to the high schools of California?

There are two military education programs now being utilized in California high schools: (1) the federal Junior ROTC program based on federal law; (2) the California Cadet Corps program based on the Military and Veterans Code of the State of California. These two programs offer virtually the same military subject matter content to the student cadet, and at first glance these two separate programs may appear to be in competition with each other. However, neither competitive situations nor conflicts arise between these two separate programs in the State of California because the California Cadet Corps program is so organized and administered that no conflicts can occur.

The California Cadet Corps program is operated on the basic premise that if the Federal Government, through the medium of the U. S. Army, will place its Junior ROTC program in a California high school (with consent of the school concerned), there is then no need for the equipment and services of the California Cadet Corps program in that particular high school. By adhering scrupulously to this simple basic premise all competition and conflict between the federal military education program and the State of California military education program has been eliminated.

The question logically arises, why does the State of California maintain its own military education program when a similar federal program exists? The federal Junior ROTC program is based on rules and regulations promulgated by the U. S. Army. These rules and regulations of necessity must be identical for all 48 of the states of the Union and for the three territories of the United States. This situation has brought about a rigidity in set requirements, and an absence of elasticity in meeting local conditions, which excludes 80 percent of the high schools of California from qualifying for a federal Junior ROTC unit if the federal program was desired. For example, a minimum enrollment of 100 cadets is required at all times in a Junior ROTC unit. In addition the available classroom, rifle range, and armory for a Junior ROTC unit are again of necessity fixed by specific requirements. In consequence the State of California maintains its own military education program through the medium of the California Cadet Corps in order to provide an organization and equipment for the schools of California which cannot meet the federal requirements, or do not desire the federal program for one reason or another.

Elasticity is the keynote of the California Cadet Corps program. No prescribed minimum number of cadets is required to maintain a unit of the California Cadet Corps, and existing units in California high schools range from 15 cadets in the smallest unit to some 300 cadets in the largest unit. A rifle range on the school premises is encouraged but not required. Classroom facilities for units of the California Cadet Corps are modified

to meet the local situation. Property, uniforms, and equipment belonging to the California Cadet Corps must be protected from loss and damage but here again a wide latitude is permitted in the method of storage and protection.

An interesting feature of the California Cadet Corps program is that complete control of the program remains in the hands of the local school authorities, and the regularly appointed head of the school has complete charge of the military education program in his own school. The Commandant of Cadets, in charge of the actual military instruction, is selected by the local school authorities and he is generally a teacher or athletic coach already on the school faculty thus tying in the military education program with the rest of the school curriculum.

The mission of the California Cadet Corps is two-fold. The first mission of the Corps is to give the individual cadet enough knowledge of things military so that his entrance into one of the armed forces will not be entirely foreign to him. Meeting situations in the service with which he already has some knowledge will help greatly in making adjustments and in making a creditable showing initially. The second general mission of the California Cadet Corps is to develop qualities of leadership in those cadets who have completed their first year in the program. The California Cadet Corps believes that developing leadership qualities in its cadets is a vital and important part of the military education program in the high schools. Experience has shown again and again that it takes time and training to develop leaders, years in fact, whereas the basic military subjects can be mastered in a matter of weeks with intensive training.

The California Cadet Corps is based primarily on U. S. Army training. However, the suggested training program is organized to provide subject matter content equally useful in all branches of the armed forces including the Navy, the Marines, the Coast Guard, and the Air Force, as well as the Army. The drill taught is applicable to any branch or service, and stress is placed on the subjects of first aid, personal hygiene, sanitation, group safety, map reading, and rifle marksmanship which are taught and used in all of the armed forces. These same subjects are of value to the cadet in his role as a civilian as well as in his role as a member of the armed forces. The California Cadet Corps program also stresses the qualities and principles of good citizenship and encourages familiarity with world events currently happening and thus ties in with the other efforts of the high schools to prepare California youth for their duty as American citizens.

The California Cadet Corps operates on the major premise that the general educational development of the cadet is of primary importance, and that the military training of the cadet is secondary to his general education. Promotion up through the cadet ranks is contingent on sound scholarship. In all relationships with cadets the policy of the California Cadet Corps is to encourage them to secure the maximum education possible before entering the armed forces with a minimum of at least a high school diploma.

The California Cadet Corps is administered by the Adjutant General of the State of California, Major General Curtis D. O'Sullivan, and the program is immediately supervised by the Executive Officer of the

Corps, Colonel C. A. Royston. Colonel Royston is assisted in the performance of his duties by an Assistant Executive Officer, Lt. Colonel Carter C. Speed, and regional supervisors who visit the schools in the cadet program periodically and assist the local Commandants of Cadets in any way possible. This personnel constitutes the permanent headquarters staff of the California Cadet Corps and they are selected for their positions by State of California civil service examinations from veteran officers and former Commandants of Cadets who meet the eligibility requirements.

Membership in the California Cadet Corps does not create or impose any military duties or obligations to serve the Federal Government or the State Government in any military force. In short, the cadet training program on the high school level is today the only remaining organized course of military instruction in which a young man does not commit himself to a fixed period of service.

The California Cadet Corps program includes the annual encampment at Camp San Luis Obispo where for a period of two weeks the cadets receive practical instruction in military activities which cannot be readily taught in their own schools because of time and space factors. There is no cost to the school or the cadet in attending this two weeks encampment. All expenses, including transportation costs to and from camp, are paid by the State of California. Attendance of cadets at the summer encampment is voluntary and no cadet is required to attend. The camp training program is based upon current U.S. Army instructional methods and practices. "The California Cadet Corps achieved a high point in its years of development," said Major General O'Sullivan, "in last year's encampment at San Luis Obispo where some 1,000 cadets from all parts of the State gained the unqualified approval of experienced military observers for their alert bearing, keen interest, and unhesitating assumption of the responsibilities of leadership."

The California Cadet Corps is prepared to furnish units in the high schools with uniforms, rifles for drill purposes, rifles and ammunition for marksmanship instruction, all required insignia, and a variety of literature, training charts, and other instructional aids. In consequence, a unit of the California Cadet Corps can be maintained in a high school with no direct cost to the school in money, and only the expenditure of one hour per school-day in the time of a faculty member to act as Commandant of Cadets.

At the present time there are California Cadet Corps units in 91 different schools of California extending from Calexico High School on the border of Mexico to Butte Valley High School in Dorris, Siskiyou County, a few miles from the Oregon line. In the majority of these schools the California Cadet Corps program is carried on as a separate course subject with regular credit for graduation. In a minority of the schools in the program the cadet work is carried on in conjunction with the physical education courses in the school. In fact, the California Cadet Corps program is elastic enough that it can be carried out after regular school hours if a school so desires. However, the program is strictly an educational one and state law requires that the units of the California Cadet Corps will only be organized in regularly established schools (e.g. an interested local civic group cannot establish a unit of the California Cadet Corps in a community outside the jurisdiction of the local

school). The complete state laws setting up and regulating the California Cadet Corps can be found in the appendix of the Education Code of California, 1949 edition.

The services of the field representatives of the California Cadet Corps are available to the administrators of California high schools on all phases of military education in the public schools. These field representatives will visit any California community on request and explain the military education program to educators, student groups, or civic groups. Their job is to help California secondary school administrators and teachers in meeting the needs of California youth in the field of military education. (For information or assistance in military education matters communicate with Executive Officer, California Cadet Corps, 1215 16th Street, Sacramento, California.)

MISSION OF THE CALIFORNIA CADET CORPS

The first general mission of the California Cadet Corps is to provide the secondary schools of the State of California with courses in military instruction as an integral part of the school curriculum. As a part of this mission the California Cadet Corps provides a central headquarters and a state-wide organization for military cadet units throughout the State of California.

The second general mission of the Corps is to provide, at state expense, uniforms, rifles, ammunition, and other training equipment to California schools participating in the California Cadet Corps program.

The third general mission of the Corps is to provide various activities for the cadets such as an annual two-week summer encampment, rifle matches, military field meets, training conferences, and weekend bivouacs.

The fourth general mission of the Corps is to make available to participating schools the services of traveling field representatives of the California Cadet Corps who visit the schools and assist local instructors in handling training, supply, and administrative problems which might arise.

OBJECTIVES OF THE CALIFORNIA CADET CORPS

The first objective of the California Cadet Corps is to develop qualities of *leadership* in the cadets participating in the program. The Corps endeavors to train a type of democratic leader who can best lead a democratic people in either the armed forces or in civil pursuits.

The second objective of the Corps is to provide cadets with a basic military knowledge which will be helpful to them in the event they should serve at a future time in any of the armed forces of the United States or of the State of California.

The third objective of the Corps is to assist the schools in educating youth for citizenship by training cadets to work together as a team, and to cooperate effectively with others.

The fourth objective of the Corps is to develop a sense of real and solid patriotism in the cadets, and to teach them the important, but limited, role of the armed forces in a democracy.

The fifth objective of the Corps is to encourage cadets to develop a good standard of all around knowledge and a good scholastic record, and to acquire the maximum possible amount of education.

STATUTORY AUTHORITY FOR CALIFORNIA CADET CORPS

The statutory authority for the organization and maintenance of the California Cadet Corps is contained in Sections 500 to 530, California Military and Veterans Code. These sections provide as follows as of 1 August 1951.

500. The male students of any college, junior college or high school in this State, having 100 or more such students, 14 years of age or over, may be organized into a cadet company or companies under such rules and regulations as the governing body of the schools or colleges and the Adjutant General of the State of California may prescribe. Said company or companies shall be of such strength as may be prescribed by the Adjutant General.

500.1. Except as hereinafter provided, each college, junior college, high school and each senior high school in this State having 100 or more male students of 14 years of age or over and in which there is not maintained an ROTC unit shall establish a cadet company or companies under such rules and regulations as the governing body of the schools and the Adjutant General may prescribe, and any college, junior college, high school or senior high school in the State having less than 100 of such students may establish a cadet company or companies. Said company or companies shall be of such strength as shall be prescribed by the Adjutant General. A cadet company or companies is not required to be established in a high school, college or junior college unless a number of qualified male students sufficient to constitute a company or companies of the strength prescribed by the Adjutant General voluntarily enroll therein.

501. Cadet companies shall at all times be under the guidance and control of the principal, president, director or chief administrative officer of the college, junior college or high school, whose duty it shall be to make regulations with the approval of the Adjutant General regarding the moral, educational, and physical welfare of the cadets.

502. Upon recommendation of the school board having jurisdiction over the school and with the approval of the Adjutant General the Governor may appoint officers in the California Cadet Corps not to exceed the grade and rank of major for duty in each college, junior college or high school having one or more cadet companies. Except while on duty under orders of the Adjutant General such officers shall be under the immediate control and jurisdiction of the governing body of the college, junior college or high school at which they are on duty. Each such officer shall hold his appointment at the pleasure of the Governor, or until his successor has been appointed and qualified or his connection with the cadets is severed. Said officers may be ordered by the Adjutant General to duty at encampments or exercises held or conducted by the California Cadet Corps and while on such duty said officers shall receive the same base pay without longevity as officers of similar grade in the United States Army and shall receive their expenses while on such duty. Such pay and expenses shall be taken from the moneys appropriated for the maintenance of the California Cadet Corps.

502.1. The Adjutant General shall determine by the adoption of rules and regulations the grade and rank to be held by officers appointed in the California Cadet Corps by reason of their military experience and professional knowledge. Said officers shall be commissioned in the manner that shall be determined by rules and regulations adopted by the Adjutant General.

A candidate who has previously been a commissioned officer of, and honorably discharged from, the United States Army, the Army of the United States, the Navy, the Marine Corps, the Coast Guard, the National Guard, the Officer's Reserve Corps, the California Defense and Security Corps, or the State Guard may be appointed in the California Cadet Corps and commissioned in the same rank or its equivalent last held in the branch of service in which he was commissioned. Each officer commissioned shall hold office as provided by rules and regulations adopted by the Adjutant General. Upon recommendation of the Adjutant General, the Governor may commission one executive officer of the California Cadet Corps as Colonel National Guard, one assistant executive officer of the California Cadet Corps as Lieutenant Colonel National Guard, and the necessary number of regional supervisors of cadet instruction as Major National Guard. Pay and expenses shall be taken from the moneys appropriated for the maintenance of the California Cadet Corps.

502.2. The executive officer commissioned as a Colonel National Guard, the assistant executive officer commissioned as a Lieutenant Colonel National Guard, the supervisors of cadet instruction commissioned as Majors National Guard and the officers appointed in the California Cadet Corps commissioned according to rules and regulations adopted by the Adjutant General shall wear such uniform as may be prescribed by the Adjutant General including cap and collar ornaments and other distinctive marks of identification of the California Cadet Corps as may be in accord with rules and regulations of the United States Army.

503. Cadet companies shall be organized and each shall have such commissioned cadet officers and noncommissioned cadet officers as shall be prescribed from time to time by the Adjutant General, and as shall conform generally to the number of commissioned and noncommissioned officers of companies of the California National Guard. Said commissioned cadet officers shall be commissioned by the Adjutant General upon recommendation of the Commandant of Cadets and with the approval of the president, director or chief administrative officer or principal. The noncommissioned cadet officers shall be appointed and warranted by the Commandant of Cadets with the approval of the president, director or chief administrative officer or principal.

504. The Adjutant General shall provide by the adoption of rules and regulations for the formation of cadet battalions and shall adopt tables of organizations and provide for the appointment of cadet battalion officers and staffs. All cadet battalion officers and noncommissioned officers shall be appointed, commissioned or warranted upon the recommendation of the commandant of cadets with the approval of the president, director or other chief administrative officer or principal of the college, junior college or school.

505. The Adjutant General may in his discretion organize companies of the California Cadet Corps into battalions and regiments and each such battalion and regiment so organized shall have a staff to consist of such commissioned officers and noncommissioned officers as may be prescribed by the Adjutant General. The Adjutant General may adopt tables of organizations for the battalions or regiments created hereunder and all cadet officers or cadet noncommissioned officers appointed, commissioned or warranted as staff or line officers or noncommissioned officers shall be selected upon the recommendation of the cadet commandant with the approval of the president, director or other chief administrative officer or principal of the college, junior college or high school.

506. All cadet officers shall be appointed from the senior and junior classes of high schools and may be appointed from any classes in colleges and junior colleges. All cadet officers and noncommissioned officers shall be promoted according to rules and regulations adopted by the Adjutant General upon the recommendation of the commandant of cadets and with the approval of the president, chief administrative officer, director or principal of the college, junior college or high school.

507. Any commissioned officer or noncommissioned officer may have his commission or warrant canceled and be reduced to the ranks, or dismissed from the California Cadet Corps and any cadet may be dismissed from the corps, upon the recommendation of the president, director or chief administrative officer of the college or junior college or the principal of the high school, for deficiency in his studies or for misbehavior either in college, junior college or high school or in the California Cadet Corps or for other good cause in the judgment of the president, director or chief administrative officer of the college or junior college or the principal of the high school.

508. The California Cadet Corps shall train in accordance with the appropriate manuals prescribed by the United States Army and as may be prescribed by rules and regulations adopted by the Adjutant General. No uniformed corps of cadets shall be organized in any college, junior college, or high school except pursuant to and as authorized by this chapter provided that ROTC and other federally approved military units shall not be subject to or limited by this code.

509. The Adjutant General shall provide and may prepare suitable training regulations, books and courses of instruction, and the necessary forms for reports or other necessary purposes to be used by the California Cadet Corps.

510. Members of the California Cadet Corps shall wear such uniforms as the Adjutant General prescribes. The Adjutant General may issue to the California Cadet Corps necessary cap and collar ornaments and chevrons, training aids, insignia of rank and of the California Cadet Corps, awards and decoration, flags, colors, guidons, standards, slings and carrying devices, canteens and covers, belts, first aid packets, mess kits, shelter halves, haversacks, and such other military property or equipment in the control of the Adjutant General as may not be required for the National Guard or other state military forces or other military purposes. A regulation uniform for cadets shall be kept in the Adjutant

General's office to be used as sample from which the uniforms for the California Cadet Corps shall be made. Such issues may be made by the Adjutant General without charge to the members of the California Cadet Corps or to the school or college or junior college. The Adjutant General, after receiving written acknowledgment from the high school principal or president, director or chief administrative officer of the college or junior college of the receipt of such property, shall account the same as a transfer of equipment.

511. A sufficient number of rifles suitable for drill purposes may be purchased by the board of high school trustees, board of education, board of directors or trustees of a college or junior college, county superintendent of school, the State Superintendent of Public Instruction, or the Adjutant General out of any funds available and not otherwise appropriated.

511.5. The Adjutant General, under such rules and regulations as he may adopt, may purchase and furnish the members of the California Cadet Corps uniforms including caps, helmets, liners, shirts, trousers, belts, jackets, ties and leggings. Such uniforms not to be furnished in excess of fifteen dollars (\$15) in value per cadet, the number of cadets per unit to be based upon the average monthly strength report thereof.

512. Target practice shall constitute a part of the instruction to be given to cadets. The Adjutant General may purchase and supply to each of the colleges, junior colleges and high schools a sufficient number of Springfield or other efficient rifles for field target work and gallery practice and the ammunition and equipment therefor, as in his judgment is necessary for efficient rifle practice. All target practice shall be under the supervision of the president, chief administrative officer, director or principal of the college, junior college or high school or such officer or officers as he or they may appoint. Competent members of the National Guard, State Guard, California Defense and Security Corps or Naval Militia may be detailed by the Adjutant General, with their consent, and upon request of the president, chief administrative officer, director or principal of the college, junior college or high school, as instructors of target practice in the California Cadet Corps. Such instructors while on duty at said college, junior college or high school during target practice shall be under the immediate control and jurisdiction of the governing body of said college, junior college or high school. The expenditures therefor may be paid out of the moneys appropriated for the maintenance of the California Cadet Corps.

513. The Adjutant General may detail from the organizations of the National Guard, State Guard, California Defense and Security Corps, or Naval Militia competent members thereof who shall act as training and rifle practice instructors for the California Cadet Corps. The Adjutant General may provide for compensating the persons detailed by him to instruct the Cadets in drill and target practice. The Adjutant General may conduct schools and conferences for the officers of the California Cadet Corps and pay the expenditures thereof out of moneys appropriated for the maintenance of the California Cadet Corps. The Adjutant General may adopt rules and regulations providing for the promotion of officers of the California Cadet Corps.

514. Whenever practicable members of the California Cadet Corps shall, under the supervision of the commandant of cadets, be permitted to shoot at target practice upon National Guard rifle ranges when not needed by the National Guard.

515. Units of the California Cadet Corps shall be inspected at least once each year by the supervisor of cadets, the assistant supervisor of cadets, the supervisors of cadet instruction, or any of them, or by officers of the National Guard, State Guard, California Defense and Security Corps, or Naval Militia detailed by the Adjutant General for that purpose. Such inspectors shall report to the Adjutant General the result of inspections relating to the training, target practice, attendance, discipline, military knowledge and instruction, leadership and condition of property of the California Cadet Corps. Such report shall contain an inventory of the state property on hand in the cadet units at the time of inspections. Such reports shall be made and forwarded in duplicate, one copy to the State Superintendent of Public Instruction and one copy to the Adjutant General's Office, and shall bear the endorsement of the president, director or other chief administrative officer of the college or junior college or of the principal of the high school, containing remarks the said officials may deem pertinent.

516. The president, director or chief administrative officer of a college or junior college and the principal of the high school shall be responsible for all public property supplied to units of the California Cadet Corps under their control or supervision and shall supervise the proper care thereof.

516.1. An encampment or encampments may be held by the California Cadet Corps to be of such duration and attended by such proportion of the strength of the corps as may be prescribed by the Adjutant General. The expenses of said encampments may be paid out of moneys appropriated for the maintenance of the California Cadet Corps.

517. Each board of high school trustees, president, director and chief administrative officer of a college or junior college, board of trustees of a college or junior college, board of education, principal of a high school, county superintendent of schools and the State Superintendent of Public Instruction shall facilitate the purposes of the California Cadet Corps and its instruction and the provisions of this chapter by cooperating with the Adjutant General.

518. The provisions of this chapter shall apply to all junior colleges in this State, and the principals and governing boards of junior colleges shall have the same authority as similar officials of high schools.

519. Where a junior college is located in close proximity to any high school having a high school cadet company or companies, the governing boards of the junior college and high schools may by agreement provide for the joint organization of cadet companies.

520.1. The principal and governing board of any private educational institution of high school or junior college or college grade otherwise meeting the qualifications prescribed by this chapter and such rules and regulations not inconsistent therewith that may be adopted by the

Adjutant General may apply to the Adjutant General for permission to establish a cadet company or cadet companies, battalions or regiments of the California Cadet Corps pursuant to this chapter. If the Adjutant General approves the petition, the principal and governing board of the private school shall have the same authority as similar officials of public high schools, junior college or colleges to create units of and to become a member of the California Cadet Corps, and the cadet company or companies or other cadet units shall in all respect be governed by the provisions of this chapter to the same extent as though it were a public high school, junior college or college.

530. In any military academy, having not less than 80 male students, uniformed, drilled, and instructed in strict accordance with the tactics of the regular United States Army, and in which the instruction is conducted in accordance with military principles, the military instructor or instructors or professors of military science and tactics of such academy regularly elected or appointed by the board of trustees or other lawful authority of the academy, may be commissioned in the California Cadet Corps with the rank of major or lower rank. Such officers shall exercise no authority or command except as military instructor or instructors or professors of military science and tactics of such academy. Such commissions shall be granted and may be revoked by the Adjutant General, under such rules and regulations as he may prescribe.

SECTION II

VOLUNTEER CADET MILITIA ORGANIZED PRIOR TO 1911

Officially the California Cadet Corps began in 1911 when the California Legislature passed the high school cadet bill. Actually, however, the institution of cadet companies is an outgrowth of an old California custom. The Adjutant General in his report for 1861 said:

“In many former annual reports I have frequently recommended the organization of a State Military School, and again recur to the subject.”

Finally there was organized at the University of California, the Battalion of University Cadets. It was a part of the National Guard, reporting to the Adjutant General of California, who furnished the arms, and commissioned the officers. The custom at the University of California of inviting the Adjutant General of the State to present commissions to the cadet officers in the ROTC is a survival from this institution.

In 1873, George C. Edwards was major of the battalion (long remembered as “Colonel Edwards”), and James H. Budd was a second lieutenant in Company B. James H. Budd became a major, 6th Infantry California National Guard in 1885, and a brigadier general commanding the 3d Brigade in 1887. In 1888 there were a number of officers in the California National Guard, often in technical staff positions, who began their military service in the University Cadets. In 1880 the curriculum of the Cadet Corps included a study of “Codes and Regulations Governing the National Guard of California.” The names of officers of the University Cadets were carried on the roster of the National Guard.

Officers of the National Guard served as instructors at military academies, also; and these academies sometimes provided officers for the National Guard. In 1888 a graduate of St. Augustine’s Military College was Assistant Adjutant General with the rank of colonel.

There were also cadet companies, at times attached to regiments. The cadet company of the San Francisco High School, in 1892 was attached to the First Infantry Regiment, and on May 20, 1892, a cadet company was authorized to be attached to the Second Artillery Regiment. A cadet company was mustered into service at Santa Rosa in June, 1885, and attached to the Fifth Infantry Regiment as Company “E.” In 1886 a cadet company at Modesto was attached to the Sixth Infantry Battalion. That same year “the cadet company of the Third Infantry was made a regular company.”

The exact nature of these cadet companies at that time is not clear; but they did furnish some officers to the National Guard. They certainly were not the same as the early cadet companies, such as the Sacramento Cadets organized in 1856, or the Placer Cadets organized in 1865; these were line companies of the National Guard, like any other, except in

designation. The institution of cadet companies in the California National Guard was not continued after the War with Spain, except in the University of California. But the cadet system appears to have been a helpful asset. In 1896 the University Cadets furnished two field officers on brigade staffs and an officer to the Naval Battalion. A former cadet from a military academy was a regimental commander. Two staff officers of field rank and a lieutenant commander in the Naval Militia came from cadet companies.

REPORTS OF THE ADJUTANTS GENERAL OF CALIFORNIA

1910-1932

Comments of the respective Adjutants General, State of California, in the official Biennial Reports concerning the California Cadet Corps, formerly known as The California High School Cadets, from 1911 to 1932.

REPORT OF THE ADJUTANT GENERAL OF CALIFORNIA

July 1, 1910, to November 16, 1914

High School Cadets

One of the most important moves to strengthen the military spirit in this State and to awaken waning patriotism and love of the Flag and to furnish a young, virile and trained asset to the Country, in case it should be needed in time of the Nation's stress, was the passage of the high school cadet bill by the California Legislature of 1911.

After a fairly careful but hasty study of the military educational systems of the countries of Europe and of Japan, in 1910, where splendid military reserve systems are maintained by those governments, the undersigned, with the approval of the Governor, prepared a bill during the last days of the session providing for the formation of high school cadet organizations and which bill was passed and subsequently signed by the Commander-in-Chief. Only enough money was appropriated to experiment with the measure. The experiment has proven such a success as to justify an increase in the appropriation by the Legislature of 1913 somewhat in proportion to the importance of the movement. Following is the law as it now stands on the statute books:

An act to provide for the organization, control and equipment of high school cadet companies, and for the promotion of rifle practice therein, and appropriating the sum of \$5,000 therefor.

(Approved April 5, 1911)

SECTION 1. The male students of any high school in this State, having 40 or more such students, 14 years of age or over, may be organized into a high school cadet company, or companies, of not less than 40 members each, under such rules and regulations as the governing body of said school may prescribe. Said cadet company, or companies, shall at all times be under the guidance and control of the principal of the said school, whose duty it shall be to make regulations regarding the moral, educational, and physical welfare of said cadets.

SECTION 2. Said companies shall each have one captain, one first lieutenant, one second lieutenant, elected by the members thereof, and such non-commissioned officers and privates as correspond to noncommissioned officers and privates of the infantry companies of the National Guard of California, the non-commissioned officers to be appointed by the captain.

SECTION 3. In case any high school has more than one company, it shall have one cadet major, who shall be elected by the commissioned officers of the companies; one cadet adjutant, and one sergeant-major, who shall be appointed by the major.

SECTION 4. The principal of such high school may issue commissions to such officers so elected, and warrants to the noncommissioned officers.

SECTION 5. Said cadets shall drill in accordance with the drill regulations prescribed by the United States Army.

SECTION 6. Said high school cadets may wear a uniform similar to that prescribed for the National Guard of California, except that instead of shoulder straps, cadet chevrons indicating rank, and distinctive collar ornaments shall be worn.

SECTION 7. Any commissioned officer, or noncommissioned officer, may have his commission or warrant canceled, and be reduced to the ranks, by the principal of the high school for falling back in his studies, or for misbehavior, either in school, or in the cadet company, or for other good cause appearing in the judgment of said principal.

SECTION 8. A sufficient number of obsolete rifles for drill purposes may be purchased by the board of high school trustees, board of education, county superintendent of schools, or the State Superintendent of Public Instruction, out of any funds available and not otherwise appropriated.

SECTION 9. Target practice shall constitute a part of the instruction to be given to said cadets, and the Adjutant General of the State shall purchase and supply to each of said high schools a sufficient number of Krag-Jorgensen, or other efficient, rifles for field target work and for gallery practice, and ammunition and equipment therefor, as in his judgment shall be necessary for efficient rifle practice. All target practice shall be under the supervision of competent members of the National Guard of California, detailed for that purpose by the Adjutant General of the State. The expenditures therefor shall be paid out of the moneys hereinafter appropriated.

SECTION 10. The Adjutant General of the State shall detail from the organizations of the National Guard, when practicable, some competent member thereof who shall act as drill and rifle practice instructor for said high school cadets. The Adjutant General may provide for compensating the person or persons detailed by him to instruct said cadets in drill and target practice.

SECTION 11. Whenever practicable said high school cadets shall be permitted to shoot at target practice upon National Guard rifle ranges, when not needed by the National Guard, under the supervision of National Guard instructors.

SECTION 12. The inspectors of the National Guard shall inspect and report on said high school cadet companies at least once each year.

SECTION 13. The Adjutant General shall provide suitable drill regulations, books of instruction, and the necessary blank forms for reports for each of said high schools having a cadet company, relating to the drill, target practice, attendance, discipline, and condition of property of said high school cadet organizations. Such reports shall be made and forwarded, in duplicate, one copy to the State Superintendent of Public Instruction, and one copy to the Adjutant General's office, semiannually, and shall bear the indorsement of the principal of said school, containing such remarks as the principal may deem pertinent.

SECTION 14. The principal of the school shall be responsible for all public property supplied to said cadet companies, and shall supervise the proper care thereof.

SECTION 15. Each and every board of high school trustees, board of education, county superintendent of schools, and the State Superintendent of Public Instruction, are, and each is hereby authorized, empowered, and directed to facilitate the purposes of this act, by cooperating with the Adjutant General of the State.

SECTION 16. The sum of \$5,000 is hereby appropriated from funds in the State Treasury, and not otherwise appropriated, for the purpose of carrying out the provisions of this act.

SECTION 17. All acts or parts of acts in conflict with the provisions of this act are hereby repealed.

Under this act there were organized or taken under the act some 21 organizations. Of these four companies dropped out after being organized, owing to the socialistic tendencies of new teachers coming into control of the school, or on account of the lack of a competent instructor for the cadets.

The cadets have become greatly interested in target practice with the regulation arms of the United States Army, in drill and military education in general. The principals of schools having cadet organizations have stated that the cadets have made the very best students since taking up the military work. A more favorable feeling respect-

ing military matters has been engendered by this cadet movement in California. We are now turning out about 50 cadets a year, qualified to act as officers of volunteers. After a year or two of instruction in the high school cadet organizations, under the direction of National Guard or Naval Militia officers, a class of 50 cadets has been sent to the school of military instruction for students, established by the United States Government each year. The splendid course of instruction given at these government schools by the special officers detailed from the Army to give the instruction is earnestly absorbed by the enthusiastic students from the high school cadet organizations. The preliminary work required by the military instructors at the high schools fits these young men to assimilate the knowledge imparted by the Regular Army officers acting as teachers at the government schools. After performing the work required by the military instructors in the high schools for one year and attending the government school for a five or six weeks course, these young men are probably as well qualified for the position of second lieutenant in the volunteer army as any others that could be obtained. In case of war the main trouble will be to get trained officers. In case of war everyone wants to enlist and do his share for the Country, but very few are qualified to serve as officers. These young men will come nearer doing this properly than any others that can be found. Therefore, this movement should be encouraged, as it is of the greatest importance to the Country.

Several of the cadet organizations have joined the National Rifle Association of America. In 1913 the championship in gallery shooting, Class C, National Rifle Association, for schoolboy rifle clubs throughout the United States, was won by Company A, California High School Cadets, Placer County High School, of Auburn, California. This was the first year that Company A had entered this contest.

HIGH SCHOOL CADETS

November 17, 1914, to June 30, 1920

The idea of providing military training to young men in the high schools originated with General E. A. Forbes when he became the Adjutant General in 1911. At that time the Legislature passed a comprehensive High School Cadet Law. This was the first instance in the United States, so far as is known, where an effort was made to organize state-wide military training in the schools under the supervision of the head of the State's military department.

The law was carefully prepared in order that there might be proper cooperation between the educational and military departments of the State. The application of the instruction and the enforcing of discipline is rightly left in the hands of boards of education, or the principals of high schools, and they have always shown a splendid spirit of cooperation.

It is the aim of this office not to lay particular stress upon the purely military training, but rather to inculcate in the members of the High School Cadets those qualifications of self-reliance, subordination to recognized authority, and teamwork.

The military training given causes a more erect carriage of the body, gives strength and directness to all movements, and causes a better coordination of mind and body than any other kind of training. It teaches promptness, neatness, and courtesy. It develops quick thinking and alertness of mind and instills respect for law and order. These qualifications necessarily go to make up a good citizen as well as a good soldier.

During each year, when the appropriation permitted, training camps for all cadets covering a five-day period were held. These camps were commanded by selected United States Army or National Guard officers. Rigid camp discipline was at all times maintained and the cadets always returned enthusiastic, and desiring a longer camp period for the following year. This, in spite of the rigid discipline and the fact that practically every moment of time was taken up with drills, physical training, and supervised recreation. This was of such value that it should be provided for each year. The cadets were served a straight army ration. This was always found sufficient and of good quality.

In addition to the field training camp in 1920, camps for instruction in rifle practice were held on the Leona Heights, Oakland, and Eagle Rock, Glendale, Rifle Ranges. The schools were authorized to send one team of five members from each company of cadets. The matches provided for a team championship and state championship, individual, with the United States service rifle, and also provided for a match with the .22 caliber gallery rifle. Coaching was permitted during all the firing. Cadets received splendid instruction and benefited greatly by the encampment.

The team championship was won by Company No. 27, California High School Cadets, of the Dinuba Union High School, the five students making a team average of 81 percent. The High School Cadet individual championship was won by S. Gonzales, Company 20, San Jose High School, with a score of 131 points out of the possible 150.

We are encouraging gallery practice in all the schools and when the funds permit, will hold annually a state rifle camp of instruction similar to that held during 1920.

Besides teaching boys to shoot, rifle instruction teaches him how to care for his rifle and how to prevent accidents. This instruction alone will save many youths from accidental death or being maimed, as accidents are always caused through ignorance of the rifle and its possibilities.

In 1919 the Federal Government took over the schools of San Francisco, Oakland, Berkeley, Los Angeles, and Pasadena and reorganized the cadets into the Junior Reserve Officers' Training Units, and while this greatly reduced the number of cadets, it was largely offset at the end of the year by the acceptance of new schools in outlying communities.

The manner in which the high schools and former High School Cadets responded to the call of the government when war was declared, and the fact that so large a proportion of them were physically qualified, so attracted the attention of the State Senate that in the last session they adopted the following resolution commending the training of High School Cadets and the school authorities for the excellent results obtained.

Below is a copy of the resolution adopted by the Senate :

WHEREAS, From reports furnished the Adjutant General's Office by the various high schools of the State of California, it is shown that the month of September, 1911, when cadet training was first instituted in California high schools, to the month of September, 1917, 1,655 cadets completed up to and including September, 1918; that the reports further show that 1,906 cadets entered the service during the war, indicating that a large percentage enlisted who were not yet 21 years of age and who had not yet completed their high school course; that the total number of cadets who had had training, or who were in training up to September 20, 1918, was 7,045; that 5,390 of this number were then in the schools, and that a very large number of them were not old enough to enter the service; and it further appearing from said reports that there were 1,465 men from the cadets who entered the Army, 371 who entered the Navy, and 61 the Marine Corps, and that of this number 17 became ensigns in the Navy, five entered West Point, four entered Annapolis, and there were commissioned in the United States Army, one colonel, 11 captains, 43 first lieutenants, 137 second lieutenants, 109 sergeants, 89 corporals, or a total of 218 commissioned officers and 198 non-commissioned officers; that 416 men, or 22 percent of the number of cadets entering our Country's service, became officers; and

WHEREAS, Practically every boy who was old enough to enlist, that is 18 years of age or over, entered the service, it demonstrates the physical value of military training, as nearly all of the cadets and former cadets who applied for admission to the service were accepted as being physically qualified, and it further demonstrates the fact that military training given in the schools was of value to them as individuals as well as of great value to the Nation; now, therefore, be it

Resolved, That the Senate by resolution express its approval and appreciation of the splendid results obtained from military training, in the high schools of California; and be it further

Resolved, That this body express to the schools of California its appreciation for the part they have played in providing for this military training, and that a copy of these resolutions be supplied to the Adjutant General's Office, with the request that the Adjutant General by circular letter inform all the schools of this action.

REPORT OF THE ADJUTANT GENERAL OF CALIFORNIA

July 1, 1920, to June 30, 1926

High School Cadet Corps

This organization is supplementary to the Junior ROTC in our high schools and is maintained in seven high schools throughout the State which cannot secure the ROTC units due to the lack of federal appropriation.

This corps has been reduced from 250 to 24 companies and three bands since the ROTC system entered the schools and it is thought that it will not be a success as long as the cadets are required to furnish their own uniforms. The appropriation from

the State is not sufficient for this purpose and strenuous efforts made by this office to secure uniforms from the Federal Government have not been successful.

Military Law

The present state military law does not conform to the national law in many respects. A study has been made of the laws of all the states and based upon this study a new military code has been prepared.

There are no drastic changes recommended in its present laws.

REPORT OF THE ADJUTANT GENERAL OF CALIFORNIA

July 1, 1926, to June 30, 1928

High School Cadet Corps

The High School Cadet Corps units are maintained in six schools, as follows: Sacramento, Fresno, Porterville, Dinuba, Oroville, and Galt. The latter school was accepted, and Shasta Union High School withdrew from membership, during the period covered by this report.

The Porterville Union High School was awarded silk national and state flags for having the most proficient High School Cadet Corps during the school year 1926-1927, as determined by an inspection made by a Regular Army officer. Again Porterville Union High School won first honors for having the most proficient Cadet Corps during the school year 1927-1928, for which it was awarded a silver trophy.

During 1927 and 1928 State High School Cadet encampments were held at Fresno, in conjunction with the Fresno Raisin Day Celebration. Approximately 450 cadets were in attendance at each camp.

The annual rifle and small bore competition was held at the State Target Range, Leona Heights, May 27 to 30, 1927, and May 26 to 29, 1928.

The Sacramento High School was awarded the Adjutant General's trophy for high team score during the 1927 small arms firing competition. The Fresno High School was awarded the Adjutant General's trophy for having the highest team score in 1928.

The following individual awards for excellence in rifle marksmanship and in the small bore competition 1927 and 1928:

1927 Individual Rifle awards.

William Shartell, Sacramento High School, total score 315—gold medal.

Joe Black, Sacramento High School, total score 301—silver medal.

Clair Hill, Shasta Union High School, total score 300—bronze medal.

1927 Individual Small Bore awards.

James Daley, Porterville High School, total score 359—gold medal.

Charles Reuter, Porterville High School, total score 356—silver medal.

George Snow, Sacramento High School, total score 351—bronze medal.

1928 Individual Rifle awards.

Pvt. Lester Jeffreys, Fresno High School, total score 313—gold medal.

Pvt. Jack Bartram, Fresno High School, total score 312—silver medal.

Capt. Jonny Jan, Sacramento High School, total score 310—bronze medal.

1928 Individual Small Bore awards.

Pvt. Lester Jeffreys, Fresno High School, total score 368—gold medal.

First Lt. Arthur Hilman, Sacramento High School, total score 359—silver medal.

First Lt. Lawrence O'Toole, Fresno High School, total score 354—bronze medal.

REPORT OF THE ADJUTANT GENERAL OF CALIFORNIA

July 1, 1928, to June 30, 1930

High School Cadets

High school cadet units are maintained at the following places: Sacramento, Galt, Fresno, Dinuba, Porterville and Oroville. There have been no additions or losses during the period covered by this report.

The Sacramento High School was awarded a plaque for having the most proficient cadet corps during the school year of 1928-1929, as determined by an inspection made by a regular army officer.

For the school year 1929-1930, the cadets of the Fresno Technical High School were adjudged most proficient, and were awarded a set of colors.

The annual encampment for 1929 was held at Fresno, from April 23d to April 28th. Approximately 250 cadets attended the encampment.

In 1930 an encampment was held at Camp McQuaide, Capitola, from April 15th to 19th. This camp was considered to be one of the best held in recent years, and a great deal of enthusiasm was aroused in the cadet corps. The camp was attended by 339 cadets and seven commandants.

The annual rifle and small bore competition was held at the State Rifle Range, Leona Heights, May 17 to 19, 1929.

The Fresno High School was awarded the Adjutant General's trophy for high team score. The following individual awards were made:

Course A:

Cadet Jack C. Bartram, Fresno High School, score 321—gold medal.

Cadet Geo. L. Hicks, Porterville High School, score 318—silver medal.

Cadet Oscar C. Ivey, Fresno High School, score 318—bronze medal.

Small Bore Competition:

Cadet Geo. L. Hicks, Porterville High School, score 351—gold medal.

Cadet Major Clinton E. Daley, Porterville High School, score 345—silver medal.

Cadet Jack C. Bartram, Fresno High School, score 339—bronze medal.

The annual rifle match for 1930 was held at the State Rifle Range, Leona Heights, May 16th to 18th. The Fresno High School was again awarded the Adjutant General's trophy for high team score. Individual awards were made as follows:

Course A:

Cadet 1st Lt. Richard Hansen, Fresno High School, score 319—gold medal.

Cadet Ara Koligian, Fresno High School, score 317—silver medal.

Cadet Oscar Ivey, Fresno High School, score 314—bronze medal.

Individual Small Bore Competition:

Cadet 1st Lt. Richard Hansen, Fresno High School, score 355—gold medal.

Cadet 2d Lt. Jack Bartram, Fresno High School, score 352—silver medal.

Staff Sergeant Edward Foy, Fresno High School, score 341—bronze medal.

REPORT OF THE ADJUTANT GENERAL OF CALIFORNIA

July 1, 1930, to June 30, 1932

California High School Cadet Corps

High school cadet units are maintained at the following cities: Sacramento, Fresno, Dinuba, Porterville, Oroville, and Anaheim. The unit at Anaheim was organized in September, 1930. The unit at the Galt Joint Union High School was mustered out due to falling below standards, and desire of school authorities, in July, 1931.

For the school year 1930-1931 the units of the Sacramento High School were adjudged the most proficient, and each company was awarded a silk guidon. For the year 1931-1932, guidons were awarded to the companies of the Oroville and the Dinuba High Schools, these schools being tied for first place.

The annual encampment for 1931 was held at the State Fair Grounds, Sacramento, March 28th to April 2d, inclusive, and was attended by 348 cadets and cadet officers. At this camp responsibility was for the first time thrown entirely upon cadet officers, who were required to function exactly as officers of any Regular Army regiment. Considerable supervision by commandants and camp staff was required, but on the whole the experiment was very satisfactory. Company I, Oroville, was judged most efficient company, and the cadets thereof authorized to wear the mark for excellence for the period of one year.

The annual encampment for 1932 was held at the Kern County Fair Grounds, Bakersfield, on March 20th to 26th, inclusive, and was attended by 383 cadets. Cadet officers were again made responsible for training, discipline, and administration, with far greater success than the previous year. Very little supervision was required, which is considered ample evidence of the progress made and the lessons learned at previous encampments. All details were made, orders typed and issued, a message center and telephone switchboard operated by cadets; all drills were conducted entirely by cadet officers. The reaction of the citizens of Bakersfield was very favorable; this was the first time they had had opportunity to observe the Cadet Corps, and the opinion was expressed that the corps was the best behaved body of high school boys that had ever visited that city on any occasion. The Service Company, Dinuba, was awarded the excellent mark for the ensuing year.

The annual rifle match for 1931 was held at the State Rifle Range, Leona Heights, May 15 to 17, 1931. A trophy known as the Adjutant General's Trophy is

awarded each year to the high school rifle team having the highest score, and was awarded to the Fresno High School who made a score of 1,487, being 26 points ahead of the Porterville High School which was in second place. The following individual awards were made:

Course A:

- Cadet Robert Perkins, Fresno, score 317—gold medal.
- Cadet 1st Lt. Walter Witt, Porterville, score 314—silver medal.
- Cadet Leigh Mathias, Fresno, score 304—bronze medal.

Small Bore:

- Cadet 1st Lt. Page W. Smith, Porterville, score 340—gold medal.
- Sgt. Leighton Hicks, Porterville, score 333—silver medal.
- Cadet Leigh Mathias, Fresno, score 331—bronze medal.

The annual rifle match for 1932 was held at the State Rifle Range, Leona Heights, May 20 to 22, 1932. The Porterville Union High School was awarded the Adjutant General's Trophy, having a score of 1,451. Dinuba High School took second place with a score of 1,431. Individual awards were as follows:

Course A:

- Cadet Capt. Bradford Brooks, Dinuba—gold medal, score 311
- Sgt. Abraham Balukian, Dinuba—silver medal, score 305
- Sgt. Guy Swannack, Porterville—bronze medal, score 304

Small Bore:

- Sgt. Guy Swannack, Porterville—gold medal, score 345
- Sgt. Max Mooney, Fresno—silver medal, score 336
- Cadet Victor Bailey, Porterville—bronze medal, score 333

SECTION III
STAFF SECTIONS
ADMINISTRATION

In order to properly conduct a military organization a certain amount of "paper work" is necessary. In the California Cadet Corps a sincere attempt has been made to cut the amount of bookkeeping down to a bare necessity. The Commandant is the key person in cadet administration. His responsibility is a heavy one, and he must carry the administrative responsibility in addition to his responsibility for basic tactical training. Without careful planning one or the other is likely to suffer.

A solution to the problem is for the Commandant to delegate specific administrative duties to his cadet officers and noncommissioned officers. These officers and noncommissioned officers should carry the greater part of the administrative burden so far as regulations permit. The responsibility, however, he cannot delegate—that is inherent in the Commandant's function. He alone is responsible for the training and administration of his organization. His skill as a Commandant is measured to a considerable degree by his ability to decentralize administrative duties and then to supervise the work of his assistants.

It must be remembered that record keeping and reporting are only a small part of administration and management. "Paper work," so called, is nothing more or less than the recording of past executive action or the recording of facts upon which future executive action may be based. Planned and intelligent management will reduce "paper work" to a minimum. Recording and reporting are a necessary part of administration; but they are only a part. They are the result of action, not action itself. Good "paper work" causes no trouble. It is only bad "paper work" that brings about confusion, uncertainty and trouble.

UNIFORM REGULATIONS

I. PURPOSE

The purpose of this regulation is to familiarize, authorize, and provide instruction for members of the California Cadet Corps in the proper wearing of the military uniform, insignia, and awards and decorations, for military duties and functions. This official guide will provide specific information and instructions for commandants of cadets and cadets in matters pertaining to uniform regulations.

II. POLICY

1. Section 502.2, California Military and Veterans Code, authorizes commandants and assistant commandants to wear such uniform as may be prescribed by the Adjutant General, including collar ornaments and other distinctive marks of identification of the California Cadet Corps as may be in accord with rules and regulations of the Department of the Army.

2. Section 510, California Military and Veterans Code, provides that members of the California Cadet Corps shall wear such uniforms as the Adjutant General prescribes.

III. WEARING OF THE UNIFORM

1. *Commandant of Cadets*

a. Service (work) uniform (commandant)

- (1) The service uniform may be worn as semidress winter and summer when not with troops, and will consist of the following: jacket (Eisenhower) and/or shirt (see Fig. 2) and trousers, wool, shade 33; necktie, shade 5 (tan) or shade 51 (green); overcoat, field, long, shade 7, or trench coat, shade 79; garrison cap, wool, shade 33 (with black and gold braid) (see Fig. 5); shirt, cotton khaki (poplin); or fatigue clothing.
- (2) Summer: Cotton khaki shirt, trousers, and garrison cap; necktie, shade 5 (tan) or shade 51 (green); or fatigue clothing; to be used with troops.

b. Semidress uniform (commandant)

- (1) Winter: Coat (blouse), wool, shade 51 (green) (see Fig. 1); trousers, wool, shade 54 (pinks); necktie, shade 5 (tan) or shade 51 (green); shirt, cotton khaki (poplin); overcoat, long, field, shade 7, or trench coat, shade 79; garrison cap, wool, shade 51 (green). Service uniform may be used in lieu of semidress uniform at social or military functions.
- (2) Summer: Tropical worsted shirt and/or coat (blouse); trousers; garrison cap, shade 61; necktie, shade 5 (tan) or shade 51 (green).

c. Dress (commandant)

- (1) Winter: same as semidress (winter) above.
- (2) Summer: same as semidress (summer) above.
- (3) Tropical worsted may be substituted for cotton khaki by commandants only for wear when not with troops.

d. Shoes: Tan, low or high, plain military style shoes will be worn with all uniforms, except that with fatigue clothing the combat boots may be worn.

e. Belt: Tan web belt with plain brass buckle will be worn with all uniforms.

2. *Cadets*

a. Service uniform

- (1) Winter: The service uniform for cadets will consist of following items of clothing: jacket and/or shirt, wool (see Fig. 2); trousers, wool, shade 33; khaki shirt may be substituted for wool shirt when jacket is worn; necktie, shade 5 (tan); garrison cap, wool, shade 33 (see Figs. 3 and 4); or fatigue clothing.
- (2) Summer: Shirt, cotton khaki; trousers, cotton khaki; garrison cap; necktie, shade 5 (tan); or fatigue clothing.

b. Semidress uniform (cadet)

- (1) Winter: Jacket and/or shirt, wool (see Fig. 2); trousers, wool, shade 33 (khaki shirt may be substituted for wool shirt); necktie, shade 5 (tan); garrison cap, wool, shade 33 (see Figs. 3 and 4).
- (2) Summer: Cotton khaki shirt and trousers; cotton khaki garrison cap; necktie, shade 5 (tan).

c. Dress

- (1) Winter: same as service or semidress (winter) above.
 (2) Summer: same as service or semidress (summer) above.

d. Shoes: Tan, low or high, plain military style shoes will be worn with all uniforms, except that with fatigue clothing combat boots may be worn.

e. Belt: Tan web belt with plain brass buckle will be worn with all uniforms.

IV. WEARING OF THE INSIGNIA

1. *Commandant of Cadets*

a. The following will be the distinctive insignia of the California Cadet Corps and will be worn as indicated except that reserve and federally recognized National Guard officers may elect to wear their branch insignia; if so, then the insignia of rank of such reserve and/or federally recognized National Guard officers will be worn.

(1) Insignia, collar, Cadet Corps crossed rifles on an open book surrounded by a laurel wreath, all in gold, will be worn by all commandants on the left collar of the shirt, wool or cotton (see Fig. 10), when the shirt is worn without the coat (blouse) or jacket, service. It will be worn below the notch of the lapel on the coat (blouse) or jacket, service. (See Figs. 1, 2, 6, 7.)

(2) Insignia, collar, CAL, letters in gold, will be worn by commandants above the notch of the lapel of the coat (blouse) (see Figs. 1 and 7), or the jacket, service (see Figs. 2, 6).

(3) Insignia, distinctive, Cadet Corps, a miniature distinctive insignia and metal reproduction of the shield of the Cadet Corps, bear, torch, and sword in gold on a blue field, may be worn by commandant on the coat (blouse) (see Figs 1 and 12), and on the jacket, service (see Figs. 2 and 12).

(4) Patch, shoulder, Cadet Corps, embroidered reproduction of the Cadet Corps distinctive insignia, will be worn by commandant one-half inch below the shoulder seam on the left sleeve of the shirt, wool or cotton, and the coat (blouse) (see Fig. 1), or the jacket, service (see Fig. 2).

(5) Patch, shoulder, school, embroidered patch distinctive to the school, may be worn by the commandant one-half inch below the shoulder seam on the right sleeve of the shirt, wool or cotton, and the coat (blouse) (see Fig. 1), or the jacket, service (see Fig. 2).

(a) Patch, shoulder, World War I or II, of the Combat Division or unit in which the wearer served, may be worn by commandant eligible for this distinction under par 67D, AR 600-40, as indicated in par IV.1.a.(5) above.

(6) Insignia, Grade, Commandant. The conventional Army system of grade will be used:

Colonel	-----	Eagle
Lt. Colonel	-----	Silver Oak Leaf
Major	-----	Gold Oak Leaf
Captain	-----	Two silver bars
1st Lieutenant	-----	One silver bar
2nd Lieutenant	-----	One gold bar

- (a) Above insignia will be worn by commandant as indicated:
1. On the right collar of the shirt, wool or cotton, when worn without the coat (blouse). (See Fig. 10).
 2. On the left side of the cap, garrison, wool or cotton (see Fig. 5).
 3. On the shoulder of the coat (blouse) (see Figs. 1 and 12), or jacket, service (see Figs. 2 and 12).

2. Cadets

a. The following will be the distinctive insignia for members of the California Cadet Corps:

- (1) Insignia, collar, Cadet Corps crossed rifles on an open book surrounded by a laurel wreath, all in gold, will be worn by all cadet officers and cadets on the left collar of the shirt, wool or cotton (see Figs. 8, 9, 11), when the shirt is worn without the jacket, service. It will be worn below the notch of the lapel on the jacket, service (see Figs. 2 and 6).
- (2) Insignia, collar, CAL, letters in gold, will be worn by cadets and noncommissioned cadet officers on the right collar of the shirt, wool or cotton (see Fig. 9) when the shirt is worn without the jacket, service. It will be worn by cadet officers and all cadets above the notch of the lapel of the jacket, service (see Figs. 2 and 6).
- (3) Insignia, distinctive, Cadet Corps, a miniature distinctive insignia and metal reproduction of the shield of the Cadet Corps, bear, torch, and sword in gold on a blue field, will be worn by cadets and noncommissioned cadet officers on the cap, garrison, wool or cotton, on the left side (see Fig. 4). All cadet officers and cadets will wear the distinctive insignia on the shoulder loops (midway) of the jacket, service (see Fig. 12).
- (4) Patch, shoulder, Cadet Corps, embroidered reproduction of the Cadet Corps distinctive insignia, will be worn by cadet officers (see Figs. 2 and 8) and all cadets (see Figs. 2 and 9) one-half inch below the shoulder seam on the left sleeve of the shirt, wool or cotton, and the jacket, service.
- (5) Patch, shoulder, school, embroidered patch distinctive to the school, will be worn by cadet officers (see Figs. 2 and 8) and all cadets (see Figs. 2 and 9) one-half inch below the shoulder seam on the right sleeve of the shirt, wool or cotton, or the jacket, service.
- (6) Insignia, Grade, Cadet Officers:

Cadet Colonel	Two silver diamonds
Cadet Lt. Colonel	One silver diamond
Cadet Major	One gold diamond
Cadet Captain	Two silver discs
Cadet 1st Lieutenant	One silver disc
Cadet 2nd Lieutenant	One gold disc

- (a) Above insignia will be worn by cadet officers as indicated:
1. On the right collar of the shirt, wool or cotton, when worn without the jacket, service (see Figs. 8 and 11).

2. On the left side of the cap, garrison, wool or cotton (see Fig. 3).
 3. On shoulder loops of jacket, service (see Figs. 2 and 12).
- (7) Chevrons, Grade, Noncommissioned Officers. The traditional Army system of chevrons (old type) will be worn by noncommissioned cadet officers on both sleeves of shirt, wool or cotton (see Figs. 2, 9), and jacket, service, centered between elbow shoulder seams. No specialty or technical rating chevron will be worn by members of the California Cadet Corps.

V. WEARING OF AWARDS AND DECORATIONS

1. Commandants will wear awards and decorations as prescribed in AR 600-40 (see Figs. 1 and 2).

2. Members of the California Cadet Corps will wear awards and decorations as indicated below; all state awards and decorations will take precedence over all school and association awards and decorations.

a. Honor Cadet Officer Bar will be worn by cadet officers above left pocket (see Figs. 2, 8), and above other state, school and association awards and decorations.

b. Honor Cadet Bar will be worn above left pocket (see Figs. 2 and 9), and above all other state, school, and association awards and decorations. (NOTE: The Honor Cadet Bar will not be worn at the same time as the Honor Cadet Officer Bar.)

c. One-year Service Stripe, a red embroidered stripe one-fourth inch wide by one and one-half inches long; each cadet is authorized to wear one stripe for each completed school year, to be worn in a horizontal position on left sleeve of shirt, wool or cotton (see Figs. 8 and 9), or jacket, service (see Fig. 2) four inches above cuff. When more than one is worn, stripes will be separated by one-eighth inch.

d. Camp Service Ribbon Bar, a solid blue plastic ribbon three-eighths inch wide by one and one-half inches long, to be worn above left pocket of shirt, wool or cotton (see Figs. 8, 9), or jacket, service (see Fig. 2). Each cadet successfully completing an annual encampment of the California Cadet Corps is authorized to wear the Camp Service Ribbon Bar. Each cadet successfully completing more than one annual encampment is authorized to wear a number affixed to the Camp Service Ribbon Bar indicating number of camps attended.

e. Patch, Rifle Team, Corps, an embroidered red, white and blue patch, will be worn centered on right pocket of shirt, wool or cotton (see Figs. 8, 9), or jacket, service (see Fig. 2). Only those cadets making official school rifle team are authorized to wear the Rifle Team Patch.

Wearing of Insignia

Insignia worn on coat as prescribed for commandants.

1. The letters CAL will be worn on collar horizontally, lower edge one-half inch above horizontal line of lapel, center of CAL to be at center of collar. If commandant is authorized to wear the US insignia, then above CAL would be replaced by it.

2. Insignia prescribed for California Cadet Corps will be worn horizontally on lapel, upper edge one-half inch below horizontal line of lapel and centered below CAL. If commandant is wearing arm or service insignia, then it would replace the Corps insignia. Reference: see Fig. 1 and Fig. 7.

CALIFORNIA CADET CORPS



DISTINCTIVE INSIGNIA

ORNAMENTS

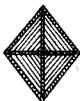


CAL INSIGNIA



CORPS INSIGNIA

INSIGNIA OF RANK



CADET LIEUTENANT COLONEL
(SILVER)



CADET MAJOR
(GOLD)



CADET CAPTAIN
(SILVER)

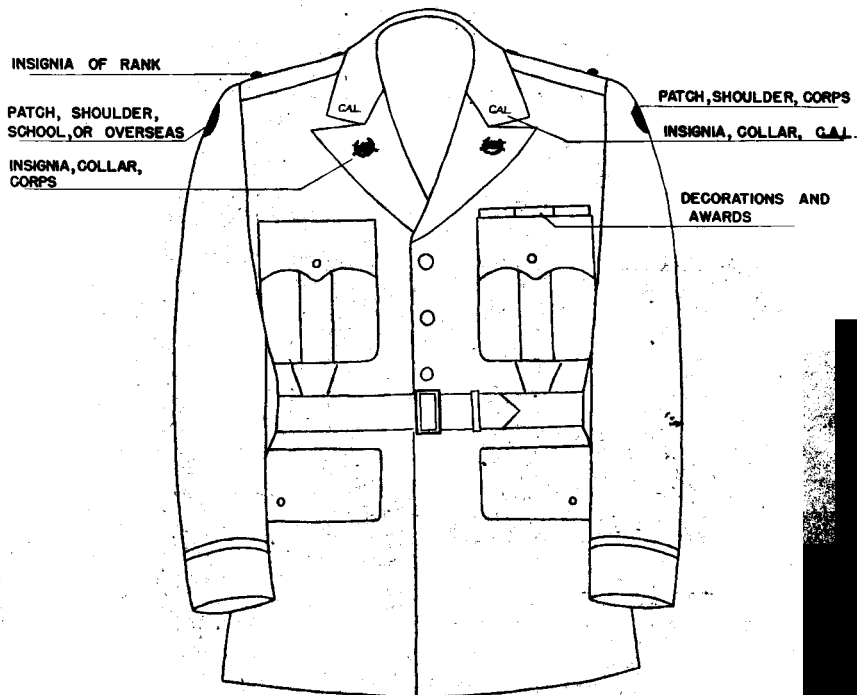


CADET FIRST LIEUTENANT
(SILVER)



CADET SECOND LIEUTENANT
(GOLD)

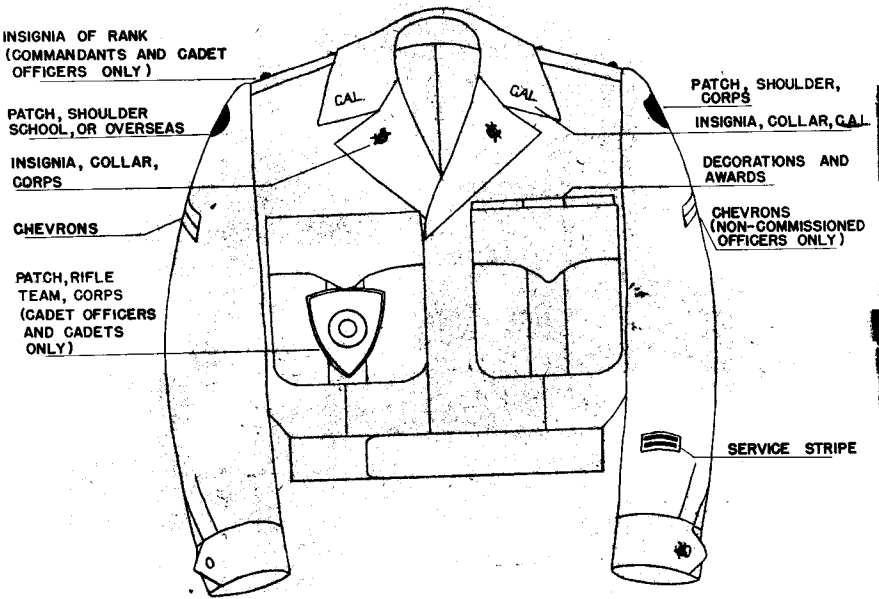
COMMANDANTS



COAT (BLOUSE), WINTER (SEMIDRESS), OFFICERS', SHADE 51

FIGURE 1

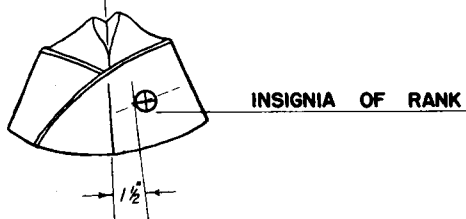
COMMANDANTS, CADET OFFICERS, CADETS



JACKET, WINTER (SERVICE), SHADE 33

FIGURE 2

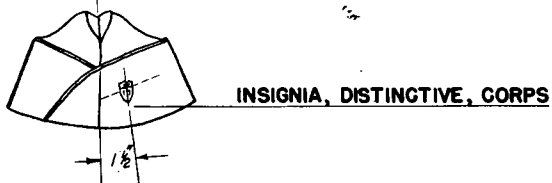
CADET OFFICERS



CAP, GARRISON, INSIGNIA OF RANK

FIGURE 3

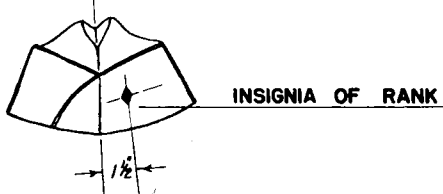
CADETS



CAP, GARRISON, INSIGNIA, DISTINCTIVE

FIGURE 4

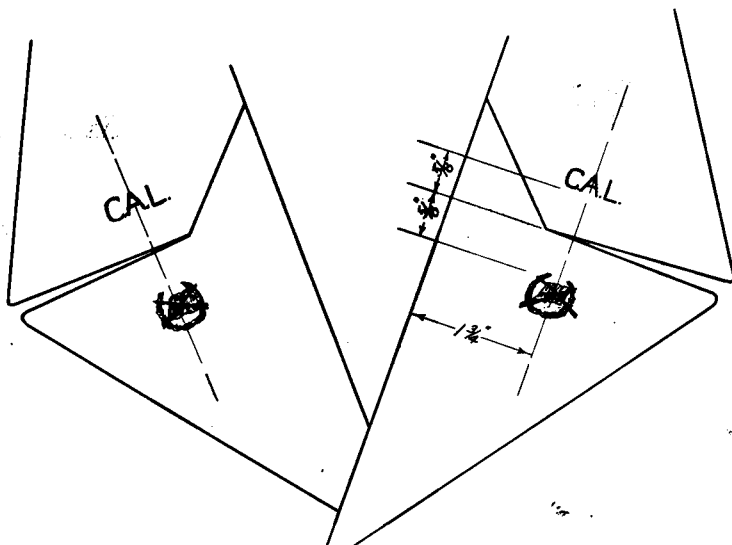
COMMANDANTS



CAP, GARRISON, INSIGNIA OF RANK

FIGURE 5

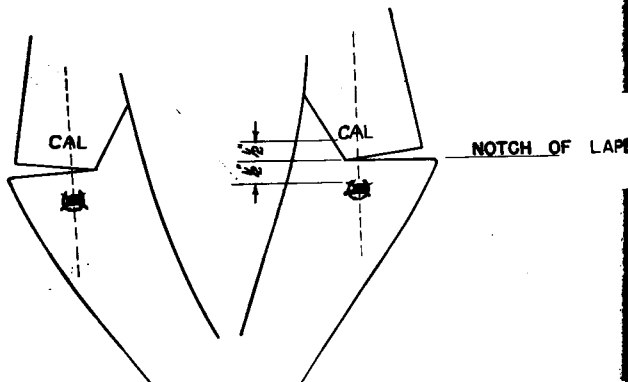
COMMANDANTS, CADET OFFICERS, CADETS



JACKET, WINTER, SERVICE, SHADE 33. PROPER POSITION OF INSIGNIA

FIGURE 6

COMMANDANTS



GOAT (BLOUSE), WINTER, (SEMIDRESS), SHADE 51. PROPER POSITION OF INSIGNIA.

FIGURE 7

CALIFORNIA CADET CORPS

CADET OFFICER

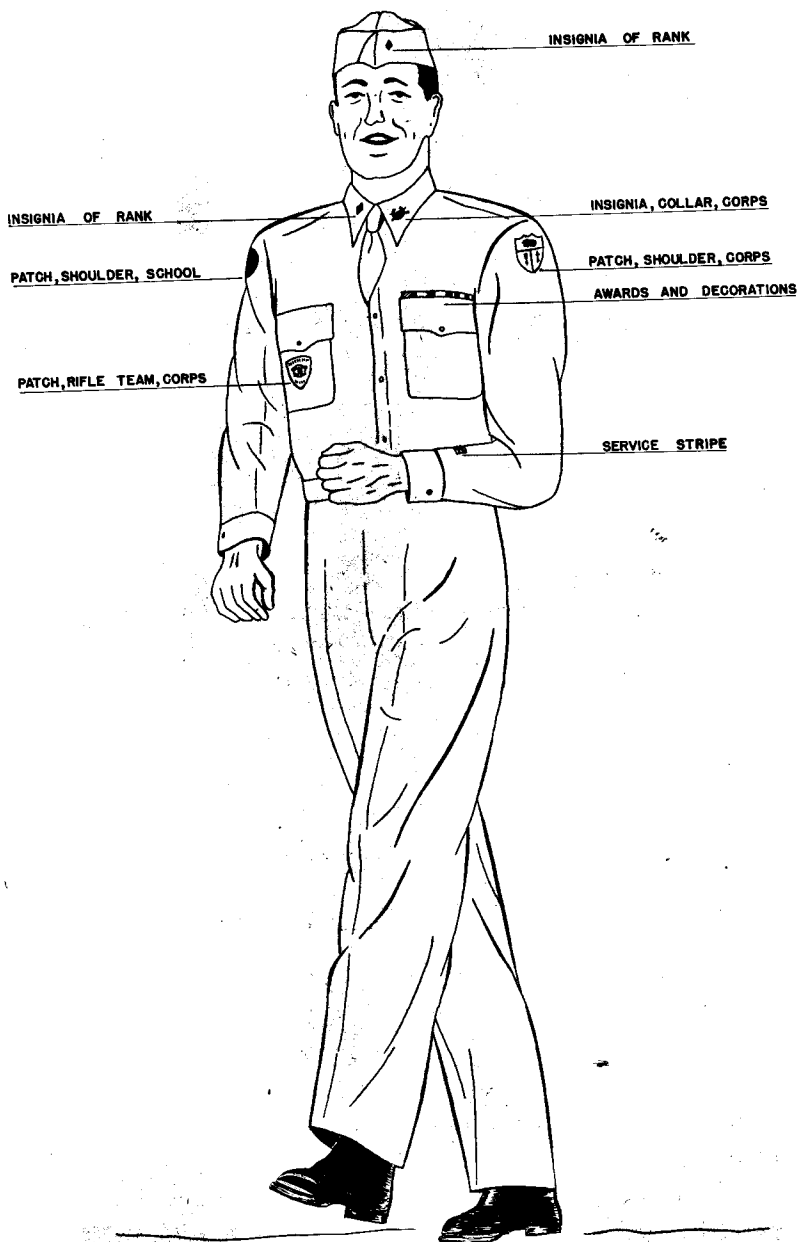


FIGURE 8

CALIFORNIA CADET CORPS

CALIFORNIA CADET CORPS
CADET

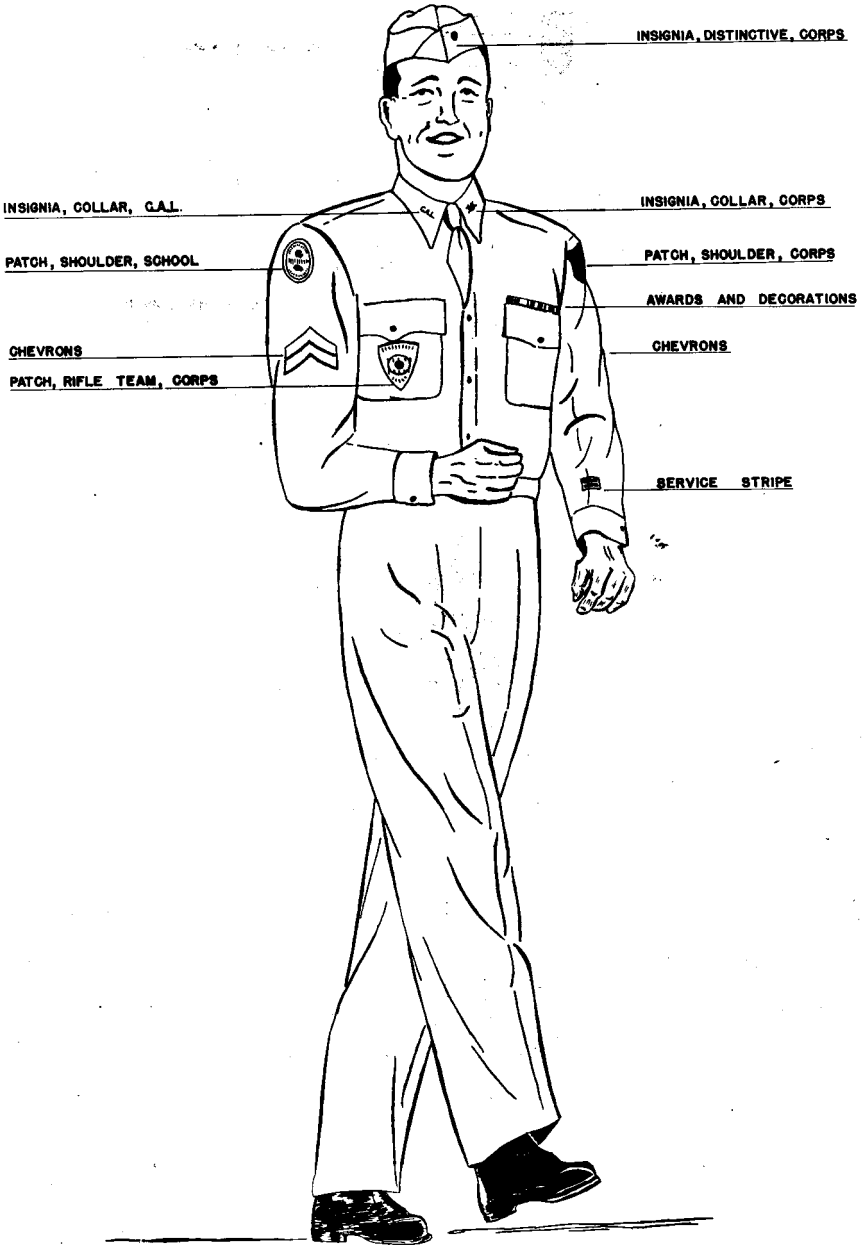


FIGURE 9

COMMANDANTS

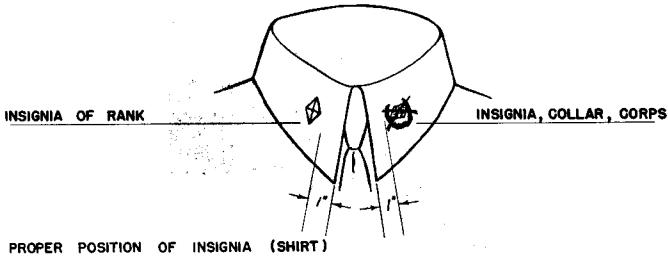


FIGURE 10

CADET OFFICERS

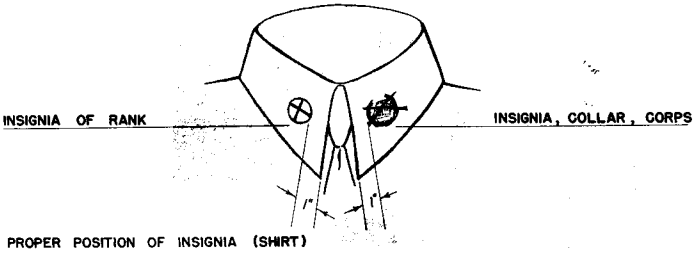


FIGURE 11

COMMANDANTS, CADET OFFICERS

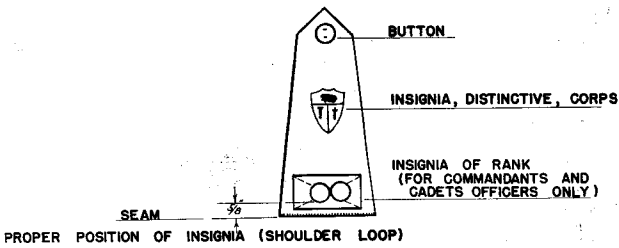


FIGURE 12

MILITARY CORRESPONDENCE

1. Definition of Correspondence

- a. **Written Record.** The Army transacts most of its business through correspondence which thereafter becomes the written record of the Army's transactions.
- b. **Military Correspondence.** Military correspondence concerns almost every subject and takes many forms. However, it is composed mostly of letters, indorsements, memorandums, and messages.

2. Scope and Purpose

- a. **Rules.** This directive presents in readily usable form the rules and customs of the Army in connection with the preparation of correspondence, so that military and civilian personnel can be uniformly guided in the tremendous amount of paper work involved in managing and maintaining the national military establishment.
- b. **Uniform Procedures.** To do an efficient job in processing correspondence, procedures must be uniform. Certain things, such as style and preparation, routing, and filing, must be done according to a single plan and pattern, or confusion and misunderstanding will result.
- c. **Study.** There is nothing difficult about any of the procedures, although each requires study and training for mastery. Each rule is based on sound practical reason.
- d. **Instructions.** The instructions in this directive are general in application. They are not intended to cover all cases. When special problems arise, instructions must be obtained from the commanding officer or supervisor.

3. Army Organization

- a. **Organization.** To understand how correspondence flows throughout the national military establishment, one must first understand that the national military establishment is a large organization engaged in tactical and administrative activities at home and abroad. Its very size and geographic distribution necessitate that most of its business be transacted by correspondence.
- b. **Command.** The concept of command in the Army is that every commander exercises authority through subordinate commanders to the lowest unit within his command. Every officer and enlisted man is under the command of someone. The private takes orders from a corporal, the corporal from a sergeant, the sergeant from a lieutenant. This continues throughout all ranks.

4. Model Letters and Indorsements

Throughout this directive examples are given as indicated by figures how to prepare proper basic military (Subject-To) letters, indorsements, inclosures; also given are basic facts concerning military correspondence. If one will study this directive carefully, many of the problems concerning military correspondence will be answered.

Preparation of Military (Subject-To) Letters

SECTION I. GENERAL

1. Definition.

The military (Subject-To) letter is used for communication with military, naval, air, Coast Guard, and National Guard personnel, and between activities of the Army, Navy, Air Forces, and State Military Forces (National Guard).

2. Style

Military (Subject-To) letters follow a fundamental style, varying only in their details. Each military (Subject-To) letter has the same three main elements as a civilian letter: heading, body, and close. However, none of these elements is put on paper in the same manner as in a civilian letter. The style of military correspondence should be dignified and direct.

3. Paper

Military (Subject-To) letters are typed on paper 8 inches by 10½ inches in size, and only one side of the sheet is used. Carbon copies are made on thin (onion skin) paper.

4. Letterhead

Requirements. Printed letterhead stationery is normally used for the first page. If letterhead stationery is not available, a typed letterhead may be substituted. Top of letterhead is normally placed three-quarters of an inch below the top edge of paper.

5. Copies

Ordinarily, two carbon copies (thin paper) are prepared. One copy accompanies the original, the other is kept for unit file. Exception to this rule occurs when a California Cadet Corps School directs a communication to: Office of the Director of Civilian Marksmanship, Department of the Army, Washington 25, D. C.; in this case four carbon copies will be made and three copies will accompany the original which will be directed through the Director, California Cadet Corps, Sacramento, California.

6. Placement

a. Margins. (See Fig. 1.) The following blank spaces are those normally left for margins:

Top, first page (without printed letterheads), typed letterhead, ¾ inch (5 spaces down).

Top, second and succeeding pages, 1¼ inches (7 spaces down).

Left, 1¼ inches (15 spaces—for elite type).

Right, ¾ inch (9 spaces—for elite type).

Bottom, 1¼ inches (7 spaces).

b. Position on Sheet. (See Fig. 1.) The heading (Sec. II), including the address, appears on the upper third of the sheet, so that when the sheet is folded the address only can be seen on the upper third of the sheet. On a military (Subject-To) letter addressed to a single addressee, about four blank spaces between the last line of the inside address and the upper body of the letter are needed to meet this requirement. The body (Sec. III) of the letter is placed on the lower two-thirds of the sheet, extending to one or more extra sheets if necessary. It is followed by the close (Sec. IV).

SAMPLE

(½ inch - 5 spaces - Down)

COPY

THE OFFICE OF THE ADJUTANT GENERAL
 CALIFORNIA CADET CORPS
 1215 Sixteenth Street
 Sacramento, California

(2 spaces)

CAR/ak

(2 spaces)

1 November 1948

SUBJECT: Tables of Organization and Equipment

(4 spaces)

TO:

Commandant of Cadets
 Rushmore Union High School
 Rushmore, California

(4 spaces)

1. The military (Subject-To) letter is used for communication with military, naval, air, and coast guard personnel and between activities of the Departments of the Army, Navy, and Air Force and may not be used for communication with the other Governmental Departments or with civil agencies. It is proper to be used between the local Cadet Unit, and the State Office of the California Cadet Corps.

2. Margins are 1½ inches (15 spaces - elite type) on the left side and ½ inch (9 spaces) on the right side. The right margin is kept as even as possible. When no printed letterhead is available, the top margin of the typed letterhead is approximately ½ inch (5 spaces) from the top of the paper. On the second and succeeding pages, the top margin is approximately 1½ inches (7 spaces). At the bottom, the margin is not less than 1½ inches (7 spaces).

3. Single spacing with a double space between paragraphs and subparagraphs is usually the practice. If the letter is less than nine lines and neither reply nor further action is anticipated, it may be double spaced.

4. Only one side of a sheet of paper is used. The office symbol of the office of preparation is typed in the upper left corner as shown on this sample (used entirely in the Regular Army), and the list of inclosures is typed in the lower left corner in line with the typed name of the officer. The complimentary close is never used.

FOR THE ADJUTANT GENERAL:

(4 spaces)

1 Incl

Copy California Cadet
 Corps Rules & Regulations

C. A. ROYSTON
 Director
 California Cadet Corps

(1½ inches - 7 spaces - Down)

Figure 1. General Form of Military (Subject-To) Letter

SECTION II. HEADING

7. *Components*

a. **Heading.** All of the material above the first line of the body of the letter is termed the heading.

b. **Content.** The heading comprises office of origin and address, file references, identifying initials, current date, subject, channels through which the letter will pass, and address to which letter is being sent.

8. *File References*

a. **Placement.** Identifying file references are placed at the left margin, usually two spaces below the letterhead and on the line with the date. This is not necessary for California Cadet Corps communications.

b. **Subsequent Pages.** File references are also used as identifying information on the second and subsequent pages.

c. **Serial Number.** When a file reference is placed on correspondence pertaining to individual military personnel, it may include the serial number. Example:

201 Doe, John J.
Calif. Cadet Corps—994821 (14 Feb 49)

9. *Date*

The date of signature on the letter is placed at the right of the page on the second line below the letterhead, and ends at the right margin. It is expressed by day, month, and year, in that order. The day and year are in numerals. The month may be spelled out or abbreviated. The year may be shortened to the last two digits. Example:

12 February 1949; or, 12 Feb 1949; or, 12 Feb 49

10. *Subject*

Every military (Subject-To) letter is assigned a subject, which is stated in as few words as possible, and should not exceed 10, after the word SUBJECT. In general, a letter refers to one subject only. The phrase describing it starts two spaces below the file reference and two typewriter spaces to the right of the colon. Title capitalization rules are used in the subject phrase. When the subject extends into two lines, the second line is blocked under the first letter of the first word in the SUBJECT. Example:

SUBJECT: Tables of Organization
and Equipment

11. Channels

When letters are routed through intermediate headquarters, the fact is stated four spaces below the subject. The following form is used:

SUBJECT: Application for Membership
THRU: The Adjutant General
 State of California
 Sacramento 14, California
To: Executive Officer
 California Cadet Corps
 Office of The Adjutant General
 P. O. Box 1139
 Sacramento, California

12. Address

a. Placement. The address preceded by TO: is placed as in the example in paragraph 11. It is written in block style, with open punctuation, and is placed four spaces under SUBJECT. The address must be complete and accurate.

b. Form. (1) Official correspondence is normally addressed to the commanding officer, director, or chief of a command or installation by his title. Example:

To: Commanding Officer
 184th Infantry
 Sacramento, California

or

To: Executive Officer
 California Cadet Corps
 Office of The Adjutant General
 P. O. Box 1139
 Sacramento, California

(2) The name of the commander or any other individual is avoided in addresses of military (Subject—To) letters.

(3) Military (Subject—To) letters are never addressed just to headquarters or offices.

SECTION III. BODY**13. Definition**

The body of a letter is that part of the typed letter which is placed between the heading and the close. It is the substance as distinct from the formal beginning and ending.

14. Line Spacing

The body is single spaced, with double spacing between paragraphs. If a letter is less than nine lines and neither reply for further action is anticipated, it may be double spaced.

16. References

When it is necessary to refer to military publications, the reference should include the paragraph number, section number, title, and number. The year of the publication is also included for circulars, bulletins, general orders, special orders, and memorandums. Examples:

- a. Army Regulations.
Par 15b(5), AR 850-100.
- b. Circulars, Bulletins, and General Orders.
Par 25, sec V, Cir 21, Office of The Adjutant General 1948.
- c. Special Orders.
Par 5, SO 156, Hq Office of The Adjutant General 1947.
- d. Letters.
ABCAR 132, 31 Oct 48, subject, "Application for Membership."
- e. Memorandums.
Memo 41, 1948.

17. Page Numbering

The first page is not numbered. Subsequent pages including those on which indorsements are prepared are numbered consecutively, beginning with the second page as 2. Numbers are arabic and are centered an inch from the bottom of the page. The number stands by itself and is not set off by dashes, parentheses, or other punctuation.

SECTION IV. CLOSE

18. Components

- a. Close. The close always includes a signature and usually a command or authority line (see par. 19).
- b. Notations. If notations of inclosures or copies furnished are necessary, entry is made in this section.

19. Command or Authority Line

The nearest counterpart in military correspondence to the complementary close used in civilian practice is the command or authority line. However, it has an additional function. It is related to the concept of command which delegates authority. (Example: The concept of command in the Army is that every commander exercises authority through subordinate commanders to the lowest unit within his command; and every officer and enlisted man is under the command of someone.) The following general rules govern the use of command lines:

- a. Signature of Individual. When an officer signs for himself, the command or authority line is used. Example:
JOHN J. ROE
Major, California Cadet Corps
- b. Signature for Another. When an officer signs for someone else, the command or authority line varies according to the nature of the letter and the rank of the commander. To insure accuracy in preparing command lines, the clerk must be completely familiar with the placement of his or her office in the organization of the Army. Examples of command or authority lines are:

(1) For a general officer who has a command function (that is, the authority to command troops)—and addressed to a member of his command:

BY COMMAND OF MAJOR GENERAL DOE:

—if not addressed to a member of his command:

FOR THE COMMANDING GENERAL:

(2) For an officer below the grade of brigadier general—if addressed to a member of his command:

BY ORDER OF COLONEL DOE:

—if not addressed to a member of his command:

FOR THE COMMANDING OFFICER:

(3) For the head of a section of a staff who is addressing an individual in another part of the Army:

FOR THE INSPECTOR GENERAL:

c. Staff Officer. A staff officer may sign under the command line "BY ORDER OF _____" or "BY COMMAND OF _____" only when authorized by his commander and when the letter is addressed to an individual or headquarters under the command of that commander. (See Fig. 1.)

d. Placement. The command or authority line, if used, begins on the second line below the last paragraph, directly under the first letter of the first word of the preceding major paragraph. A command or authority line is typed in capitals. Abbreviations are never used. (See Fig. 1.)

20. Signature

a. Content. The signature includes:

(1) The name of the officer (usually first name, middle initial, and last name), signed in ink, or, when necessary, indelible pencil.

(2) The name typed, stamped, or printed in capital letters identical with the written name.

(3) The officer's grade, arm or service, and title (unless he is on duty in the Office of the Adjutant General, in which case they are omitted and "Adjutant General" is typed under his signature).

b. Placement. The typewritten portion of the signature begins approximately one space to the right of the center of the page four lines below the command line or body. (See Fig. 1.)

c. Form. Block style and open punctuation are used. (See Fig. 1.) Abbreviations of grade, arm or service, and title may be used.

21. Inclosures

a. Purpose. Inclosures are supplementary documents which are sent with communications to provide additional information. (See Fig. 1.)

b. Notation. When a letter has one or more inclosures, the fact is entered at the left side of the page in the following manner (see Fig. 1.)

3 Incls

1. Memo No. 41, 11 Oct 48

2. Draft of Cadet Handbook
(in trip)

3. AR 850-100

The total number of inclosures is written on the same line as the first line of the typed signature. Each inclosure is listed by number and is briefly described, making maximum use of authorized abbreviations.

c. Withdrawal or Addition. (1) So that inclosures may be readily accounted for, each withdrawal or addition is noted at the bottom of the indorsement, written by the office which removed or added it. Indorsements are considered in Chapter 3. Reference to an inclosure is made by number only. Example:

2 Incls

Withdrawn 2 incls—2 and 3

Added 1 incl

4. Rpt of Survey (quad)

15 Oct 48 with 2 inds

and 8 incls

(2) If an indorsing officer makes no change, the notation at the bottom of its indorsement reads:

3 Incls

No change

Sample Form SUBJECT-TO Letter with indorsements

THE OFFICE OF THE ADJUTANT GENERAL
CALIFORNIA CADET CORPS
1215 Sixteenth Street - P.O. Box 1139
Sacramento, California

201 Roe, Roland R. (Cadet Officer)
RUHS 994811-0

10 November 1948

SUBJECT: Appointment of Cadet Officer

TO: Commandant of Cadets
Rushmore Union High School
Rushmore, California

1. Cadet Corps Form No. 211, received from your Hq, pertaining to Cadet CAPT ROLAND R. ROE is returned.

2. Request form be signed by Commandant and School Administrator at places indicated and forwarded this office. Further request is made to indicate effective date of appointment.

FOR THE ADJUTANT GENERAL:

1 Incl
Cadet Corps Form No. 211

C. A. ROYSTON
Executive Officer
California Cadet Corps

201 Roe, Roland R. 1st Ind
RUHS 994811-0 (10 Nov 48)

Commandant of Cadets, Rushmore UHS, Rushmore, Calif, 15 Nov 48

TO: Executive Officer, Calif Cadet Corps, Office of The Adjutant General,
P.O. Box 1139, Sacramento, California

1. Attached is Cadet Corps Form No. 211 properly executed.
2. Request Special Orders and Commission be forwarded this office by 25 Nov 48 for presentation at exercises 26 Nov.

FOR THE COMMANDANT OF CADETS:

1 Incl
Cadet Corps Form No. 211

DONALD D. DOE
Capt, Calif Cadet Corps
Asst Comdt of Cadets

Figure 3. Model Basic Communication and Indorsement

201 Roe, Roland R. (Cadet Officer) 2nd Ind
RUHS 994811-0 (10 Nov 48)
SUBJECT: Appointment of Cadet Officer

EXECUTIVE OFFICER, California Cadet Corps, Sacramento, Calif, 20 Nov 48

TO: Commandant of Cadets, Rushmore UHS, Rushmore, Calif

1. Attached are five copies of Special Orders No. 205, this Hq, dtd 19 Nov 48, and Cadet Commission (Cadet Corps Form No. 1) pertaining to Cadet MAJOR ROLAND R. ROE, properly executed.

2. Request that Commission be presented to Cadet MAJOR ROLAND R. ROE, RUHS 994811-0 at proper military ceremonies.

FOR THE ADJUTANT GENERAL:

- 2 Incls.
Withdrawn 1 incl -- 1
Added 2 incls
1. SO 205 (5 copies)
OTAG, Calif Cadet Corps,
19 Nov 48
 2. Cadet Corps Form No. 1

C. A. ROYSTON
Executive Officer
California Cadet Corps

Figure 3. Model Basic Communication and Indorsement—Continued

ORGANIZATIONAL METHOD OF FILING

1. The science of filing involves the placing of papers in a file or other receptacle by use of a simple and economical method, so as to insure their preservation and production when required, and in whatever manner requested, within a minimum period of time. The basic principle of filing involves the provision of certain definite clues for locating the paper filed. It is primarily for this purpose that files and systems of files are introduced here as the ORGANIZATIONAL METHOD OF FILING.

2. *Alphabetical and Numerical Arrangement of Files.* As will be shown later, divisions will be listed by roman numerals as indicated on the dividers. Subject divisions will be arranged alphabetically as indicated in the following examples. The folders in each of the file divisions will be arranged both alphabetically and numerically. Correspondence pertaining to each separate transaction or "CASE" will be arranged in the folder according to the date on each separate "CASE" with the latest transaction in front or on top.

3. *Master Index.* The master index is the key to the ORGANIZATIONAL METHOD OF FILING. Make use of it at all times and keep the subject divisions current.

4. List below is a model filing system as set up under the ORGANIZATIONAL METHOD OF FILING:

MASTER INDEX**I. Administration****A. Correspondence**

- (1) Incoming
- (2) Outgoing
- (3) Suspense File

B. Bulletins

- (1) California Cadet Corps
- (2) School

C. Circulars

- (1) California Cadet Corps

D. Files

- (1) 201 File (Personal record on each cadet)
- (2) 201 File (Commandant of Cadets and Assistants)
- (3) Home Room or REG.

E. Finance

- (1) Accounts and Claims
- (2) Bills and Receipts
- (3) Purchase Orders
- (4) School and State

F. Forms

- (1) California Cadet Corps
- (2) Federal
- (3) School

G. General Orders

- (1) California Cadet Corps

H. Legislative Measures

- (1) Assembly and Senate

I. Memorandums

- (1) California Cadet Corps
- (2) School or Federal

J. Reports

- (1) Activity, Cadet Officers
- (2) Robbery or Theft
- (3) Federal, Annual Report of Firing, Due in Washington by 30 June

K. Special Orders

- (1) California Cadet Corps
- (2) School or Federal

L. Social Functions

- (1) Banquet, Father and Son, and Others
- (2) Military Balls
- (3) Social Petitions, School

M. Tournaments

- (1) Boxing

II. Personnel

A. Cadet Officers

- (1) Appointments
- (2) Discharges and Resignations

B. Reports

- (1) Rosters, Monthly, California Cadet Corps
- (2) Strength, Monthly, California Cadet Corps

C. Rosters

- (1) Courtesy Patrol
- (2) Guard Duty
- (3) O. D. and M. P. Duties

III. Supply

A. Inventories

- (1) Federal Property—Due in Washington by 30 June each year
- (2) School Property—Consolidated at end of school year
- (3) State Property—Consolidated as of 31 Dec. each year
- (4) Area Supervisor—Clothing Inspection and Inventory

B. Nomenclature, Standard List of State Property

C. Reports

- (1) Report of Survey

D. Requisitions

- (1) Federal, Annual
- (2) State, CAL NG Form No. 20

E. Tickets, Shipping, State

F. Transportation

- (1) California Cadet Corps
- (2) School

IV. Training

- A. Bivouacs
 - (1) Summer Camp, Schools, State
- B. Encampments
 - (1) Annual, Summer
 - (2) Schools
- C. Examinations
 - (1) School and State
- D. Films, Training
 - (1) Requisitions to 6th Army, Film Catalog
- E. Inspections
 - (1) Federal—Annual—in Washington by 30 June each year
 - (2) State—Annual by Area Supervisor
 - (3) Monthly by Area Supervisor
- F. Matches and Meets
 - (1) Rifle, .22 cal. and .30 cal. Matches—District, Area, State
 - (2) Drills with and without arms
- G. Operations, Planning and Training
- H. Schedules
 - (1) School and State
- I. Scores
 - (1) Qualification or Record Firing
 - (2) Matches and Practices
- J. Subjects
 - (1) School and State
- K. Training Programs and Courses of Study
 - (1) School and State

V. Miscellaneous

- A. Aviation, Flight Indoctrination
- B. Code, Morse, Training
- C. Files
 - (1) Inactive (or dead)—Material over one year old.

5. This system of filing is so arranged that divisions or subject divisions may be added or withdrawn without affecting the over-all setup as listed. It has been the aim of this directive to set up a few simple principles governing a usable system of filing, i.e., improvement, simplicity, and above all with ample flexibility; it is believed this method of filing will bring satisfactory results.

FORMS**FORM NO. 1—COMMISSION**

When a cadet receives an original appointment as a cadet commissioned officer, or receives a promotion to a commission of higher grade, it is necessary for the Commandant of Cadets to have Form No. 211, Appointment of Cadet Officer(s), accomplished and indorsed by the school principal and forwarded to the Office of the Adjutant General for publishing Special Orders. After Special Orders have been published, Form No. 1 will be completed by the Executive Officer, California Cadet Corps, signed by the Adjutant General and forwarded to the school concerned.

These forms cannot be sent unless this procedure is followed. It is suggested that commissions and warrants be presented to the cadet officers and noncommissioned officers at a special assembly before the entire student body.

State of California



To all to whom these presents shall come, Greeting:

Know ye, that reposing special confidence in the patriotism, valor, fidelity
and abilities of _____

I, by the authority vested in me by an act of the Legislature, approved May 6,
1947, (Stats. 1947, Chap. 196), do by these presents commission him

California Cadet Corps

with rank from _____ 19 _____

He is therefore to observe and follow such orders and directions as he shall, from time to time, receive from his superior officers according to the rules and discipline of the corps, and such regulations as may be prescribed by the governing body of the Institution at which he is enrolled and to hold the said office in the manner prescribed by the laws of the State of California.

In Testimony Whereof, I have hereunto signed my name and caused the seal of my office to be affixed at the City of Sacramento, California, this _____ day of _____ in the year of Our Lord One Thousand Nine Hundred and _____

The Adjutant General, State of California

FORM NO. 2—WARRANT

These warrants are issued to the noncommissioned officers by the Commandant of Cadets, and are signed by the principal of the school as well as by the Commandant of Cadets.

It is suggested that warrants be presented to cadet noncommissioned officers at a special assembly or before the local cadet company.

State of California

California Cadet Corps

To all whom it may concern:

Know Ye, That requiring special trust and confidence in the fidelity and abilities of

California Cadet Corps, _____

(COLLEGE OR SCHOOL)

He is therefore carefully and diligently to discharge the duty of _____

by doing and performing all manner of things thereto belonging. And we do strictly charge and require all Cadet Non-Commissioned Officers and Cadets under his command to be obedient to his orders as _____

And he is to observe and follow such orders and directions from time to time, as he shall receive from Superior Officers and Non-Commissioned Officers set over him, according to rules and discipline, and such regulations as the governing body of said College or School may prescribe. This warrant to continue in force during the pleasure of the Principal of said College or School for the time being.

Given under my hand at _____ this _____ day of _____

_____ in the year of our Lord one thousand nine hundred and _____

Approved: _____

Principal

Commandant of Cadets

FORM NO. 3—DISCHARGE

An honorable discharge should be issued to every cadet and cadet officer upon graduation from school or upon completion of at least one semester of successful cadet participation, prior to separation. It is suggested that these be issued at a special assembly or during the Annual Inspection and Review.

State of California



To all whom it may concern:

This is to Certify, That _____ a _____ of _____ Company, California Cadet Corps, who was enrolled on the _____ day of _____ one thousand nine hundred and _____

is hereby **Honorably Discharged** from the

California Cadet Corps

by reason of _____

* Service: _____

Given under my hand at _____, California, this _____ day of _____ one thousand nine hundred and _____

Commandant of Cadets, State of California

COLLEGE OR SCHOOL

* STATE WHETHER SERVICE HAS BEEN EXCELLENT, GOOD, OR FAIR

CADET CORPS FORM NO. 3

FORM NO. 5—MONTHLY ROSTER

This report is due in Headquarters, California Cadet Corps, on the tenth day of every month during the regular school year, summer months excepted, containing the data of the previous month. Complete directions for using this form are on the reverse side of each.

It is requested that Form No. 6, MONTHLY STRENGTH RETURN, be attached to this form (Form No. 5). *This form is to be submitted in one (1) copy only (Original).*

INSTRUCTIONS

1. This form will be used as a first sheet for each monthly roster of troops and each copy thereof. When additional sheets are required to complete the roster they will be prepared on paper of good quality and of the same size as this form; and there will be written at the top of each additional sheet the number, counting the form as sheet 1, and the organization, station, and date for which rendered.
2. Rosters will be prepared in conformity with instructions contained in regulations and with the following model.
3. All changes of status during the month will be shown.

MONTHLY ROSTER

(FIRST SHEET)

Company E, 1st Battalion, Cal. Cadet Corps, Sacramento, Cal. ^{At} *midnight* May 31st, 19 30
 (Organization) (Station)

The following roster, consisting of 1 sheets, contains the names of all officers and enlisted men of this organization or detachment and of those attached thereto, and the names of all officers and enlisted men who have been transferred, discharged, or otherwise separated therefrom, since the date of the last monthly roster.

John A. Madrosian

(Signature)

JOHN A. MADROSIAN,

(Name typewritten)

Capt., Co. E, 1st Bn., Cal. Cadet Corps

(Rank and Organization)

CAPTAIN

1. Madrosian, John
1st LIEUTENANT
1. Richards, Donald. Prmtd fr 2nd Lt 10th
2nd LIEUTENANT
1. Cameron, Wallace
2. Johnson, Ernest A. Trfd fr Co B 11th
1st SERGEANT
1. Hornstien, George
SERGEANTS
1. Ellis, Vincent
2. Elliot, George
3. Gaugh, Gordon
4. Grosch, Sam. Trfd fr Co D 21st
5. Johnson, George

CORPORALS

1. Becker, Leo
 2. Johnson, Herbert
 3. Kinney, Jack
 4. Kyler, Herbert
 5. Kauffman, Leo
 6. Mosher, Harold
- PRIVATES 1cl
1. Anderson, Jess
 2. Barcena, Daniel
 3. Bingaman, Lloyd
 4. Brandt, Carl. Jd 7th
 5. Brown, Lester
 6. Campbell, Dudley
- PRIVATES
1. Arcega, Vincent
 2. Bell, John
 3. Burchardt, Earnest
 4. Borden, Ross
 5. Cody, Charles
 6. Cameron, Walter
 7. Cassady, Milton
 8. Cecchettiini, Edward

PRIVATES (Cont)

9. Cross, Will
10. Dunstan, Wilfred
11. Ellis, Vincent R.

LOSSES DURING THE MONTH

- CAPTAIN
1. Thielbahr, William. Promoted to Major 9th
- SERGEANT
1. McClure, William. Trfd to Co D 20th
- PRIVATES
1. Hill, Harry. Graduated 30th
 2. Langdon, Garrett. Trfd to Co G 25th

FORM NO. 6—MONTHLY STRENGTH REPORT

This form contains a summary of the data found in Form No. 5, and it is requested that it be submitted along with and attached to Form No. 5 to arrive on the tenth day of each month. Complete directions may be found on the reverse side of each form. It is suggested that Form No. 6 be attached to the face of Form No. 5 to facilitate filing. *This form is to be submitted in one (1) copy only (Original).*

To be attached to Cadet Corps Form 5

Monthly Strength Return of _____ California Cadet Corps
 _____, at midnight _____ 194____
 College or School

STRENGTH BY RANK AND GRADE

UNITS	CADET OFFICERS						CADETS							TOTAL	
	CORPORAL	LT. COL.	MAJOR	CAPTAIN	1ST LT.	2D LT.	REG. SERGT.	TECH. SERGT.	1ST SERGT.	2ND SERGT.	SERGEANT	COMPLS.	CADETS NOT CLASS.		CADETS
TOTALS															
GRAND TOTAL															

(PLACE) _____ (DATE) _____ (SIGNATURE AND RANK OF CADET OFFICER COMMANDING) _____
 CADET CORPS FORM NO. 6

FORM NO. 8—SCORE CARD (REVISED) RIFLE

This form is for the purpose of recording the scores of individual cadets, Firing Course G (Revised). It can be filled in from the data recorded on Form No. 109. These forms are retained with the organization, but are used in preparation of the ANNUAL RIFLE REPORT FORM No. 9. It is suggested that the reverse side of this form be used.

**SCORE CARD
RECORD PRACTICE OF**

(RANK)	(UNIT)	(SCHOOL OR COLLEGE)								
COURSE G (REVISED)										
SLOW FIRE										
	50 FEET—PRONE	TOTAL								
TARGET, OFFICIAL NRA 5 BULL	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>								<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 100%;"></td> </tr> </table>	
DATE _____										
(SIGNATURE OF SCORER)		(SIGNATURE OF OFFICER)								
	50 FEET—SITTING	TOTAL								
TARGET, OFFICIAL NRA 5 BULL	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>								<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 100%;"></td> </tr> </table>	
DATE _____										
(SIGNATURE OF SCORER)		(SIGNATURE OF OFFICER)								
	50 FEET—KNEELING	TOTAL								
TARGET, OFFICIAL NRA 5 BULL	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>								<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 100%;"></td> </tr> </table>	
DATE _____										
(SIGNATURE OF SCORER)		(SIGNATURE OF OFFICER)								
	50 FEET—OFFHAND (STANDING)	TOTAL								
TARGET, OFFICIAL NRA 5 BULL	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>								<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 100%;"></td> </tr> </table>	
DATE _____										
(SIGNATURE OF SCORER)		(SIGNATURE OF OFFICER)								
QUALIFICATION _____		AGGREGATE _____								
CERTIFIED CORRECT _____										
DATE _____										
(RANK AND ORGANIZATION)										

INSTRUCTIONS

1. This form will be retained with organization records, and Report of Rifle Practice, Cadet Corps Form No. 9, prepared therefrom.
2. Qualifications:

Possible	200
Expert	170
Sharpshooter	150
Marksmen	120
Pro-Marksmen	110

(USE REVERSE SIDE)

FORM NO. 9—REPORT OF RIFLE PRACTICE

This form is to be accomplished and mailed to reach Headquarters, California Cadet Corps, May 25th of each year. It is the responsibility of the Commandant of Cadets to send with it a requisition on CAL NG Form No. 20 for the necessary medals for those cadets qualifying for Expert, Sharpshooter, Marksman, or Pro-marksman. *This form is to be submitted in one (1) copy only (Original).*

Front

REPORT OF RIFLE PRACTICE
COLLEGE OR SCHOOL YEAR 19__ to 19__
of

_____ In _____
(Name of School)

_____ Date _____
(City)

FIRED
COURSE G (Revised)

QUALIFICATION	NUMBER	DO NOT USE FOR STATE HQ
Expert		
Sharpshooter		
Marksman		
Pro-Marksman		
Unqualified (who completed the course)		
Total completing course		
Total membership of unit (during 2nd semester)		

I certify that the foregoing is a correct transcript from the reports of the organization.

(Signature of Principal)

Cadet Corps Form No. 9 (Revised)

I certify that I have personally supervised the practice of this organization and that this report is correct.

(Signature of Commandant)

(USE REVERSE SIDE)

Reverse side

NAME	GRADE OR RANK	QUALIFIED AS	DATE OF QUALIFICATION	SCORE
~~~~~				

**FORM NO. 13—SERVICE RECORD**

One of these forms should be filled out for each cadet upon enlistment in the Cadet Corps. It is kept with the organization and should be used continuously and kept up-to-date during the cadet's entire school military training program. At the time the cadet is discharged or severs his connections with the Cadet Corps, this form should be kept in a permanent file for at least five (5) years and then destroyed.

CALIFORNIA CADET CORPS

**SERVICE RECORD**  
(TO BE RETAINED IN SCHOOL FILES)

....., Calif.

Enrolled in ..... Last Name ..... First Name ..... Co. No. ..... From 19..... to 19.....  
 On ..... Date 19.....  
 Enlistment record accomplished ..... Date ..... filed ..... as ..... by .....  
 Date of Birth 19.....; Hr. ....; We. ....; Year in college or school ..... Initials .....  
 Home Address ..... Month ..... Day ..... Phone .....  
 Father or Guardian ..... Occupation ..... Mother .....

**RECORD RIFLE PRACTICE**

CAL.	P	S	K	S	TOTAL	QUAL.	DATE	CAL.	P	S	K	S	TOTAL	QUAL.	DATE

**MILITARY PROFICIENCY**

APPOINTMENTS, PROMOTIONS, HONORS, CAMPS			APPOINTMENTS, PROMOTIONS, HONORS, CAMPS		
DATE	AUTHORITY	DETAILS	DATE	AUTHORITY	DETAILS

**KNOWLEDGE OF THEORY**

SUBJECT	RATING BY YEARS				SUBJECT	RATING BY YEARS			
	1ST	2ND	3RD	4TH		1ST	2ND	3RD	4TH
Organization of the Army					Military Law				
National Defense Act and Rules and Regs.					Sanitation				
First Aid and Hygiene (Basic)					Map Reading				
First Aid and Hygiene (Advanced)					Tent Pitching				
Military Courtesy					Instructional Methods				
Interior Guard Duty					Technique of Fire				
Musketry					Marksmanship				
Scouting and Patrolling					Weapons				
Combat Principles (Basic)					Care of Clothing and Equipment				
Combat Principles (Advanced)					Drill and Leadership				
Military History					History of Cadet Corps				
Citizenship									

(E) Excellent (S) Satisfactory (F) Fair (U) Unsatisfactory (X) Not Instructed

**TRANSFERS**

DATE	TRANSFERRED TO	GRADE	DATE	TRANSFERRED TO	GRADE

**FINAL ENDORSEMENT**

Last Name ..... First Name ..... Initial ..... Co. No. ....  
 Grade ..... was on ..... 19..... separated from the California Cadet Corps by reason of .....  
 Authority ..... Character .....  
 Efficiency rating as a cadet .....  
 Discharge certificate furnished as of ..... 19.....  
 Name .....

**FORM NO. 21—APPLICATION FOR MEMBERSHIP, CADET**

One of these forms should be filled out for each cadet upon enrollment in the Cadet Corps and have the parent or guardian sign it giving his consent for the cadet to be a member of the California Cadet Corps. It is kept with the organization as long as the cadet is officially enrolled in the Corps.

## Approval of Application for Membership

IN THE

## CALIFORNIA CADET CORPS

An application for membership in the CALIFORNIA CADET CORPS organized in the _____

College or School

_____, California, having been made by

City

_____, a _____,

Name

Age

Freshman, etc.

the undersigned, as parent or guardian, does hereby approve such application and consent to said membership in the California Cadet Corps.

THE CONDITION of this approval and consent is that the California Cadet Corps is administered as part of the general educational program of the school; that the Cadet will receive scholastic credit towards graduation for acceptable performance in the cadet courses of study; that membership in the California Cadet Corps does not create or impose upon the Cadet any military duties or obligations, does not change the civilian status of the Cadet and does not enroll the Cadet in any Federal or State Military Force; that membership in the California Cadet Corps is voluntary and continues until terminated by consent of the undersigned or the joint action of the Principal of the School and the Commandant of Cadets; and that the Cadet is subject to the rules and regulations adopted or approved by the Principal of the School for the administration of the Cadet program.

Dated: _____

**FORM (CAL NG) NO. 20—REQUISITION FOR STATE SUPPLIES AND EQUIPMENT**

This form is prepared by the school when requisitioning supplies and equipment. It is submitted in seven (7) copies and the *carbons must be left attached when forwarded.*

It is desired that the following instructions be carried out when preparing REQUISITION FOR SUPPLIES AND EQUIPMENT:

- (1) When ordering items of clothing, submit on a separate requisition number of copies as indicated above.
- (2) When ordering all other items of Cadet Corps Equipment, submit on separate requisition in number of copies as indicated above.
- (3) When ordering Cadet Corps Forms, submit on a separate requisition two (2) copies *only and carbon must be left attached.*

CAL NG FORM NO. 20  
(11-29-47)

STATE OF CALIFORNIA

**Requisition and/or Receipt for State Supplies and Equipment**

To: THE ADJUTANT GENERAL, State of California  
Sacramento, California

Unit Requisition No. _____ Page _____ of _____

SHIP TO: _____  
(Unit Requisitioning)

_____  
(Address)

_____  
(City)

_____  
(Signature of Property Custodian)

_____  
(Title)

*This Space for Office of the Adjutant General Only*

OTAG Doc. No. _____ DATE _____

Whse. Doc. No. _____

Req. B/O No. _____

(1) ITEM NO.	(2) ARTICLE (COMPLETE DESCRIPTION)	(3)			(6) EQUIPMENT NO.	(7) CODE NO.	(8) UNIT PRICE
		REQUESTED	QUANTITY UNIT	(5) ACTION			

Approved for the Adjutant General:	ISSUING AGENCY	QUANTITIES SHOWN IN "ACTION" COLUMN HAVE BEEN RECEIVED
	<small>(Signature)</small>	<small>(Property Custodian)</small>
<small>(Title)</small>	<small>(Unit or Armory)</small>	<small>(Title)</small>
ENTERED PROP. RECORDS BY:	<small>(Date)</small>	<small>(Date Received)</small>
DATE		

FORM NO. 50—APPLICATION CARD, ANNUAL SUMMER ENCAMPMENT

This form is used for the Annual Summer Encampment, and it is prepared by the school and certified to by both the Principal and the Commandant of Cadets on those cadets who volunteer to attend the Encampment. This card when completed is the authority for the Headquarters, California Cadet Corps, to place the cadet on Special Orders for Summer Camp Attendance.

(USE INK OR TYPEWRITER)

APPLICATION CARD CALIFORNIA CADET CORPS ENCAMPMENT

DO NOT WRITE IN THIS SPACE

Assignment _____

(RANK AS OF 15 APR 19 _____)

YEAR _____

Billet _____

(Please print) (Last Name) (First) (Middle) Date of Birth (Day) (Month) (Year)

SCHOOL _____ CITY _____ BAND _____ (State instrument played)

Grade just completed _____ Year in Corps 1-2-3-4-5-6. This Camp is my 1-2-3-4-5-6. (Circle one) (Circle one)

Religious Preference _____

What assignment did you have in Cadet Corps this year?

Are you a member of NG Army Res. USMCR USNR USCGR (Any others)? _____ (IF AIR BRANCH, SO STATE)

Will you attend summer training with your unit? (Indicated above.) Give dates _____

STATEMENT: I promise, if ordered to camp, to obey all rules and regulations promulgated by the Camp Commander and to remain for the full period of the encampment unless ordered home by the Camp Commander for good cause or for an infraction of rules and regulations.

(Approval of Parent or Guardian)—(Signature)

(Signature of Cadet)

HOME ADDRESS _____ CITY _____ PHONE _____ (Please print)

(ALSO CHECK REVERSE SIDE)

(Reverse Side)

FOR REMARKS BY COMMANDANT:

- 1. How long has cadet been in your unit?
2. Has he satisfactorily completed Preliminary Marksmanship Training this year? Yes..... No.....
3. Has he any physical conditions which might govern type of assignment given him? Explain in detail:
4. What assignments would he be especially capable of handling? Please list:
5. What assignment would most help and train him for further use in your unit?
6. Can he swim? (Yes or no)..... If not, does he wish to learn? (Yes or no).....
7. Mark with code subjects below in which cadet is sufficiently proficient to instruct and/or perform as operator. CODE TO BE USED:
I—Instructor; O—Operator. Place in front of subject.
..... Close Order Drill ..... First Aid ..... Newspaper
..... Marksmanship ..... Swimming ..... Photographer
..... Interior Guard Duty ..... Transportation ..... Projectionist (sound—silent)
..... Administration ..... Supply ..... Chaplain Assistant
..... Clerical ..... Ordnance ..... Dispensary Assistant
..... Typing ..... Communications (Message Center) ..... Service Club
..... Life Saving ..... Mail ..... Musical Instrument

(Approval of Principal)—(Signature)

(Signature of Commandant)


(CHECK REVERSE SIDE)

(CADETS ARE NOT TO USE THIS SIDE)

**FORM NO. 52—SUMMER CAMP ATTENDANCE CERTIFICATE**

70

This form is presented to each cadet attending Summer Camp who has honorably and successfully completed the course of training as prescribed by the California Cadet Corps Summer Camps Training Program.

  
**STATE OF CALIFORNIA**

To Whom It May Concern:

This is to Certify that _____  
a member of the _____ unit of the  
California Cadet Corps, attended the Annual Encampment of the Cadet Corps held  
at _____, California, during the period of _____  
to _____, 195____, and has honorably and successfully completed the course of  
training as prescribed by the  
**California Cadet Corps**

Given under my hand at _____, California, this _____ day of  
_____, 195____.

*Executive Officer, California Cadet Corps*

CALIFORNIA CADET CORPS



**FORM NO. 55—MEAL TICKET**

This form is used in lieu of the travel expense voucher during the periods of summer encampment and other scheduled conferences.

No 2401

DATE _____ 19 _____

**GOOD FOR ONE MEAL**

Not to Exceed \$ _____

at the

Issued to: _____

(Name)

(Name of school)

**CALIFORNIA CADET CORPS**

By _____

(State Headquarters)

CADET CORPS FORM No. 55

No 2401

DATE _____ 19 _____

**GOOD FOR ONE MEAL**

Not to Exceed \$ _____

at the

Issued to: _____

(Name)

(Name of school)

**CALIFORNIA CADET CORPS**



By _____

(State Headquarters)

NOTICE: This ticket must accompany invoice (in duplicate) when submitted for payment to OFFICE of THE ADJUTANT GENERAL, State of California, P. O. Box 1139, Sacramento, California.

## FORM NO. 100—MEMORANDUM RECEIPT

This is an individual equipment receipt and one is necessary for each cadet. All equipment issued to the cadet, which is property of the State, should be included on this receipt. In cases where the school issues additional equipment, such equipment should be recorded on a separate memorandum receipt, marked "school property," or in cases where the school has drawn "Federal Property." All of these memorandum receipts should be kept in a binder provided by this office. These binders may be obtained by requisition.

(Reverse Side)

## MEMORANDUM RECEIPT

INITIALS OF CADET	ARTICLE	RECEIVED BY	RETURNED		ISSUED	
			DATE	NO.	DATE	NO.
	Bayonet model _____					
	Belt, Cartridge, m/1910					
	Belt, Garrison					
	Belt, Officers, w/slide					
	Belt, Pistol					
	Book, R. & R.					
	Cap, Field					
	Chain, Saber					
	Holster, Revolver					
	Jacket, Field					
	Knot, Saber					
	Legging, Canvas					
	Liner, Helmet					
	Necktie					
	Packet, First Aid					
	Pouch, 1st Aid					
	Rifle, m _____ No. _____					
	Saber					
	Shirt					
	Sling, Gun					
	Tie					
	Trousers					
	Whistle, Thunder					

## INSTRUCTIONS

1. When articles of equipment are issued to a cadet, they will be entered in the column headed "Issued," and the date of issue entered figures (e.g., 10/25/20).

2. When articles of equipment are returned by a cadet, they will be entered in the column so headed with the date as above. The date of receiving property returned by cadets will initial in the column "Received by," as an acknowledgment that the property was returned.

3. No record will be made of a transaction where an article is turned in and replaced by a like article at the same time.

4. When the initial issue is made the cadet will sign the name at the bottom of the page, and his initials in the column on the right of the page opposite the article or articles issued. Thereafter he will sign his initials in that column when new issues are made to him. The initials in the first column are his acknowledgment that the property on that line as shown under "Issued" was received by him.

5. Articles lost, damaged, or destroyed, not in line of duty, will be compensated for in accordance with the price lists published, from time to time, by The Adjutant General's Office. When the receipt is received the word "Paid" will be written in red ink over the amount and the amount entered in the "Returned" column.

6. This form will only be used for property issued by The Adjutant General of California, for which property the Principal is held responsible, under Section 516, Military and Veterans Code.

## RECEIPT

I acknowledge receipt of the above listed articles opposite which I have signed my initials. I promise to take reasonable care of them, to return them on the order of my superior and to compensate the Principal at the rates as published from time to time by The Adjutant General, for such articles that are lost, damaged, or destroyed, not in line of duty.

NAME _____

RANK _____ Co. _____

DATE _____ Regiment, C.H.S.C.

SEE INSTRUCTIONS ON REVERSE SIDE HEREOF

CADET CORPS FORM NO. 100

**FORM NO. 104—STOCK RECORD**

All articles received from the State should be entered on this stock record form. In cases where "school or federal property" is carried separate, stock record cards should be kept on each item and cards should be plainly marked "STATE, SCHOOL, OR FEDERAL," and kept in separate binders. Each type of article should have a separate sheet and be kept in a binder furnished by this office. The inspecting officer, regional supervisor, will use this record as the basis for completing his inspection of property during the annual inspection.

**STOCK RECORD**

DATE	VOU. NO.	RECEIVED	ISSUED	BALANCE

**ARTICLE** _____

**UNIT** _____ **UNIT COST** _____

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## CALIFORNIA CADET CORPS

**FORM NO. 108—CADET IDENTIFICATION CARD**

Each cadet should be provided with one of these identification cards, properly filled in immediately upon enrollment in the Corps. The school should devise its own system of service numbers. The system is merely a suggestion: **EXAMPLE:** 0 919511; the number zero (0) indicates cadet officer; the number 9 indicates the month in which cadet enrolled; the numbers 1951 indicates the year in which the cadet enrolled; the number one (1), etc., is the number assigned by the school. It is suggested that cadets and cadets noncommissioned officers be assigned service numbers as indicated, such as: 9195121, same as above except that the number zero (0) has been withheld. In taking the thumb print, it is suggested that an ordinary black stamp pad be used.

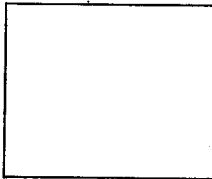
## IDENTIFICATION CARD

### CALIFORNIA CADET CORPS

Name _____

Birth _____ Hair _____ Eyes _____

Organization _____ School _____



Approved _____  
Commanding

Signature of Cadet _____

Serial No. _____

RIGHT THUMB PRINT

CADET CORPS FORM NO. 108

**FORM NO. 109—SCORE SHEET FOR SHOOTING COURSE (G)**

This is a work sheet to be used as a convenience for entering the scores of cadets firing Course G (Revised). Data from this form is entered on the individual score card, Form No. 8, and also provides the data for the annual report of rifle practice, Form No. 9. This form is kept in the organization for one school year or until it has served its purpose.

**SCORE SHEET FIRING COURSE G (Revised)**

NO.	NAME	RANK	Slow Fire, Prone, 5 Shots, Lamp Sling Target; NRA, 3 Bull	Slow Fire, Sitting, 5 Shots, Lamp Sling Target; NRA, 3 Bull	Slow Fire, Kneeling, 5 Shots, Lamp Sling Target; NRA, 3 Bull	Slow Fire, Off Hand, 5 Shots, No Sling Target; NRA, 3 Bull	TOTAL SCORE	QUALIFICATION	Possible .....				
									Possible .....	Expert .....	Sharpshooter .....	Marksman .....	
1										200			
2										170			
3										150			
4										120			
5										110			
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													

CADET CORPS FORM NO. 109

(USE REVERSE SIDE)

FORM NO. 60—MESS CARD

This form is used at the Annual Summer Encampment and is issued to members of the California Cadet Corps.

1		2		3		4		5		6		7					
B	D	S	B	D	S	B	D	S	B	D	S	B	D	S	B	D	S
CADET CORPS FORM NO. 60 <b>MESS CARD</b> <b>CALIFORNIA CADET CORPS</b> CAMP SAN LUIS OBISPO Card No. ....																	
SIGNATURE OF CADET									COUNTERSIGNED								
8		9		10		11		12		13		14					
B	D	S	B	D	S	B	D	S	B	D	S	B	D	S	B	D	S

FORM NO. 198 (W.D. SIGNAL CORPS)—  
TRAINING FILM QUIZ CARD

This form is an excellent training aid and should be utilized by each school in its cadet program. It is suggested that it be used in conjunction with training films shown to the Corps.

TRAINING FILM QUIZ CARD

YES	1	NO
YES	2	NO
YES	3	NO
YES	4	NO
YES	5	NO
YES	6	NO
YES	7	NO
YES	8	NO
YES	9	NO
YES	10	NO
YES	11	NO
YES	12	NO
YES	13	NO
YES	14	NO
YES	15	NO

ORIGINAL CARD

**FORM NO. 200 (REV.)—FILMS AND FILM STRIPS LOAN ORDER**

This form is prepared by the Commandant of Cadets and submitted to Headquarters, California Cadet Corps, in four (4) copies; and special attention is invited to specific instructions listed thereon. A copy should be retained in organization files until film has been received.

<b>CALIFORNIA CADET CORPS</b>					REQUEST NO.			
<b>FILMS AND FILM STRIPS LOAN ORDER</b>					TELEPHONE NO.			
FILM LIBRARY <small>(STREET OR BUILDING)</small>			ISSUED TO					
CITY			SCHOOL					
			STREET					
			CITY					
C. MM OR 35 MM	FILM NO.	FILM TITLE	BOOKING DATES		NO OF SHOWINGS	NUMBER IN ATTENDANCE		
			FROM	TO				
<b>SPECIAL INSTRUCTIONS</b>								
<ol style="list-style-type: none"> <li>1. All Film Orders <b>MUST</b> be directed to Executive Officer, California Cadet Corps, The Office of The Adjutant General, P. O. Box 1139, Sacramento, for approval.</li> <li>2. This form is to be used for all orders for Department of the Army Films. Units in <b>SAN FRANCISCO BAY AREA</b> or <b>LOS ANGELES AREA</b> may order films on this form and call for them in person at one of the following:             <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%; text-align: center;"> <b>6th Army Training Film Center</b>                  Building 603                  Presidio of San Francisco, Calif.             </td> <td style="width: 50%; text-align: center;"> <b>6th Army Regional Film Library</b>                  Room 1418, Federal Building                  Los Angeles 12, Calif.             </td> </tr> </table> </li> <li>3. <b>EACH FILM ORDERED MUST</b> be submitted on a separate order form. For assurance of films on dates indicated, it is requested that an alternate film be listed on each order, identified by the letter "A" after title. Films must be ordered <b>three weeks in advance</b>.</li> <li>4. <b>SUBMIT EACH ORDER IN FOUR (4) COPIES.</b> <ol style="list-style-type: none"> <li>a. Film Order <b>MUST</b> be signed below, and also on Reverse Side at bottom of page.</li> </ol> </li> <li>5. Films must be returned to the film library from which received <b>PARCEL POST</b> prepaid, the day after date specified for showing.</li> <li>6. Not more than two films should be shown during the same drill period inasmuch as experience has indicated that it is difficult to assimilate any more instruction during one period.</li> <li>7. <b>SHOWINGS</b> and <b>ATTENDANCE</b> information <b>MUST</b> accompany return film shipment.</li> </ol>							<b>6th Army Training Film Center</b> Building 603 Presidio of San Francisco, Calif.	<b>6th Army Regional Film Library</b> Room 1418, Federal Building Los Angeles 12, Calif.
<b>6th Army Training Film Center</b> Building 603 Presidio of San Francisco, Calif.	<b>6th Army Regional Film Library</b> Room 1418, Federal Building Los Angeles 12, Calif.							
(Date)			(Signature of Commandant)					
<b>FOR CALIFORNIA CADET CORPS USE ONLY</b>					<b>FOR LIBRARY USE ONLY</b>			
1st Ind.					<b>RECORD OF RETURNED FILMS</b>			
OFFICE OF THE ADJUTANT GENERAL, Sacramento,.....					RECEIVED BY			
(Date)					_____			
To: CG, 6th Army, Presidio of San Francisco, California.					(SIGNATURE) (DATE)			
ATTN: Signal Officer					INSPECTED BY			
1. Approved					_____			
2. The State of California agrees to reimburse the Government for any expense incurred in repairing or replacing any of the above film or films, or portions thereof, damaged while on loan to this organization.					(SIGNATURE) (DATE)			
FOR THE ADJUTANT GENERAL:					PRINT RECORD CARD ENTRY BY			
Distribution:					_____			
4 copies to OTAG					(SIGNATURE) (DATE)			
1 copy for School					<b>CONFIRMATION</b>			
					MAILED BY			
					_____			
					(SIGNATURE) (DATE)			

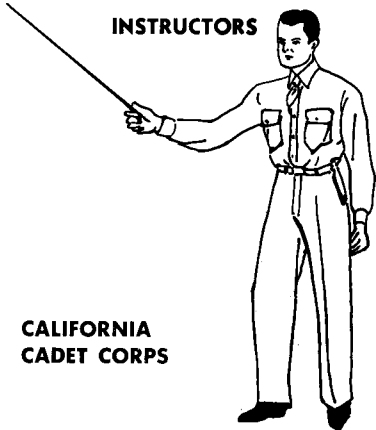
## FORM NO. 240—TIPS FOR INSTRUCTORS

80

This form is available to all Cadet Corps Instructors, and it is highly recommended for use as a very useful Training Aid in preparation of all classroom instructions.

IF THE MEN HAVEN'T LEARNED,  
THE INSTRUCTOR HASN'T TAUGHT

### TIPS for INSTRUCTORS



CALIFORNIA  
CADET CORPS

CADET CORPS FORM NO. 240

### FIVE STEPS OF CADET INSTRUCTION

1. Preparation—
  1. Estimate the training situation.
  2. Study your subject thoroughly.
  3. Make usable lesson plan.
  4. Rehearse and make final check.
2. Presentation—
  1. Introduce yourself and your subject.
  2. Arouse interest—tell what you are going to talk about and why it is important.
  3. Explain simply and completely all your subject.
  4. Demonstrate when possible.
3. Application—
  1. Use individual or team performance. Remember men learn by doing.
4. Examination—
  1. Only way to measure the subject taught.
  2. Oral, written, performance, and observation tests.
5. Discussion and/or critique—
  1. Allow for questions.
  2. Summarize major points and correct errors.

### CLASS MANAGEMENT

1. Before class begins, check on seating arrangement, lighting, ventilation, equipment, training aids, and assistant instructors.
2. Make first impression a good one—present instruction logically and with enthusiasm—let the men know what is expected of them.
3. Keep eye contact with the men—be alert for class reaction.
4. Occasionally jolt the men mentally and physically to better attention by questions, charts, visual aids, and student participation.
5. Control distracting influences. Admit they exist, eliminate them if possible, but avoid competing with them.
6. Handle problem cases by individual attention.



## FORM NO. 240—TIPS FOR INSTRUCTORS—Continued

### DELIVERY

1. Walk smartly before your men with an air of confidence and authority.
2. Face your men and pause until you get eye contact.
3. Speak slowly, distinctly, and with confidence and enthusiasm.
4. Adapt your words and sentences to the group. Don't talk down to the students or resort to profanity, sarcasm or ridicule. A resentful cadet is an inattentive cadet.
5. Show through your manner a sincere interest in the men and the subject.
6. Approximately every 15 minutes, vary your presentation to stimulate interest and attention.
7. Use strong opening and closing statements—always sum up and emphasize major points.

### USE OF TRAINING AIDS

1. Prepare in advance and keep covered when not in use.
2. Introduce aids at proper time and with a specific purpose—remember they illustrate your oral explanation.
3. Aids must be seen by all to be of value.
4. Stand to the side of the training aid and use pointer to focus attention on specific parts.
5. Talk and face the class, not the training aids.
6. Display aids and use assistants to best advantage.

### DEMONSTRATIONS

1. Most effective way to teach as it involves hearing, seeing, and then doing by the men.
2. Purpose:
  - (a.) To give men an *accurate* picture of subject taught.
  - (b.) To set up a standard of excellence for men to strive for.
3. Procedure:
  - (a.) Explain briefly and demonstrate complete movement.
  - (b.) Explain in detail and demonstrate the movement step by step.
  - (c.) Step-by-step application by the men with demonstrator in full view.
  - (d.) Correction of errors—self correction and by assistant instructor—encourage questions.

### CONDUCTING PRACTICAL WORK

1. Give detailed directions to students.
2. Be sure the men know the "how" and "why" of the subject.
3. Make application realistic.
4. Supervise constantly and correct wrong learning.
5. Re-teach and re-demonstrate when necessary.
6. Have good students help slower students.
7. Grade the student's performance: be patient and encourage improvement.

### CRITIQUE

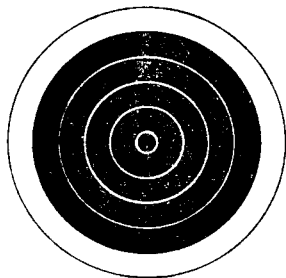
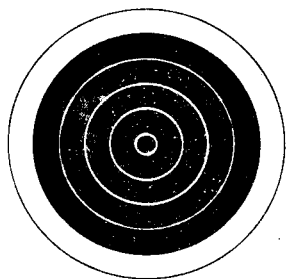
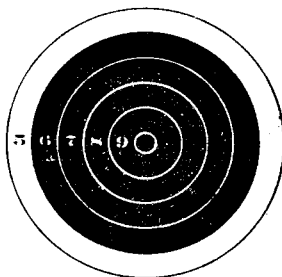
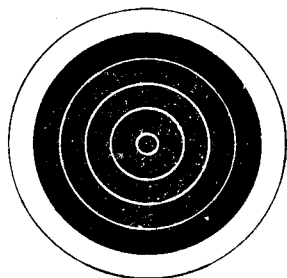
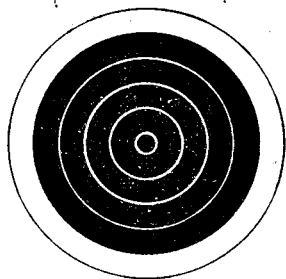
(All lessons should have a discussion or critique)

1. State the objective of the lesson or problem.
2. Review procedures followed.
3. Evaluate the performance—praise strong points, point out errors, and suggest improvements.
4. Allow for questions and summarize.

OFFICIAL 50 FOOT 5 BULL NRA TARGET

This target is used in all qualification firing, rifle matches, and for all practice firing, in slow fire for the prone, sitting, kneeling, and standing positions.

OFFICIAL 50-FT. JUNIOR TARGET



Position..... To apply on Rating of.....

Name..... Age.....

Street.....

Town..... State.....

Shooting Witnessed by.....

2 SHOTS ONLY ON EACH BULL SHOTS TOUCHING A SCORING RING RECEIVE THE HIGHER VALUE. SHOTS OUTSIDE OF SCORING RING ARE SCORED AS MISSES.

SCORE.....



## TRAINING

The main goal of cadet corps training is to develop a sense of responsibility in all cadets, to develop leaders and to teach every cadet to feel a personal obligation for the effective performance of his duties and for the efficient functioning of his team (the California Cadet Corps). One of the most important cadet training subjects given is citizenship. It helps the cadet understand his responsibilities as a cadet and as a citizen of his school and community, who owes allegiance to the United States.

In addition, those who are capable of leadership are given the opportunity to command.

The cadet of good character who has the intelligence and the desire to lead, can be trained into an effective cadet leader through progressive training and supervision by the Commandant. To assist in this progressive training, there is offered each school year a leadership training course, which will be mentioned later on in this section, given by the California Cadet Corps Regional Supervisors.

In order to assist the Commandant of Cadets in his training program the following subjects are recommended for the development of the leader:

Principles of Leadership	Morale and esprit de corps
Teamwork	Adaptability
Discipline	Marksmanship
Citizenship	Preparation and Use of Training
Sportsmanship	Schedule
Initiative	Development of Voice and Command

### FIRST YEAR TRAINING PROGRAM

Listed below is the recommended Training Program for the first year and it is based on a schedule of five (5) periods per week. A complete lesson plan (breakdown) of the First Year Training Program may be secured by submitting a requisition to EXECUTIVE OFFICER, California Cadet Corps, P. O. Box 1139, Sacramento, California.

<i>Subject</i>	<i>Number periods</i>
Orientation (purpose and aims of the Corps)-----	1
World military situation-----	2
Military organization-----	6
Military duties of citizens of the State	
Military forces of the State	
National Defense Act	
Organization of the squad and platoon	
Discipline, courtesy, and customs of the service-----	4
Personal hygiene-----	2
Military sanitation-----	2
First aid-----	6
Care of clothing and equipment-----	2
Tent pitching (shelter tents)-----	2
Marches and bivouacs (instruction)-----	2
Marches and bivouacs (as time and conditions permit)	
Individual weapons-----	14
Cal. .30 1903 Rifle	
Cal. .30 M1 Rifle	
Carbine	
Browning automatic rifle	
Automatic pistol	
.30 machine gun	

Marksmanship		
Preparatory marksmanship	-----	10
Range firing	-----	5
Mass games	-----	32
Drills, leadership, and ceremonies	-----	64
School of the soldier without arms	Leadership, noncoms in exercise of	
School of the soldier with arms	command	
Squad, platoon, and company drill	Methods of instruction in drill	
Interior guard duty	Voice in command	
Informal guard mount	Parades and reviews	
Total periods for year	-----	160

### SECOND YEAR TRAINING PROGRAM

Listed below is the recommended Training Program for the second year and it is based on a schedule of five (5) periods per week. A complete lesson plan (breakdown) of the Second Year Training Program will be available in the near future.

	<i>Subject</i>	<i>Number periods</i>
World military situation	-----	8
Military organization	-----	4
Organization of a company		
Organization of a battalion		
Organization of the army		
Map reading and aerial photographs	-----	10
Small unit tactics	-----	20
Patrols and squads		
Individual weapons	-----	4
Cal. .30 1903 rifle		
Hand and rifle grenades		
Rockets and launchers		
Technique of rifle fire	-----	3
Marksmanship	-----	
Preparatory marksmanship	-----	10
Range firing	-----	5
Marches and bivouacs (as time and conditions permit)	-----	
Mass games	-----	32
Drills, leadership, and ceremonies	-----	64
Total periods for year	-----	160

### THIRD YEAR TRAINING PROGRAM

Listed below is the recommended Training Program for the third year and it is based on a schedule of five (5) periods per week. A complete lesson plan (breakdown) of the Third Year Training Program will be available in the near future.

	<i>Subject</i>	<i>Number periods</i>
World military situation	-----	8
Military instruction	-----	
Preparation and presentation	-----	8
Construction and use of training aids	-----	3
Military history of the United States	-----	10
Small units tactics	-----	20
Patrols and squads		
Platoon and company		
Marksmanship	-----	15
Preparatory marksmanship	-----	
Range firing	-----	
Mass games	-----	32
Drills, leadership, and ceremonies	-----	64
Total periods for year	-----	160

**SAFETY RULES FOR SMALL ARMS TRAINING**

1. The object of this program is to teach safe and accurate methods of handling firearms. Safety rules are very definite things. They have been formulated into a code for marksmen. These rules are the result of years of experience, and adherence to them has made possible the splendid safety record of organized rifle shooting. The rules are as follows:

- a. I will cock my gun and pull the trigger only when I am aiming at the target which I intend to shoot.
- b. I will unload my gun and open the action as soon as I finish shooting and before I move from the firing line.
- c. I will immediately make sure that any gun I handle is not loaded.
- d. I will shoot only regular approved targets or, if hunting, only at legal game.
- e. I will unload and open my gun before I climb a tree, fence, or similar obstacle.
- f. I will remember that a .22 caliber bullet will travel for a mile, or through nine inches of ordinary board, and that it will ricochet (glance) a long way across water.
- g. I will "play safe" at any time when I am in doubt of the proper action.
- h. I will see that everyone around me obeys these rules for safety and the good of all.
- i. I will give my help to any less skillful shooter, and will seek the advice of better marksmen for myself.
- j. I will do my part to make America once again "A Nation of Riflemen."

2. *In addition to the code, the following regulations pertain to the actual operation of the range:*

- a. The Range Officer and his assistants will be in direct charge of the range at all times when firing is being conducted, and ready to give assistance to any shooter in need of help.
- b. The breech of every rifle on the range will be kept open at all times except when actually on the firing line ready to shoot.
- c. All rifles, regardless of type, will be used as single loaders and the magazines will not at any time be loaded.
- d. No cartridge belts will be worn. Loading will be only from loading blocks or from the regular cartridge box.
- e. No rifles will be loaded until the command "Load" is given, and no shots fired before the command "Commence Firing."
- f. All rifles will be immediately unloaded and the breeches left open upon the command "Cease Firing."
- g. No shooter, at any time, except under the order of the Instructor, will move any portion of his body in advance of the firing point, and then only after all rifles are unloaded and all breeches open.
- h. No person except those actually firing and the coaches and Instructor will at any time be in advance of the Ready Line.
- i. In cleaning or policing the range, any unfired cartridges which may be found will be immediately turned in to the Range Officer. They will not be thrown into the trash can.

j. Should a cartridge refuse to load or eject properly, the shooter will not attempt to force it, or, if a cartridge fails to fire immediately, the shooter will not open the action of the gun. In both cases the gun shall be kept pointed toward the target while the shooter calls the range officer.

k. In the case of any obstruction in the bore of the rifle, it will not be shot out by firing another cartridge. The rifle will be turned over to the Range Officer to have the obstruction properly removed.

## TRAINING AIDS

### *Films and Film Strips*

The California Cadet Corps has been most fortunate in securing assistance through Headquarters Sixth Army Training Films and Film Strips and Commandants of Cadets should take every advantage of this additional measure in planning their military training and educational programs for the Cadet Corps. In order to secure these films, schools may make requisition on Cadet Corps Form No. 200 (Rev). It is suggested that full use be made of the California Cadet Corps Film Catalog which may be secured by submitting a requisition to Executive Office California Cadet Corps. This catalog will be kept up-to-date by separate publications announcing these changes.

### *Leadership Training Course*

The Leadership Training Course of the California Cadet Corps has been organized to prepare cadet officers and potential cadet officers to better carry out their responsibilities as leaders and instructors. The course is of 12 hours duration and is conducted by means of a series of conferences, lectures, practical demonstrations, and training films covering the following subjects:

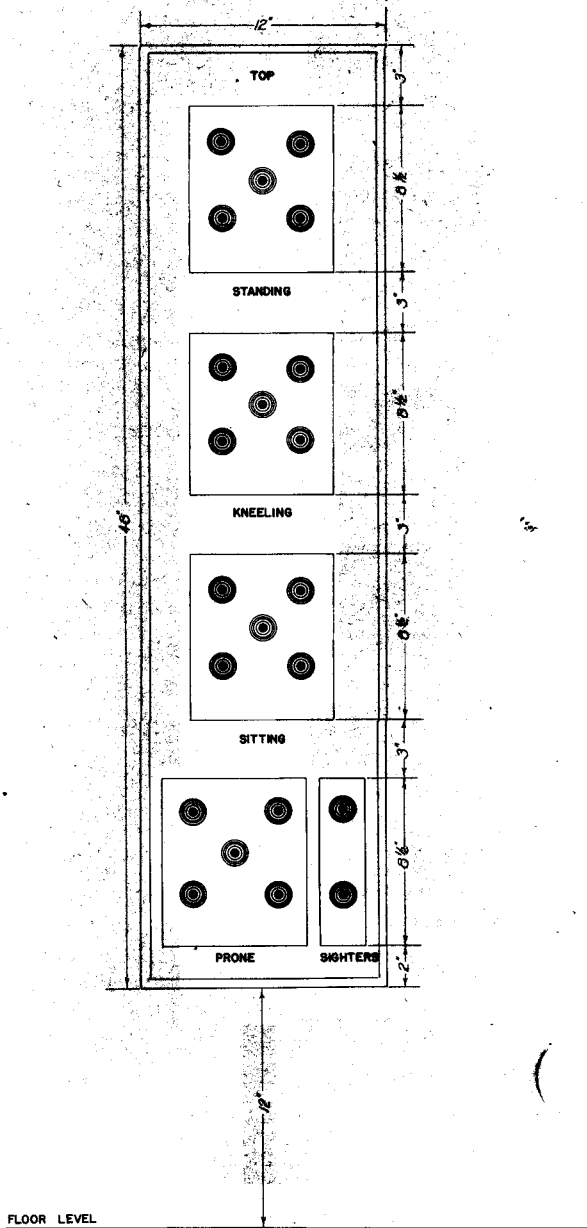
- (1) Principles of Leadership
- (2) Psychology of Leadership
- (3) Practical Problems of Leadership
- (4) Methods of Instruction
- (5) Development of Command Voice
- (6) Discipline in Cadet Units
- (7) Duties of Cadet Officers
- (8) The Training Schedule: Preparation and Use

Leadership Training Courses are conducted under the direction of Regional Supervisors of the California Cadet Corps, or by qualified Commandants of Cadets designated by the Headquarters of the Corps. Any number of units can assemble at a central location on a weekend for this course. Experience has shown that cadets should have reached the grade of Sergeant or higher before taking the Leadership Training Course.

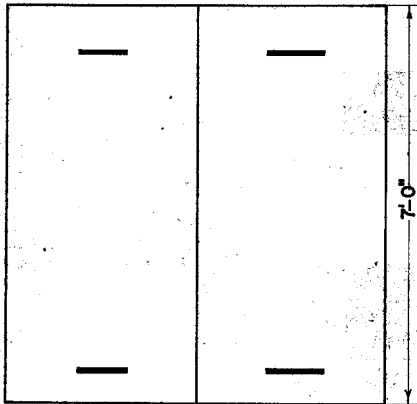
Cadets completing the course and meeting the additional requirements will be awarded a Certificate of Completion of the Leadership Training Course. In addition, cadets receiving a certificate will be entitled to wear the gold ribbon bar on their uniforms signifying satisfactory completion of the Leadership Training Course.

Requirements for the Leadership Training Course award are as follows:

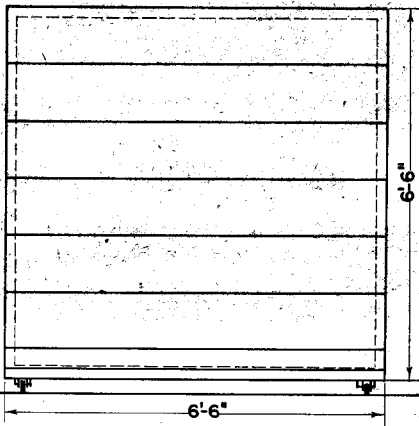
CALIFORNIA CADET CORPS  
RECOMMENDED .22 CAL  
RIFLE TARGET



## CALIFORNIA CADET CORPS

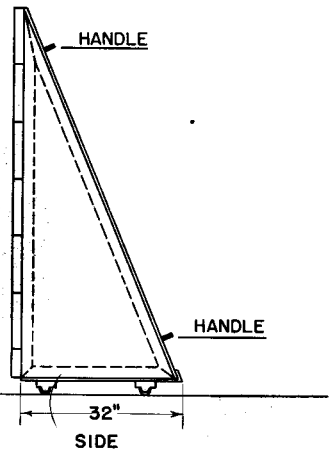
PORTABLE TARGET  
(SMALL BORE)

BACK



FRONT

FRAME- ANGLE IRON  
BOARDS-2"x12" BOLTED TO FACE  
BACK & BOTTOM 1/4" FLAT IRON  
BACK DIVIDED IN CENTER, LIFTS  
OUT FROM TOP.  
CASTERS-2" DIAMETER, HARD  
RUBBER.  
LIGHT SHEET METAL WELDED  
TO ENDS OF FRAME.  
METAL PAN FILLED WITH 1/2"  
OF SAND, FIT TO BOTTOM OF  
FRAME- TO CUSHION SPLASH  
OF LEAD.



SIDE



- (1) Attend 12-hour course of instruction.
- (2) Complete required reading assignments.
- (3) Pass comprehensive examination on Leadership and Methods of Instruction.
- (4) Make up lesson plans for two separate hours of instruction, and demonstrate ability to instruct, utilizing lesson plans.

Further information about the Leadership Training Course can be obtained from your Regional Supervisor.

#### **Five Steps of Cadet Instruction**

1. Preparation—
  1. Estimate the training situation.
  2. Study your subject thoroughly.
  3. Make usable lesson plan.
  4. Rehearse and make final check.
2. Presentation—
  1. Introduce yourself and your subject.
  2. Arouse interest—tell what you are going to talk about and why it is important.
  3. Explain simply and completely all your subject.
  4. Demonstrate when possible.
3. Application—
  1. Use individual or team performance. Remember men learn by doing.
4. Examination—
  1. Only way to measure the subject taught.
  2. Oral, written, performance, and observation tests.
5. Discussion and/or critique—
  1. Allow for questions.
  2. Summarize major points and correct errors.

#### **DUTIES OF CADET OFFICERS AND NONCOMMISSIONED OFFICERS**

##### I. Cadet Officers

##### II. Cadet Noncommissioned Officers

##### III. Status of Cadet Officers on Detached Officers List

#### I. CADET OFFICERS

##### 1. *Battalion Commander*

- a. Under appropriate supervision by authorized superiors, to train, lead and supervise the battalion in all of its military activities, striving at all times to provide stimulus and inspiration for those under his command, both by precept and example.

##### 2. *The Battalion Staff Officers.*

##### a. Personnel Officer (S-1)

- (1) In general to assist to Commanding Officer and the Executive Officer in the coordination of functions pertaining to the management, as individuals, of personnel of the battalion, to the internal organization and operation of the Headquarters, and to miscellaneous administrative matters not specifically assigned to other battalion staff officers. He is responsible for the planning and supervision of personnel training of his own section and, in

coordination with S-3, for such training within the battalion.

- (2) Specifically, his duties may include planning, coordination and supervision of activities pertaining to:
    - (a) Strengths, records and reports.
    - (b) Morale and personnel services such as—
      1. Morale. Status of morale as determined from visits, observations and reports.
      2. Personnel Services. Awards and decorations.
    - (c) Procedures. Procurement, assignment, promotions, transfers and separations.
    - (d) Internal Management. Internal arrangement, organization and operation of the Headquarters.
    - (e) Miscellaneous. Administrative matters not specifically assigned to another battalion staff officer.
    - (f) Preparation of orders, bulletins and correspondence.
- b. Intelligence Officer (S-2)
- (1) He is charged with the maintainance of good public relations with the general public through contacts with local newspapers, civic groups and other organizations. He may be required frequently to speak before service clubs, patriotic organizations, Chambers of Commerce, PTA meetings, as well as to ascertain the general state of public opinion at large and within the school student body. He may arrange for the taking of photographs of scenes and activities pertaining to Cadet Corps matters.
- c. Operations and Training Officer (S-3)
- (1) In general, assists the Commanding Officer and the Executive Officer in coordination of functions pertaining to the organization, training and operations of the battalion. He is responsible for planning and supervision of training within the battalion.
  - (2) Specifically, his duties may include planning, coordination and supervision of activities pertaining to—
    - (a) Organization and equipment of units—coordinates with S-1 and S-4 in such matters.
    - (b) Training.
      1. Preparation of training programs, operations orders, field exercises and maneuvers.
      2. Selection of training sites.
      3. Organization and conduct of cadet school activities.
      4. Troop information and educational activities.
      5. Training inspections and tests.
      6. Equipment and Supplies. Responsible for determination of ammunition requirements.
      7. Unit History. Preparation of records of events as they occur to furnish material for the preparation of the unit history.

- d. Supply Officer (S-4)
- (1) In general to assist the Commanding Officer and the Executive Officer in the coordination of functions pertaining to supply, transportation, service and other related matters. He is responsible for planning and supervision of supply training of his section and, with S-3, for such training within the battalion.
  - (2) Specifically, his duties may include planning, coordination and supervision of activities pertaining to—
    - (a) Determination of supply requirements.
    - (b) Procurement, storage, security and documentation of supplies.
    - (c) Service.
      1. Maintenance of supplies and equipment.
      2. Maintenance and repair of facilities and installations.
      3. Property accounting and responsibility.
      4. Supervision of construction, maintenance and condition of sanitary facilities of the battalion in the field.
3. The Company Commander
- a. Under appropriate supervision by duly authorized superiors, to train, lead and supervise his company in all its military activities.
4. The Platoon Leader
- a. Under appropriate supervision, to train, lead and supervise his platoon in all of its military activities; to assist the Company Commander in all ways possible.

## II. CADET NONCOMMISSIONED OFFICERS

1. *The First Sergeant*
  - a. Under proper direction, to form the company, take reports of squad leaders or call to roll; supervise the activities of the Company Clerk and the Supply Sergeant; see that information is disseminated to the proper destinations and individuals, and ensure the presence of all cadets at the proper times and places.
2. *Platoon Sergeants*
  - a. Under proper supervision, to assist the Platoon Leader in all of the activities of the Platoon.
3. *Supply Sergeant*
  - a. Under the supervision of the Supply Officer and the First Sergeant, to maintain supply records, furnish supply data to the Company Clerk for the preparation of requisitions, shipping tickets and other prescribed records. He will keep the Company Commander advised at all times of the state of supplies, equipment and other materials under his charge.
4. *Company Clerk*
  - a. Under the direction of the First Sergeant and the Supply Sergeant, to keep the organization files, maintain Service Records,

prepare rosters, reports, requisitions and shipping tickets, and carry out such other clerical duties as may be required by proper authority.

5. *Squad Leader*

a. Under proper direction, to train, lead and supervise the activities of his Squad:

6. *Assistant Squad Leader*

a. To assist the Squad Leader in the training of his Squad, and to carry out the duties of the Squad Leader in the absence of the latter.

### III. STATUS OF CADET OFFICERS ON DETACHED OFFICERS LIST

1. *Cadet Officers on Detached Officers List Status*

a. Officers on DOL status may be assigned such duties by the Commandant of Cadets as he may deem advisable. As a matter of policy, such officers should be assigned to duties outside of the regular channels of command; such as—

- (1) Assistant to the Commandant.
- (2) Assistant Range Officer.
- (3) Assistant to the regular S-1, S-2, S-3, or S-4.
- (4) Such other duties as would tend to promote the best interests of the Unit as a whole.

NOTE: It should be borne in mind by all concerned that functions and duties referred to in the foregoing paragraphs are at all times under the direction, control and supervision of the Commandant of Cadets; that the activities are primarily for the training of all cadets concerned, and must be in accordance with his established authorization and policy.

### THE CADET CODE

The ultimate goal of the California Cadet Corps is to develop leaders. History and experience show that true leaders have a well defined code of ethics, honor, principles, and goals. The code of the leader and the Cadet Code are identical.

The Cadet Code is of necessity on a high plane. To satisfy the requirements and superior standards of the Cadet Code takes far more than the average young man is willing to give. Some who join the ranks of the California Cadet Corps will make no effort to measure up to the Cadet Code; other cadets will make a modest effort but the standards of the Cadet Code will be too much for them. There remains a group of cadets who will master the Cadet Code and from this group will emerge the future leaders for both our armed forces and our civil life.

Mastery of the principles of the Cadet Code cannot be attained in a day, a week, a month, or even a year. But the door is wide open to every cadet who sincerely wants to live up to the Cadet Code and who aspires to be a leader. Each cadet throughout his career in the California Cadet Corps decides for himself just how fast and how far he will travel along the road of making the Cadet Code a part of his own being.

The decision for each cadet is in his own hands. If he accepts the Cadet Code and strives to live up to it, the cadet is headed for a position as a leader. If the cadet rejects the Cadet Code completely he is wasting his time in the Corps. If the cadet accepts the Cadet Code in part and rejects it in part, he will have only limited success in trying to lead others.

Here is the Cadet Code of the California Cadet Corps. Study it, learn it, and strive to live up to it, and the opportunities to become a true leader will come your way.

A cadet is *courageous*. He stands for what is right and just even when others appear to be against him. He protects the under dog, and defends the weak. He has the courage to say "No" when he is asked to do something wrong. He has the courage to speak out against evil. He knows that moral courage is more important than physical courage.

A cadet is *reliable*. He is at the right place at the right time. He can be depended upon. He doesn't let the other members of his unit down.

A cadet is *responsible*. He keeps his wits about him. He considers the results of his actions. He thinks ahead.

A cadet is *trustworthy*. He can be counted upon to do the right thing. He can be entrusted with important matters.

A cadet is *well-informed*. He tries to increase his military knowledge continually. He learns what is going on in world affairs.

A cadet is *just*. He is fair in all his dealings with others. He is considerate of others and of their rights and feelings.

A cadet is *loyal*. He supports his fellow cadets. He is loyal to his unit.

A cadet is *unprejudiced*. He does not judge a fellow cadet on the basis of religious belief, race, or economic status. He judges his fellow cadets on the basis of demonstrated individual worth and ability.

A cadet is *tolerant*. He respects the beliefs and opinions of the other fellow when they differ from his own. He does not impose his point of view on others.

A cadet is *honorable*. He does not make false statements about others. He tries to live up to the Golden Rule: Do Unto Others As You Would Have Them Do Unto You.

A cadet is *friendly*. He acts in a cordial manner toward his fellow cadets. He is especially friendly toward new cadets in his unit.

A cadet is *unconceited*. He strives to succeed, to advance in rank, to acquire medals and decorations, but his success does not go to his head. He remains modest and considerate of the feelings of others.

A cadet is *neat*. All cadets are not handsome, but all cadets can keep their uniforms cleaned and pressed, their shoes shined, their hair trimmed, and their hands and faces clean.

A cadet is *clean minded*. It is not necessary for the cadet to swear and use obscenity in order that the world will think him a man. To talk without using profanity or obscenity is a real accomplishment and a sure mark of maturity.

A cadet is *courteous*. He exercises courtesy in his relations with others. He practices politeness at all times so that it becomes a natural habit.

A cadet is a *good sport*. When he wins he doesn't brag, when he loses he doesn't complain. He always follows the rules of the game and abides by the decisions of the judges.

A cadet is *patriotic*. He does more than stand at attention and salute when the Flag passes by. He develops an understanding of what his Country and the democratic way of life really signify. He does not apologize for his patriotism.

A cadet is *healthy*. He gets his body into the best shape he can and he does everything possible to keep in a state of health. He eats sensibly, and he avoids alcohol in all forms. He does not rush the matter of smoking, and, if he does take up smoking, he smokes in moderation.

A cadet is *honest*. He does not take the property of others. He does not lie or cheat.

A cadet is *tactful*. He does not offend others unnecessarily. He does not say unkind things. He is considerate of others, of their rights, and of their feelings.

A cadet is *studious*. He takes advantage of his time in school to learn what he can while he is there. He knows that knowledge is power, and he absorbs all he is capable of learning in whatever field he is studying or working.

A cadet is a *good citizen*. He takes an interest in his community. He does what he can to make his school and his community a better place in which to study and to live. Above all, he does nothing to make his school or community a worse place.

## SUMMARY, YEAR'S ACTIVITIES

	Region No. 1	Region No. 2	Region No. 3	Region No. 4	Totals
<b>1946-1947</b>					
1. Schools in program, 1 Sept. 46.....	14	13	12	13	52
2. Schools gained, 1946-47.....	2	3	3	4	12
3. State schools in program.....	0	0	1	0	1
4. Public schools in program.....	14	5	14	16	49
5. Private schools in program.....	2	11	0	1	14
6. Total schools in program, 30 June 1947.....	16	16	15	17	64
7. Visits to schools in program, 1946-47.....	177	144	143	101	565
8. Other visits, 1946-47.....	224	65	182	158	629
9. Total visits, 1946-47.....	401	209	325	259	1,194
10. Average visits per working day.....	2.23	1.16	1.80	*1.85	7.04
11. Total mileage, 1946-47.....	34,748	29,741	30,151	25,681	126,403
12. Average mileage per working day.....	193.05	165.2	167.5	*183.4	702.25

* Capt. Nichols joined organization 1 November 1946.

	Region No. 1	Region No. 2	Region No. 3	Region No. 4	Totals
<b>1947-1948</b>					
1. Schools in program, 30 May 1947.....	16	16	14	18	64
2. Schools lost from program.....	1	1	1	2	5
3. "Old schools," 1 September 1947.....	15	15	13	16	59
4. Schools lost by transfer of territory.....	0	0	0	3	4
5. Schools gained by transfer of territory.....	0	0	3	1	4
6. Schools each region, 1 September 1947.....	15	14	16	14	59
7. New schools entering program, 30 September 1947.....	9	4	2	2	17
8. Total schools in program, 30 September 1947.....	24	18	18	16	76
9. Schools lost by transfer of territory, 1 January 1948.....	7	0	4	6	17
10. Schools gained by transfer of territory, 1 January 1948.....	0	0	6	11	17
11. Schools gained, 1 April 1948.....	1	0	1	2	4
12. State schools in program.....	0	0	1	0	1
13. Public schools in program.....	15	3	19	20	57
14. Private schools in program.....	3	15	1	3	22
15. Total schools in program, 30 May 1948.....	18	18	21	23	80
16. Visits to schools in program, 1947-1948.....	336	186	196	240	958
17. Other visits, 1947-1948.....	140	62	102	147	451
18. Total visits, 1947-1948.....	476	248	298	387	1,409
19. Average visits per day.....	2.64	1.38	1.66	2.15	7.83
20. Total mileage, 1947-1948.....	36,459	20,228	31,540	31,565	119,792
21. Average miles per working day, 1947-1948.....	202.55	112.37	175.22	175.36	665.51

## SUMMARY, YEAR'S ACTIVITIES—Continued

	Region No. 1	Region No. 2	Region No. 2	Region No. 3	Region No. 4	Totals
<b>1948-1949</b>						
1. Schools in program, 30 May 1948	18	18		21	23	80
2. Schools lost from program, Sept. 1948	0	2		2	1	5
3. "Old schools" in program, 1 Sept. 1948	18	16		19	22	75
4. Schools lost by transfer of territory	0	16		0	0	16
5. Schools gained by transfer of territory	0	0	16	0	0	16
6. Schools each region, 1 Sept. 1948	18		16	19	22	75
7. New schools entering program, 30 Sept. 1948	0		0	0	2	2
8. Total schools in program, 30 Sept. 1948	18		16	19	24	77
9. Schools lost from program, Feb. 1949	0		1	0	0	1
10. New schools entering program, Feb. 49 (1st Sem.)	0		1	0	1	2
11. Schools in program, Feb. 1949	18		16	19	25	78
12. Schools lost by transfer of territory, Feb. 1949	0		4	10	1	15
13. Schools gained by transfer of territory, Feb. 1949	4		11	0	0	15
14. New schools entering program, May 1949 (2nd Sem.)	1		1	4	0	6
15. State schools in program, May 1949	0		0	1	1	2
16. Public schools in program, May 1949	18		11	11	22	62
17. Private schools in program, May 1949	5		13	1	1	20
18. Total schools in program, 30 May 1949	23		24	13	24	84
19. Visits to schools in program, 1948-1949	282	6	219	121	251	879
20. Other visits, 1948-1949	81	4	72	94	70	321
21. Total visits, 1948-1949	363	10	291	215	321	1,200
22. Average visits per day	2.02	*1	1.62	1.2	1.67	6.51
23. Total mileage, 1948-1949	36,191	*1,543	29,171	26,493	27,151	120,549
24. Average miles per working day, 1948-1949	201.06	*154.3	162.06	147.2	150.83	661.15
25. Cadet enrollment, Sept. 1948	1,075	1,554		1,334	1,276	5,249
26. Cadet enrollment, 30 May 1949	1,362		1,935	1,298	1,275	5,870
27. Commandants, 30 May 1949						80
28. Assistant Commandants, 30 May 1949						67

* Maj. Raymond, Military Leave—Worked only two weeks (10 days) 29 November-10 December 1948. His territory assigned to Maj. Taylor 15 August 1948.

† Lt. Col. Speed appointed Assistant Director 1 August 1948.

	Region No. 1	Region No. 2	Region No. 3	Region No. 4	Totals
<b>1949-1950</b>					
1. Schools in program, May 1949	23	24	13	24	84
2. Schools lost, 1 Sept. 1949	2	5	1	4	12
3. Old schools, 1 Sept. 1949	21	19	12	20	72
4. Schools lost (transfer of territory, Sept.)	2	6	1	6	15
5. Schools gained (transfer of territory, Sept.)	0	4	8	3	15
6. Schools each region, Sept. 1949	19	17	19	17	72
7. New schools, Sept. 1949	0	1	0	0	1
8. Total schools in program, 30 Sept. 1949	19	18	19	17	73
9. Schools lost from program in Feb. 1950	0	1	0	1	2
10. Schools entering program in Feb. 1950	0	2	1	1	4
11. Schools in program, Feb. 1950	19	19	20	17	75
12. Schools entering program in May 1950	1	2	0	6	9
13. Schools in program, June 1950	20	21	20	23	84
14. Cadets in program, June 1949	1,362	2,027	1,262	1,173	5,824
15. Cadets in program, June 1950	1,267	1,587	923	1,649	5,426



## SUPPLY

The correct manner in receiving, accounting, storing, issuing and handling school, state and federal property is the sole responsibility of the Commandant of Cadets. Though he may delegate the duties of issuing, accounting, storing and handling property, he cannot delegate the accountability or responsibility for loss or damage of school, state or federal property.

All concerned must remember that property of either State or Federal Governments is on *loan* to the individual cadet, and the property must be returned in the same condition as when issued, except for those items for which a basic allowance is made for normal fair wear and tear due to service use.

When evidence indicates that an individual cadet attempts to sell or convert to personal use any public property (school, state or federal), or fails to properly account for the return of any items, this may result in legal action against the cadet concerned.

## STANDARD NOMENCLATURE LIST OF STATE PROPERTY

1. The following *Standard Nomenclature List of State Property* is given for information and guidance of all concerned. The units submitting requisitions on CAL NG Form No. 20 for State Property are hereby requested to list items alphabetically by the proper nomenclature as indicated in the next paragraph.

## EXAMPLE:

Item No.	Nomenclature	Unit
1.	Ammunition, .22 cal.-----	rds
2.	Insignia, Collar, Corps -----	ea
3.	Rifles, .22 cal. w/sling, Remington-----	ea
4.	Trousers, Khaki, Size 28 x 31 or W28 x L31-----	prs

## 2. Individual Clothing and Equipment of State Property

	Nomenclature	Unit
20,000	Ammunition, .22 cal. (Basis of issue: 300 rds per cadet per school year)-----	rds
75	Badge, Cross, Maltese, Metal -----	ea
75	Badge, Proficiency -----	ea
	Badge, Expert, Pot Metal -----	ea
	Badge, Sharpshooter -----	ea
	Badge, Marksman -----	ea
75	Bar, Basic -----	ea
50	Bar, Intermediate -----	ea
	Bar, Advanced -----	ea
25	Bar, Honor, Cadet, Officer -----	ea
4	Bar, Honor, Cadet -----	ea
75	Bar, Small Bore, Rifle -----	ea
30	Bar, Expert -----	ea
30	Bar, Sharpshooter -----	ea
50	Bar, Marksman -----	ea
75	Bar, Pro-Marksman -----	ea
	Belts, Cartridge -----	ea

15	Belts, Pistol	ea
20	Belts, Web, Waist, Size <del>40</del> <i>40 L</i>	ea
	Binders, Stock Record & Memorandum Receipt, 3 1/4" x 9"	ea
70	Books, Manual, ROTC	ea
50 Books Man - 5-R-57	Books, Monthly, Guard Reports	ea
30	Brassard, "MP" in white letters on blue background	ea
2	Brassard, "OD" in gold letters on blue background	ea
2	Brassard, "OD" in white letters on blue background	ea
2	Caps, Cotton, Khaki, Size <del>6</del>	ea
30	** Case, Map, Complete w/special Map "A" and 1 protractor in degrees and 1 protractor in mills	ea
20	Chevron, Master Sergeant, <del>Suntan</del>	ea
30	Chevron, First Sergeant, <del>Suntan</del>	ea
30	Chevron, Technical Sergeant, <del>Suntan</del> <i>S.F.C.</i>	ea
30	Chevron, Staff Sergeant, <del>Suntan</del>	ea
30	Chevron, Sergeant ( <i>Buck</i> )	ea
30	Chevron, Corporal, <del>Suntan</del>	ea
50	Chevron, Private First Class, <del>O. D.</del>	ea
10	Compass, <del>Dummy</del> <i>Training</i> <i>LENSATIC</i>	ea
5	Device, Sighting, Training	ea
	Flag, Bear, California, 3' x 4'	ea
	Flag, Guidon	ea
	Flag, United States, 3' x 4'	ea
15	** Holsters, Pistol	ea
30	Insignia, Cap, Distinctive, Metal	ea
30	Insignia, Collar, <i>CAL</i> , Metal	ea
30	Insignia, Collar, Corps, Metal	ea
6	Insignia, Rank, Lt. Col., Diamond, Silver, Single	ea
6	Insignia, Rank, Major, Diamond, Single, Gold	ea
18	Insignia, Rank, Captain, Disc, Double, Silver	ea
18	Insignia, Rank, 1st Lt., Disc, Single, Silver	ea
18	Insignia, Rank, 2nd Lt., Disc, Single, Gold	ea
	Leggins, Canvas, Size: 1-R (small), 2-R (medium), 3-R (large)	prs

## MANUAL, FIELD, Order by FM Numbers

	FM 8-50, Bandaging and Splinting	ea
	FM 20-15, Tents and Tent Pitching	ea
	FM 21-10, Military Sanitation	ea
	FM 21-11, First Aid for Soldiers	ea
	FM 21-15, Individual Clothing and Equipment	ea
5	FM 21-25, Elementary Map Reading	ea
	FM 21-26, Advanced Map Reading	ea
	FM 21-30, Conventional Signs, Mil. Symbols, and Abbreviations	ea
10	FM 22-5, Drill and Ceremonies	ea
	FM 23-5, U. S. Rifle, .30 cal. M1	ea
	FM 23-10, U. S. Rifle, .30 cal. M-1903, Springfield	ea
5	FM 26-5, Interior Guard	ea
	Manual, Instructors, Rifle Clubs	ea

## MANUAL, TECHNICAL, Order by TM Numbers

	TM 12-50, The Band	ea
	TM 20-250, Army Field Music	ea
	TM 21-250, Army Instruction	ea
	Maps, Scale, 1/20,000	ea
	Maps, Scale, 1/31,680	ea
	Maps, Scale, 1/62,500	ea
	Neckties, Cotton, Khaki	ea
	Oil, Gun, Three-in-One, 6 oz. Bottle	ea
	Packets, First Aid	ea
	Patches, Rifle, Cleaning	ea
	Patches, Rifle, Team	ea
	Patches, Shoulder, Cadet Corps	ea

## PORTFOLIOS, GRAPHIC, Order by Numbers

1	GTA-5-1, Camouflage and Concealment	ea
	GTA-5-2, Elementary Map Reading	ea
1	GTA-7-1, Rifle Marksmanship	ea
1	GTA-7-2, Scouting	ea
1	GTA-8-1, First Aid	ea
	Pouches, First Aid	ea
	Rifle, Training, .30 cal., M-1917, Enfield	ea
	Rifle, Training, .30 cal., M-1903, Springfield	ea
2	Rifle, Target, .22 cal., Remington, M-513T	ea
	Rods, Cleaning, .22 cal.	ea
	Rods, Cleaning, .30 cal.	ea
40	Shirts, Cotton, Khaki, Size (see paragraph No. 3)	ea
	Slings, Color, Carrying, Flag	ea
50	Slings, Rifle, <del>White</del> Leather	ea
	Solvent, Gun, Cleaning, Hoppes No. 9, 6 oz. Bottle	ea
	Staff, 8' Gilt Spear and Ferrules	ea
100	Stripes, Service, Red	ea
3,000	Targets, Rifle, .22 cal., Official NRA 5-bull	ea
40	Trousers, Cotton, Khaki, Size (see paragraph No. 3)	prs

3. In ordering shirts and trousers, unit commanders are requested to list the neck and waist sizes first and the sleeve and trousers length last. For Example: *Shirt, 14 x 31: Trousers, 28 x 32.*

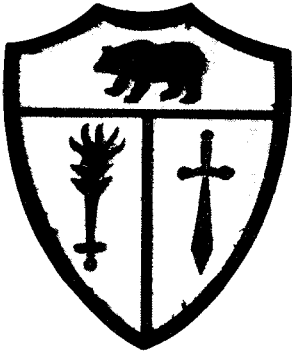
4. Items listed above are in large, expendable equipment; however, responsible and accountable officers are requested to use every effort to recover State Property, and keep up-to-date stock record and memorandum receipt files of all issued equipment.

5. Prices of items listed in paragraph 2 above have not been shown; however, they will be furnished by California Cadet Corps upon request.

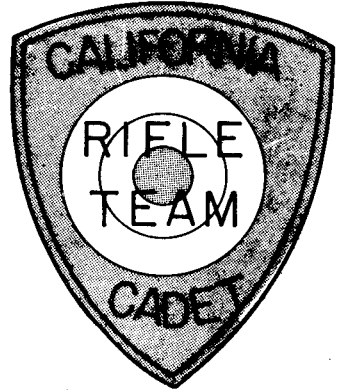
6. Those items indicated with a double asterisk (**) will be issued to each school on a limited basis upon request.

# CALIFORNIA CADET CORPS

## PATCHES

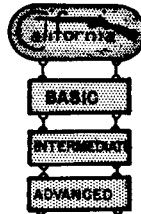


SHOULDER PATCH



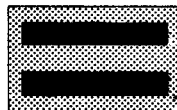
RIFLE TEAM PATCH

## DECORATIONS



PROFICIENCY BADGE

HONOR CADET OFFICER  
BAR



SERVICE STRIPE

HONOR CADET BAR

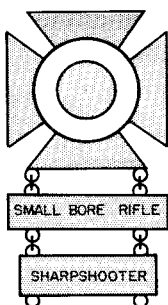


# CALIFORNIA CADET CORPS RIFLE MARKSMANSHIP BADGES

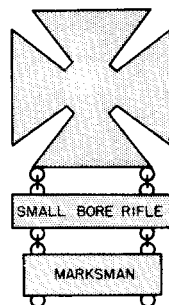
EXPERT BADGE



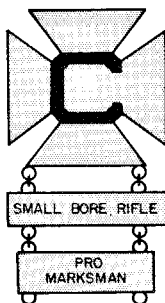
SHARPSHOOTER BADGE



MARKSMANSHIP BADGE



PRO-MARKSMAN BADGE



## SECTION IV

## AWARDS

## PROFICIENCY BADGE

The Proficiency Badge is used to recognize progress of the individual cadet in acquiring military knowledge. There are three separate levels of achievement in connection with the Proficiency Badge. These three levels of achievement are designated as *Basic*, *Intermediate*, and *Advanced* courses with a separate bar for completion of each course worn pendant from the Proficiency Badge. In general, a conscientious, efficient cadet should meet the qualifications for the Proficiency Badge with the *Basic* bar by the end of his first year, with the *Intermediate* bar by the end of his second year, and the *Advanced* bar by the end of his third year in the Corps. There is, however, nothing to prevent a cadet from qualifying for these awards as rapidly as he can demonstrate that he has completely mastered the required material.

In order to qualify as having completed a given course and receive the Proficiency Badge and the appropriate bar, a cadet must demonstrate 100 percent mastery of the requirements. There is no limitation on the number of times a cadet may try to meet the requirements. A cadet may either be examined on all requirements at one time, or he may be examined on one requirement at a time and thus qualify over a period of time. Records of completion of requirements will be maintained by each local cadet unit in whatever way is found most practicable. Qualified cadet officers and cadet noncommissioned officers may be used as examiners and testers at the discretion of the Commandant.

The references cited in the requirements are from the Junior ROTC Manual, copies of which have been issued each unit.

The qualifications for completion of each course are as follows :

## BASIC PROFICIENCY QUALIFICATION

- (1) *Dismounted Drill*
  - a. Demonstrate ability to correctly execute movements of the school of the soldier without arms (Ch. VI, pars. 55-74, p. 28).
  - b. Demonstrate ability to correctly execute movements of the Manual of Arms for the rifle (Ch. VII, pars. 76-97, p. 37).
  - c. Demonstrate ability to correctly function as an individual cadet in squad and platoon drill movements (Ch. VIII, pars. 118-153, p. 50).
  - d. Know the purposes of drill and the 25 definitions of drill terms (Ch. IV, pars. 35-36, p. 35).
- (2) *Interior Guard Duty*
  - a. Explain the purpose of interior guard duty, the proper method of challenging, and the use of passwords (App. 2, Ch. I, pars. 1-3, p. 158).
  - b. Explain in detail the organization of the "Patrol System" and the "Fixed Post System" of interior guard duty (App. 2, Ch. I, par. 5, p. 159).

- c. Memorize the 11 General Orders and be able to explain each one (App. 2, Ch. III, pars. 26-37, p. 172).
  - d. Explain and demonstrate the posting of reliefs in interior guard duty (App. 2, Ch. IV, pars. 43-44, p. 178).
- (3) *Military Courtesy*
- a. State the general rules regarding saluting (Ch. III, par. 21, p. 8).
  - b. Demonstrate the correct way of reporting to an officer (Ch. III, par. 22, p. 9).
  - c. Explain military courtesies shown to officers (Ch. III, par. 26, p. 11).
  - d. Explain honors to the "National Anthem" and "To the Color" (Ch. III, par. 27, p. 11).
  - e. Know the title designation and insignia of rank of Army, Navy, Marine Corps, and Air Force officers of the United States (Ch. III, pars. 30-31, p. 12).
  - f. Explain correct methods of displaying the Flag of the United States, and demonstrate the correct method of folding a flag (Ch. III, par. 33, p. 15).
  - g. Explain in detail the manner and circumstances under which the Flag should be saluted (Ch. III, p. 33, p. 15).
- (4) *Uniform Regulations*
- a. Explain the correct manner of wearing the uniform (App. 3, Ch. II, par. 8, p. 199).
  - b. Explain methods of preserving uniforms (App. 3, Ch. II, pars. 12-15, p. 201).
  - c. Pass a perfect uniform inspection, with all insignia properly worn.
- (5) *Rifle Marksmanship*
- a. Know the nomenclature of the U. S. rifle, Cal. 30.
  - b. Know individual safety precautions when firing weapons (Ch. IV, par. 27, p. 520).
  - c. In sighting and aiming exercise, construct a triangle at 25 feet that can be covered by a dime.
  - d. Demonstrate on the range correct methods of loading the rifle, firing positions, trigger squeeze, and calling the shot (Ch. II, pars. 6-18, p. 492).
  - e. Make a score of 100 or better out of a possible 200 at 50 feet on standard NRA 5-bull targets, firing five rounds .22 caliber ammunition in each of four positions (prone, sitting, kneeling, and standing).
- (6) *Hygiene and First Aid*
- a. Discuss the importance of health in the armed forces (Ch. I, par. 1, p. 209).
  - b. Describe methods for care of the body (Ch. II, par. 7, p. 211).
  - c. State the rules for avoiding disease (Ch. II, par. 8, p. 213).
  - d. Explain how you would stop bleeding (Ch. III, par. 14, p. 216).
  - e. Demonstrate how to protect a wound (Ch. III, par. 15, p. 218).
  - f. Explain how to prevent shock (Ch. III, par. 16, p. 219).

- g. Explain first aid methods for burns and fractures (Ch. III, par. 17, p. 219).
- h. Demonstrate and explain artificial respiration (Ch. IV, par. 38, p. 228).

(7) *Map Reading*

- a. Describe what a map is, and give the reasons why we should learn to read maps (Ch. I, pars. 1-2, p. 313).
- b. Demonstrate ability to correctly measure distance on a map; to correctly indicate the directions NE, SE, SW, and NW on a map, and to correctly identify at least 10 conventional signs on a military map (Chs. II and III, p. 318).
- c. Demonstrate ability to use a compass by correctly indicating on the ground the directions NE, SE, SW, and NW (Ch. IV, par. 26, p. 35).

(8) *Military Organization*

- a. Describe the organization of the rifle squad (Ch. III, pars. 15-19, p. 386).
- b. Describe the organization of the rifle platoon (Ch. IV, pars. 23-24, p. 388).

(9) *Knowledge of the California Cadet Corps* (See California Cadet Corps Handbook)

- a. State the mission of the Corps.
- b. Know the history of the Corps in the State of California, and the history of the local unit.
- c. Describe the distinctive insignia (crest) of the Corps, the collar ornament (wreath) of the Corps, and the insignia of rank for cadet officers.
- d. Know the names and ranks of the Adjutant General of the State of California, the Executive Officer, Assistant Executive Officer and Regional Supervisor of the California Cadet Corps, the Commandant and Assistant Commandants (if any), and all cadet officers of the local unit.

(10) *Recommendation*

- a. Present a recommendation from both the platoon and company cadet commanders that candidate has participated satisfactorily in the work of the unit as an individual cadet.

**INTERMEDIATE PROFICIENCY QUALIFICATION**

- (1) Demonstrate ability to requalify for Basic Proficiency rating.
- (2) Demonstrate ability to satisfactorily explain any movement of the school of the soldier and the Manual of Arms for the rifle.
- (3) Demonstrate ability to give appropriate commands for drilling a squad.
- (4) Demonstrate ability to function correctly as a non-commissioned officer of the guard (App. 2, Ch. IV).
- (5) Serve in a satisfactory manner as a coach on the rifle range.
- (6) Demonstrate ability to tie various types of bandages and to apply splints (Ch. III, p. 215).



- (7) Draw a rough sketch map to scale of the community in which school is located.
- (8) Describe the organization of the rifle company (Ch. IV, p. 388).
- (9) Demonstrate ability to pitch a shelter half type tent with the assistance of another cadet. Explain the method of pitching tent to the assistant.
- (10) Discuss the basic elements of leadership in a military unit (Ch. II, p. 1).
- (11) Be able to correctly identify by proper nomenclature any part of the Springfield rifle.

#### ADVANCED PROFICIENCY QUALIFICATION

- (1) Demonstrate ability to requalify for both the basic and the intermediate proficiency ratings.
- (2) Be able to satisfactorily explain any drill movement capable of being performed by a rifle squad.
- (3) Demonstrate ability to give appropriate commands for drilling a platoon.
- (4) Demonstrate ability to function as commanding officer of the guard in interior guard duty (App. 2, Ch. II, p. 166).
- (5) Demonstrate ability to serve as Range Officer in rifle marksmanship program.
- (6) Demonstrate two different ways to orient a map (Ch. V, p. 354).
- (7) Describe the organization of the rifle battalion (Ch. VI, p. 394).
- (8) Explain the meaning of discipline among military personnel. (Ch. II, par. 6, p. 2).
- (9) Demonstrate a working knowledge of how the supply section of the unit is organized and how it functions. (See "Supply Procedure" Cadet Handbook, 1951 Edition.)
- (10) Prepare a military letter in the correct form for military correspondence. (See "Military Correspondence" Cadet Handbook, 1951 Edition.)
- (11) Demonstrate ability to correctly prepare a Monthly Roster and a Monthly Strength return for his unit. (See "Administration" Cadet Handbook, 1951 Edition.)
- (12) Prepare a plan for an overnight bivouac for the unit covering transportation, messing, sanitation, training program, guard, recreation, and method of housing.

#### MILITARY ORDER OF THE PURPLE HEART TROPHY (PERPETUAL CHALLENGE)

1. The Military Order of the Purple Heart Trophy will be a perpetual challenge school award.
2. The Military Order of the Purple Heart, Department of California, for the first time will award a perpetual trophy, a *Chrome Plated .30 Cal. Rifle*, during the 1951 California Cadet Corps Annual Summer Encampment.
3. Trophy will be awarded to the California Cadet Corps unit having the highest percentage of qualifications in rating of promarksman or higher in firing of the .22 Cal. Rifle Official Course "G" (Revised).

4. Qualifying scores may be fired in either the first or second semester, but only cadets enrolled in unit in second semester and reported on *February* roster received in this Hq not later than 10 March will be counted for percentage.

5. Basis of award is "Report of Rifle Practice," Cadet Corps Form No. 9 (Revised). Only those units whose Reports of Rifle Practice are received in this Hq *on or before 25 May* will be considered. It is imperative that names of all cadets in unit, including those cadets who did not complete firing, be listed on the back of this form. Names will be checked in this Hq against February roster.

6. Unit winning trophy three times (not necessarily consecutively) will retain trophy permanently.

SECTION V  
STATE RIFLE MATCHES

GOVERNOR EARL WARREN TROPHY MATCH

Governor Earl Warren established an individual perpetual trophy award during the school year 1947-1948. The cadet scoring the highest at the State Rifle Meet will be awarded the Governor Earl Warren Trophy, to be retained in his possession for one year following the award.

The Governor Warren Trophy Match is fired in the District Area, and State Finals. Shoulder to shoulder competition is carried out in all of these matches.

The results of the 1947-1948 Governor Earl Warren Trophy Match are listed below.

Place	Name	School	Score
First	Roland Talley	Napa High School	184 O/H 46
Second	Vernon Jackson	Napa High School	184 O/H 40
Third	Darwin Hook	Hayward Union High School	182 O/H 43

The award was presented immediately upon termination of the match to the following named cadet: *First Place*—Cadet Staff Sergeant Roland Talley, Napa High School, Napa, California. He was presented the Governor Earl Warren Trophy by the Director, California Cadet Corps. The Trophy will remain in his possession for one year following the award. He was awarded a gold medal as a permanent possession to be worn on his tunic.

Governor Earl Warren Trophy Match Ribbons were awarded to each cadet actually participating (firing) in the State Finals at Sacramento.

During the school years 1948-1949, 1949-1950, and 1950-1951, the California Cadet Corps was successful in securing second- and third-place awards as will be indicated below. First three place winners for school years indicated are listed:

1948-1949			
Place	Name	School	Score
First	J. W. Compas	Elsinore Naval and Military Academy	183
Second	Richard Tatus	Sweetwater Union High School	182 (Offhand—42)
Third	John Quilling	Napa High School and Junior College	182 (Offhand—41)

1949-1950			
Place	Name	School	Score
First	Don Barnett	Anaheim Union High School	188
Second	Emmett Duncan	Hayward Union High School	187
Third	Bill Husse	Placer Union High School	179 (Offhand—41)

1950-1951			
Place	Name	School	Score
First	Roy Arnold	Santa Cruz High School	182 (Offhand—44)
Second	Bill Rabenstein	Alhambra Union High School	182 (Offhand—41)
Third	G. Carlson	Placer Union High School	182 (Offhand—40)

Awards were presented each school year to the first three places by the following:

*First Place*—Each year the first place winner received the *Governor Earl Warren Trophy*, awarded by Governor Earl Warren. The trophy remained in the cadet's possession for one year following the award. The cadet was awarded a gold medal as a permanent possession to be worn on his tunic.

*Second Place*—Each year the second place winner received the *Commandants Trophy*, awarded by the California Commandants Association. The cadet received an individual medal to be worn on his tunic.

*Third Place*—Each year the third place winner received the *State Staff Trophy*, awarded by the State Staff of the California Cadet Corps. The cadet received an individual medal to be worn on his tunic.

Each year the Governor Earl Warren Trophy Match Ribbons were awarded to all cadets who actually participated (fired) in the state finals at Sacramento.

#### DION O'SULLIVAN MEMORIAL TROPHY MATCH

Major General and Mrs. Curtis D. O'Sullivan established in honor of their son the Dion O'Sullivan Memorial Trophy.

It was presented for the first time at the State Rifle Meet at Sacramento in March, 1951.

The Dion O'Sullivan Match is fired in district, area, and state finals. Shoulder-to-shoulder competition is carried out in all of these matches.

#### WINNERS—SCHOOL YEAR 1950-1951

The three highest team scores of the Dion O'Sullivan Memorial Trophy Match are listed below. Course was fired on the basis of a possible 1,000 points. Scores indicate total of five (5) high cadets representing each school.

Place	School	Score
First	Hayward Union High School, Hayward	910
Second	Placer Union High School, Auburn	899
Third	Bakersfield High School, Bakersfield	883

Trophies were presented to the following named schools immediately upon termination of the match:

*First Place: Hayward Union High School* received the *Dion O'Sullivan Memorial Trophy* established by Major General and Mrs. Curtis D. O'Sullivan in honor of their son, *Lieutenant (j.g.) Cornelius Dion O'Sullivan*, who was lost in action on the submarine *Triton*, 1943.

Each member of the winning team received an individual medal for his tunic.

*Second Place: Placer Union High School* received the *Commandants Trophy*, awarded by the California Commandants Association.

*Third Place: Bakersfield High School* received the *State Staff Trophy*, awarded by the State Staff of the California Cadet Corps.

Dion O'Sullivan Memorial Trophy Match Ribbons were awarded to all cadets who actually participated (fired) in the state finals at Sacramento.

## POSTAL MATCH (TEAM)

Brigadier General and Mrs. Victor R. Hansen, in memory of Lieutenant Robert A. Clausen, brother of Mrs. Hansen, established during the school year 1945-1946, the Lieutenant Robert A. Clausen Trophy (Postal Match).

On the basis of a possible 1000 points, the results for the school years 1945-1946, 1946-1947, 1947-1948 for the first three places (winners) are listed below with the score indicate total ten (10) high cadets representing each school.

1945-1946			
Place	School	City	Score
First	Napa High School	Napa	977
Second	Hayward Union High School	Hayward	974
Third	Placer Union High School	Auburn	961
1946-1947			
First	Napa High School	Napa	982
Second	Hayward Union High School	Hayward	978
Third	Bakersfield High School	Bakersfield	947
1947-1948			
First	Hayward Union High School	Hayward	991
Second	Napa High School	Napa	985
Third	Bakersfield High School	Bakersfield	971

Awards were presented each school year to the first three places by the following:

*First place*—Each year the first place winner received the California Cadet Corps *Postal Match Trophy* established in honor of Lieutenant Robert A. Clausen.

Lieutenant Clausen was born 28 May 1924, in Seattle, Washington. He graduated from Belmont High School, Los Angeles, enlisted in the Air Corps in February 1943, and graduated from Pecos Airfield, Army Air School, as a B-25 Pilot in the Spring of 1944. He received training at Hammer Field, Lancaster Field, and Hamilton Field (all in California), as a B-24 Pilot, went overseas in the summer of 1944. He was killed in action at Numfors, New Guinea, on 17 October 1944.

*Second place*—Each year the second place winner received the Commandants Association Trophy presented by the California Commandants Association.

*Third place*—Each year the third place winner received the California Cadet Supervisors Trophy presented by the Director and Field Supervisors of the California Cadet Corps.

Postal Match ribbons have been presented to the ten (10) high cadets representing each of the schools listed above.

## LIEUTENANT ROBERT A. CLAUSEN MATCH (TEAM)

The Postal Match was terminated at the request of schools participating in State Rifle Matches and established as the Lt. Robert A. Clausen Trophy Match (10-man team). The Clausen match was fired for the first time during the school year 1948-1949.

Lt. Robert A. Clausen Trophy Match is fired in District, Area, and State Finals. Shoulder to shoulder competition is carried out in all of these matches.

On the basis of a possible 2000 points, the results for the school years 1948-1949, 1949-1950, 1950-1951 for the first three places (winners) are listed below with the score indicate a total of ten (10) high cadets representing each school.

1948-1949			
Place	School	City	Score
First.....	Napa High School	Napa	1660
Second.....	Hayward Union High School	Hayward	1656
Third.....	Anaheim Union High School	Anaheim	1646

1949-1950			
Place	School	City	Score
First.....	Placer Union High School	Auburn	1671
Second.....	Bakersfield High School	Bakersfield	1667
Third.....	Anaheim Union High School	Anaheim	1667

1950-1951			
Place	School	City	Score
First.....	Placer Union High School	Auburn	1778
Second.....	Anaheim Union High School	Anaheim	1724
Third.....	Napa High School	Napa	1683

Awards were presented each school year to the first three places by the following :

*First place*—Each year the first place winner received the California Cadet Corps *Postal Match Trophy* established in honor of Lieutenant Robert A. Clausen.

*Second place*—Each year the second place winner received the *Commandants Trophy* awarded by the California Commandants Association.

*Third place*—Each year the third place winner received the *State Staff Trophy* awarded by the State Staff of the California Cadet Corps.

Each year the Lieutenant Robert A. Clausen Trophy Match Ribbons were awarded to all cadets who actually participated (fired) in the State Finals at Sacramento.

#### MAJOR MAURICE VERONDA TROPHY

Major Maurice Veronda, Superintendent and Commandant of Cadets, of the Southwestern Military Academy, San Marino (Pasadena), California, presented for the first time during the school year 1950-1951, the Major Maurice Veronda Trophy, which will be a permanent, individual award.

The trophy will be awarded to the cadet firing the highest individual score in either the Lieutenant Robert A. Clausen (10-man team match) or the Dion O'Sullivan Memorial Trophy Match (5-man team match) during the competition at State Finals, and will be retained in his possession as a permanent award.

WINNER 1950-1951				
Place	Name	School	Match	Score
First.....	Eugene Anderson	Bakersfield High School	O'Sullivan	187 OH-47
Second.....	W. Greenslate	Placer Union High School	O'Sullivan	187 OH-45
Third.....	Al Lattin	Anaheim Union High School	O'Sullivan	187 OH-44

The winner of the first place award, was presented a California Cadet Corps Veronda Trophy Ribbon to be worn on his tunic.

STATE RIFLE MATCHES



GOVERNOR EARL WARREN TROPHY

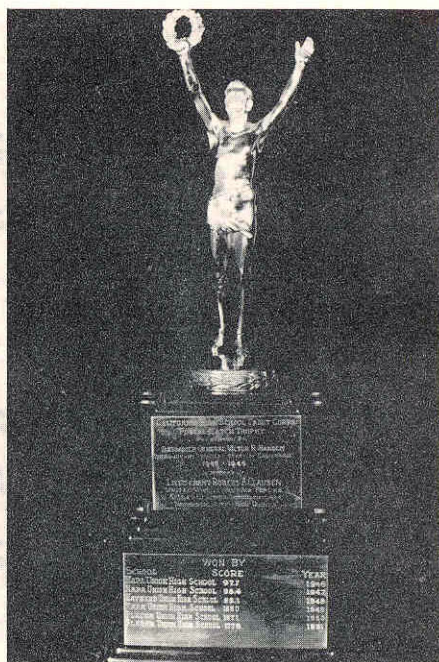
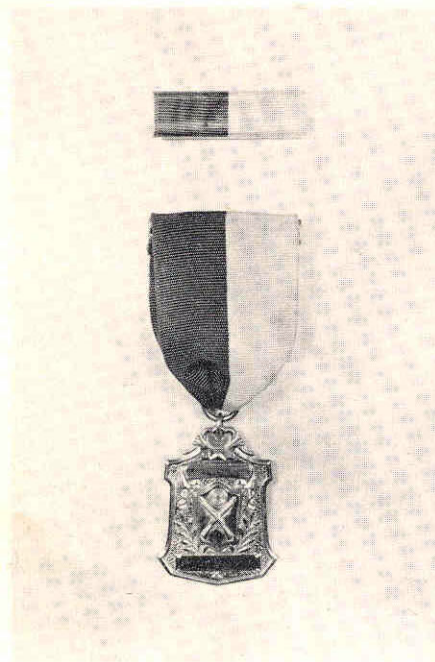


DION O'SULLIVAN MEMORIAL TROPHY





## STATE RIFLE MATCHES



LIEUTENANT ROBERT A. CLAUSEN TROPHY



MAJOR MAURICE VERONDA TROPHY



RIFLE AWARDS



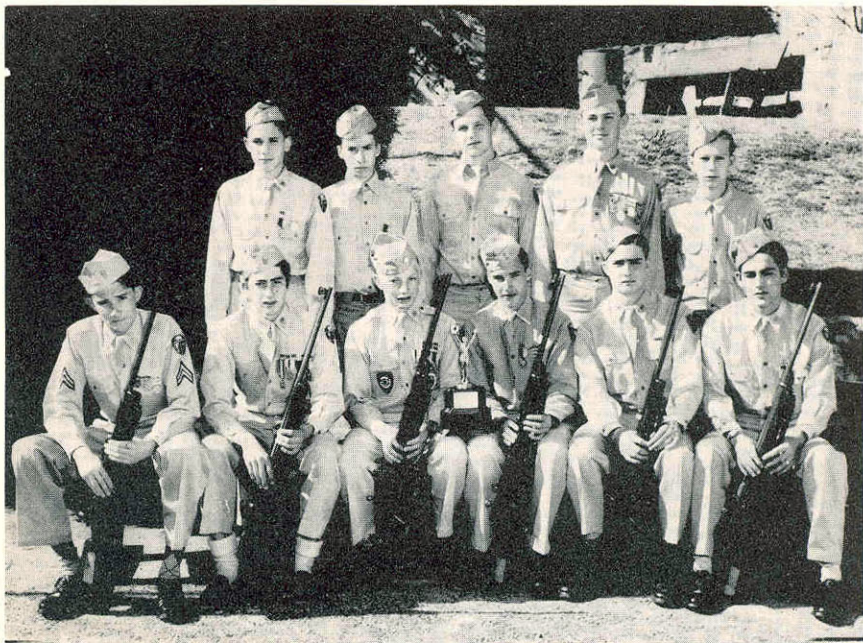
GOVERNOR WARREN MATCH, 1951—SANTA CRUZ HIGH SCHOOL



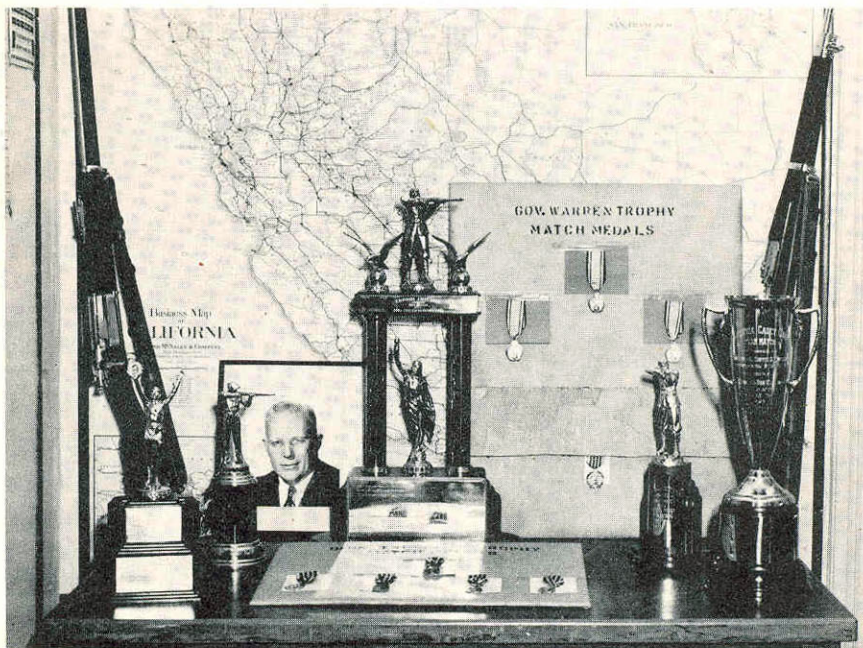
DION O'SULLIVAN MATCH, 1951—HAYWARD UNION HIGH SCHOOL



## RIFLE AWARDS



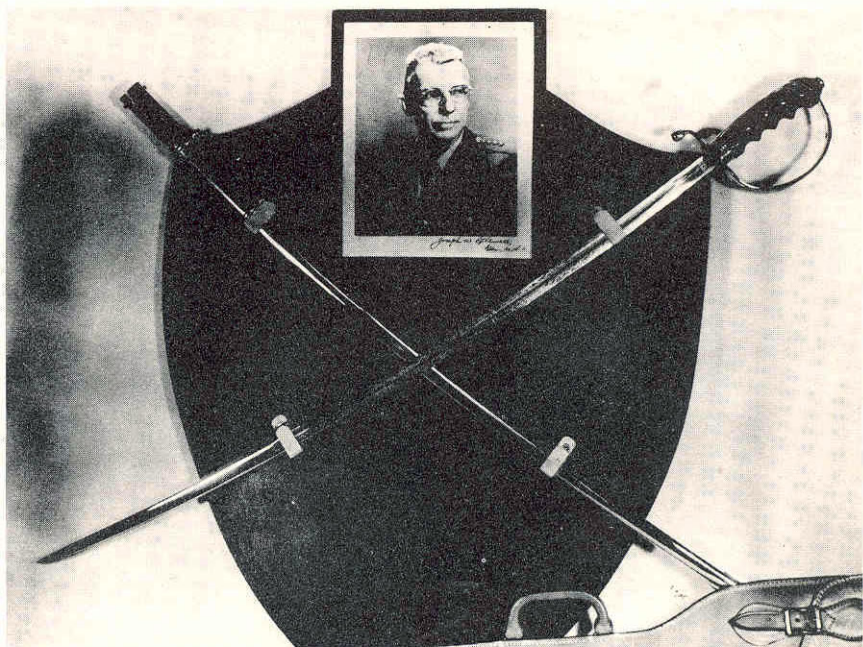
LIEUTENANT CLAUSEN MATCH, 1950—PLACER UNION HIGH SCHOOL



RIFLE TROPHIES



SUMMER ENCAMPMENT



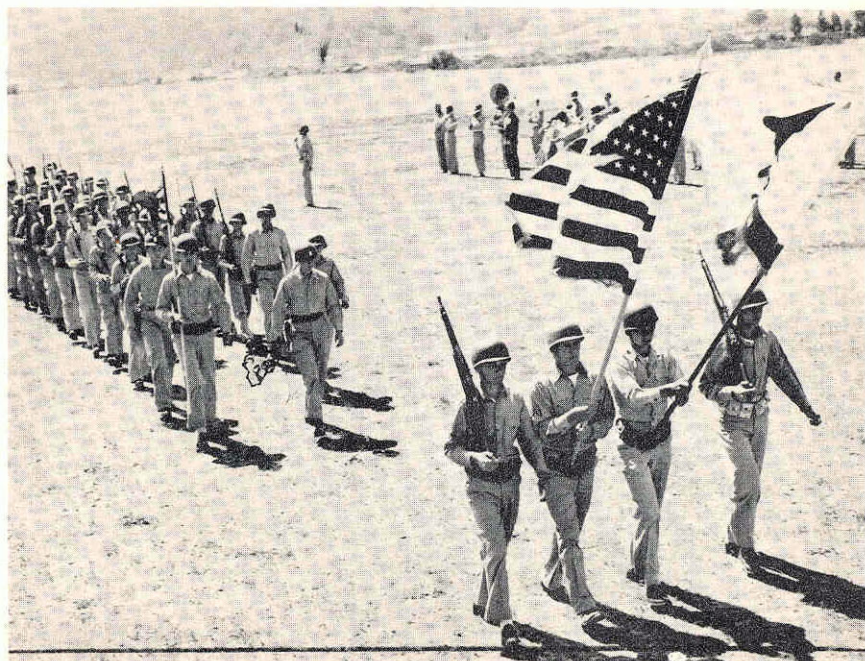
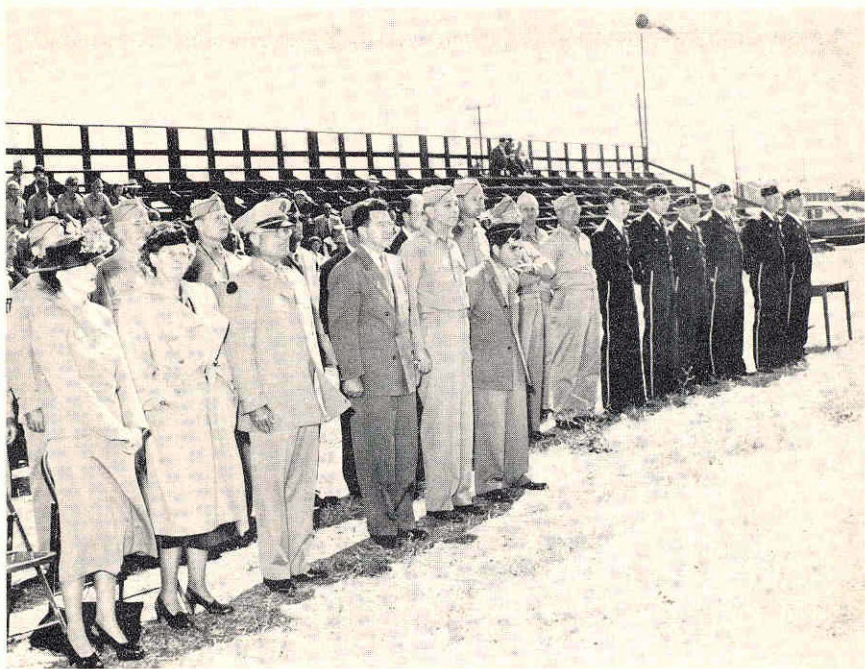
GENERAL JOSEPH W. STILWELL AWARD



COLONEL RAYMOND E. SMITH MEMORIAL TROPHY

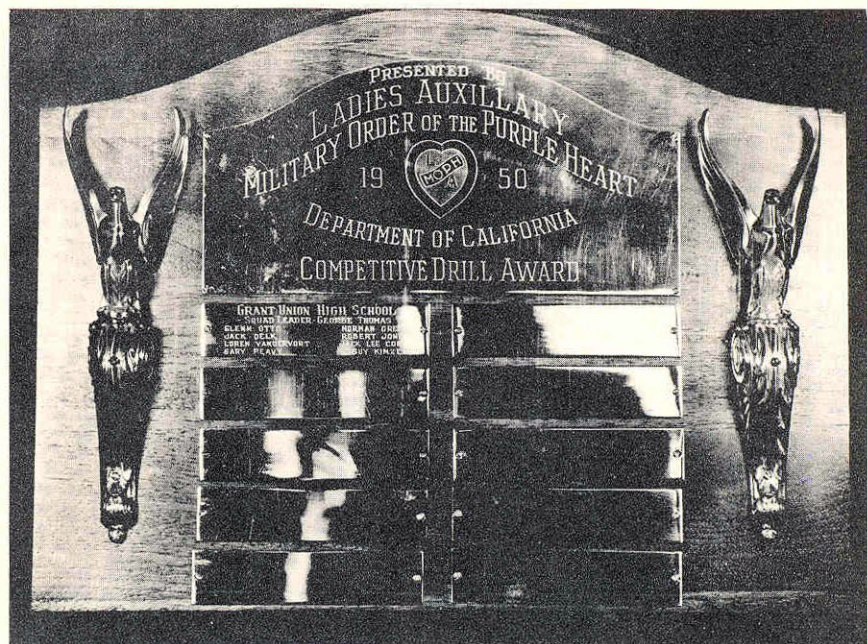


## SUMMER ENCAMPMENT





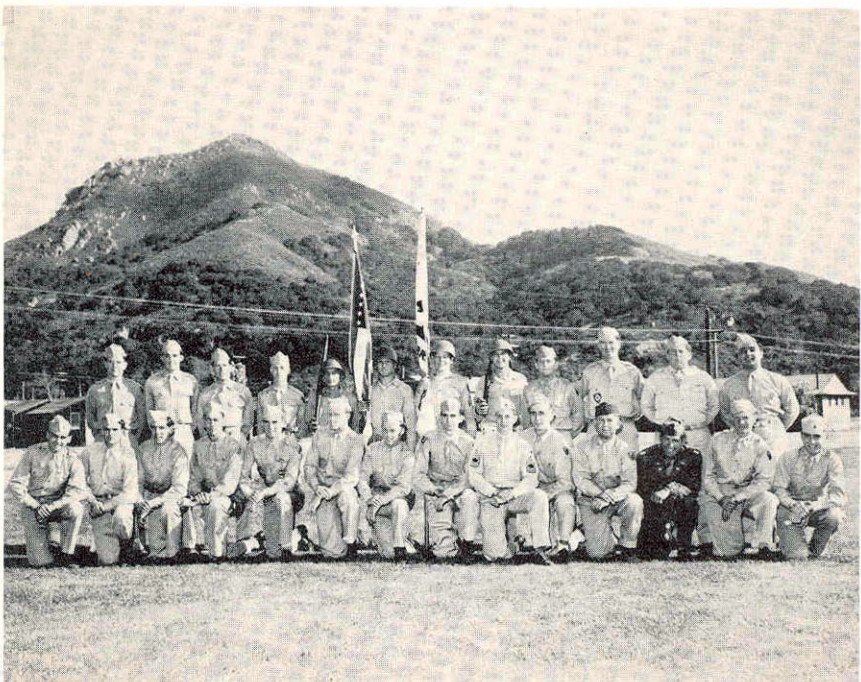
## SUMMER ENCAMPMENT



LADIES AUXILIARY, MILITARY ORDER OF THE PURPLE HEART  
COMPETITIVE DRILL AWARD

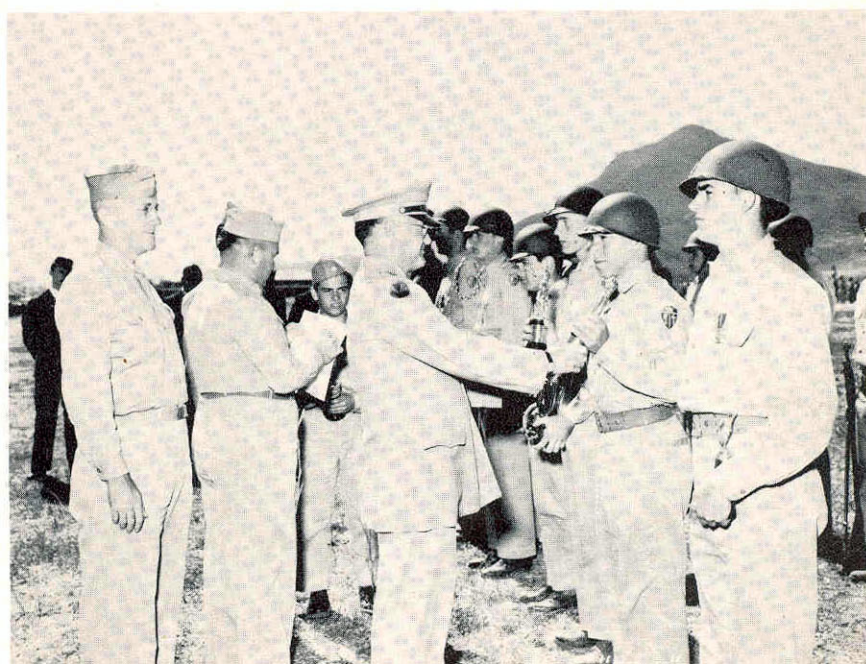
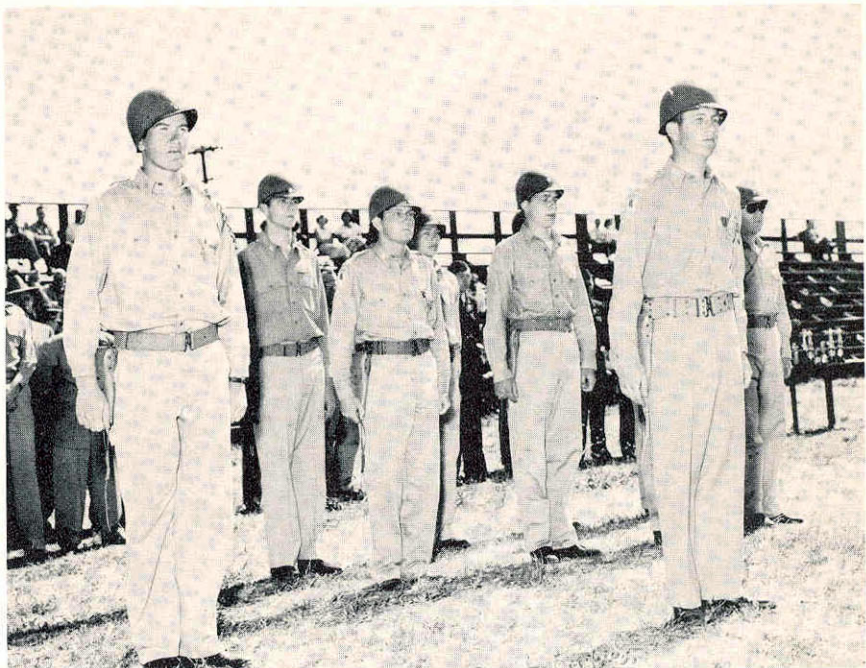


## SUMMER ENCAMPMENT





SUMMER ENCAMPMENT



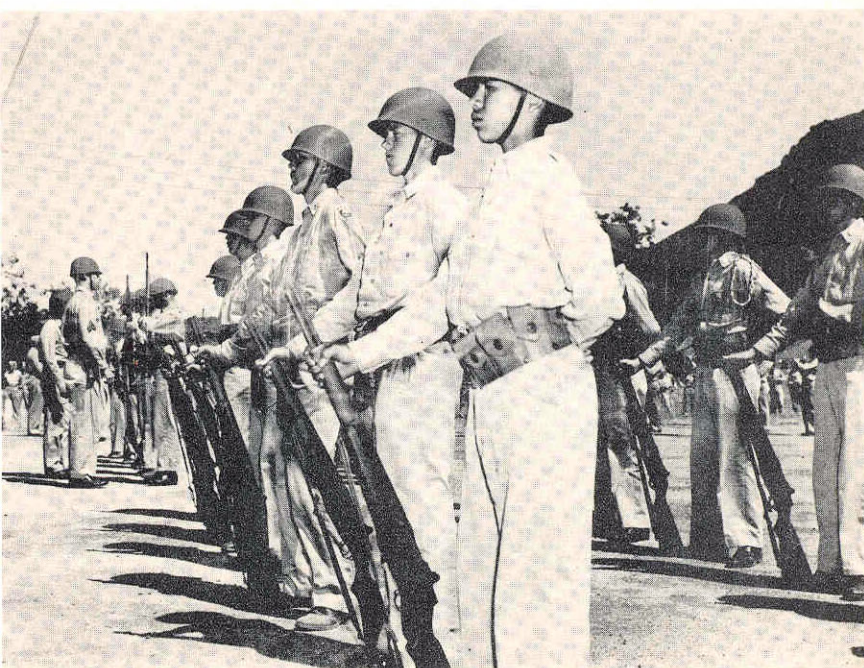
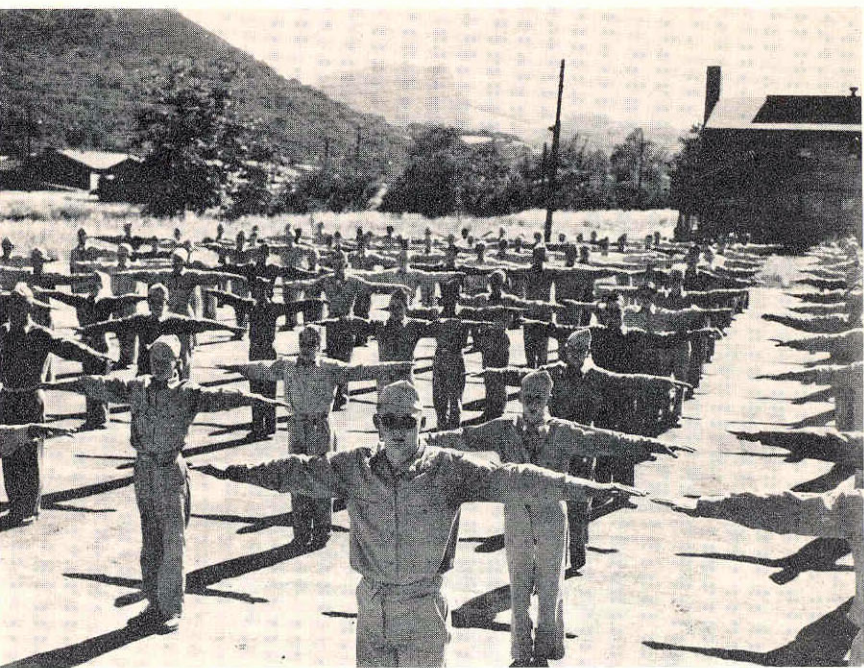


## SUMMER ENCAMPMENT





SUMMER ENCAMPMENT





## SUMMER ENCAMPMENT



## SECTION VI

# SUMMER ENCAMPMENT

### TRAINING SCHEDULE

The summer encampment is organized on a cadet regimental set up with a full regimental staff, three battalions in the line, and the band. The band usually averages about 70 cadets each encampment.

The breakdown of the three battalions is carried out as shown below.

The first (or training battalion) is usually made up of cadets with little or no training prior to their arrival at camp. The battalion is broken down into three companies. Usually Senior Commandant of Cadets, Senior cadet officers and noncommissioned officers are assigned to this battalion to operate and supervise the training program. The following subjects are given during the two weeks of summer encampment.

<i>Subject</i>	<i>No. of hours given each company</i>
Preliminary rifle instructions received in marksmanship	5
Position of the soldier	1
Position of the soldier, rests and facings	1
School of the soldier without arms	3
Fire prevention: lecture and demonstration	1½
Military courtesy and discipline	2
Swimming (supervised)	5
Squad drill	1
Squad and platoon drill	1
Platoon and company drill	1
Marksmanship—dry firing and practice firing	3½
First aid	1
Sanitation	1
Pack rolling	1
Field problem and mess in field (one afternoon)	4½
Bunk inspection	1
Interior guard	1
Retreat parade with band (8 days at ½ hour each day)	4
Sports (3½ hours each afternoon for 7 days)	24½
Flag of U. S.	1
Customs of the service	1
Wearing of the uniform and decorations	1
Weapons and firing demonstration (one period)	3½
Preparation and instructions for final review	1½
Final review and presentation of awards	1½
Entertainment (dance, 1 night)	3½
<b>Total</b>	<b>76 hours</b>

The second and third battalions are organized in two (2) companies each, and they are made up of older or more experienced cadet officers, noncommissioned officers, and cadets. The following subjects are given during the two weeks encampment.

<i>Subject</i>	<i>No. of hours given each company</i>
Military courtesy and discipline	1
Close order drill, school of squad, platoon, company or battalion	1
Fire prevention: lecture and demonstration	1
Retreat parade with the band	4
Chaplains time	½

<i>Subject</i>	<i>No. of hours given each company</i>
Marksmanship: Practice .....	2½
Orientation: world military situation .....	1½
Interior guard .....	1
Marksmanship: range firing .....	3½
Method of instruction .....	3½
Swimming .....	1½
Sports .....	3
Compass problem .....	1½
Map problem .....	2
Field problem and mess in field .....	6
Bunk inspection .....	1
Military sanitation and first aid .....	1
Administration .....	1
Supply procedure .....	1
Training methods .....	1
Practice review .....	1½
Tent pitching and inspection .....	2
Sports: semifinals .....	3½
Weapons and firing demonstrations .....	3½
Sports: finals .....	3½
Entertainment (dance) .....	3½
Preparation and instructions for final review .....	1½
Final review and presentation of awards .....	2
<b>Total</b> .....	<b>58½ hours</b>

The first two days of each annual summer encampment is utilized for registration, processing (assignment of quarters and issue of equipment), orientation, and organizing units to provide better control of the command.

#### GENERAL JOSEPH W. STILWELL SABER AWARD

1. The Joseph W. Stilwell Saber is awarded annually by the Department of California Reserve Officers' Association Ladies' Clubs to the outstanding cadet of the California Cadet Corps, this trophy to be awarded to a cadet to be selected not only for merit in military science and tactics, but for excellence in academic studies, participation in school athletics and in extra-curricular activities of the school. In addition to the activities listed above the cadet nominated as a candidate for the General Stilwell Saber Award will be judged at the summer encampment on his demonstrated proficiency as a cadet. This rating, combined with his rating on the evaluation sheet, will determine his standing in the competition.

2. School principal and commandant will select outstanding cadet of their Corps and forward the selection to this office not later than 1 June. The evaluation sheet listed below is to be used in this selection.

3. To be eligible for consideration as a candidate for the Stilwell Award, cadet must

- (a) Be a member of the California Cadet Corps
- (b) Earn at least two points in military
- (c) Earn at least two points in scholarship
- (d) Earn points in at least two of the three activity groups (athletics, leadership, and extra-curricular groups)

4. (a) Points listed in each category of paragraph 3 must be verified by written statement of faculty advisor in that category, countersigned by the principal.

(b) A copy of candidate's service record (Cadet Corps Form No. 13) certified by the commandant and the principal must accompany each application.

5. Candidates selected by various schools will not be eligible for the award unless they attend the Annual Summer Encampment of the California Cadet Corps.

6. The Awards Committee, composed of commandants and supervising officials of the California Cadet Corps, after careful study of the qualifications of each candidate as submitted by principals and commandants of the various schools, together with the performance of the candidate during the camp, will announce the winner of the Joseph W. Stilwell Saber. The award will be presented during the Annual Summer Encampment by the President, Department of California, Reserve Officers' Association Ladies' Clubs.

**EVALUATION SHEET SHOWING POINTS EARNED IN LOCAL CADET UNIT  
PRIOR TO SUMMER ENCAMPMENT**

**General Stilwell Saber Award—Summary of Points Earned**

	<i>Total possible points</i>	<i>Points earned</i>
<i>Group I—Military</i>		
Commissioned officer, first commission -----	1	---
Commissioned officer, each additional commission -----	1	---
Noncommissioned officer, each grade -----	$\frac{1}{2}$	---
Rifle team, each year (limit 4) -----	1	---
State Honor Bar Award (limit 1) -----	1	---
Sergeant, best drilled squad (limit 1) -----	1	---
Lieutenant, best drilled platoon (limit 1) -----	1	---
Captain, best drilled company (limit 1) -----	1	---
Summer camp attendance each year (limit 2) -----	1	---
<i>Group II—Scholarship</i>		
(Count any four consecutive years)		
"A" average each semester -----	1	---
"B" average each semester -----	$\frac{1}{2}$	---
Scholarship honors for one year (limit 2) -----	1	---
(C. S. F. award or equivalent—specify in detail)		
Life membership C. S. F. (or grades equivalent to earn same) -----	1	---
<i>Group III—Athletics</i>		
(Count any four consecutive years)		
Winner of player's letter, any sport—each sport (limit 5) -----	1	---
Winner of manager's letter, any sport—each sport (limit 2) -----	1	---
Member of any school athletic squad entire season if not making letter and approved by coach (limit 2) -----	1	---
<i>Group IV—Leadership</i>		
(Count any four consecutive years)		
Editor or business manager, school paper—each semester -----	1	---
Associate editor or business manager, school paper—each semester -----	$\frac{1}{2}$	---
Editor or business manager, school annual—each semester -----	1	---
Associate editor or business manager, school annual, each semester -----	$\frac{1}{2}$	---
President student body—each semester -----	1	---
Member student council or student court—each semester -----	$\frac{1}{2}$	---
President of class or any other approved school organization—each semester -----	9	---

	<i>Total maximum Points 9 points earned</i>
<i>Group V—Extra-curricular Activities</i>	
Active membership in glee club, band, orchestra, dramatics, debate club, literary or any other approved school-sponsored activities, such as C. A. P., F. F. A., 4-H, etc.—each semester -----	½ -----

**WINNERS OF THE AWARD**

1948		
<i>Name</i>	<i>School</i>	<i>Presented by</i>
*Cadet Captain George Graham	Dinuba Joint Union High School	Mrs. Joseph W. Stillwell
1949		
Cadet Major John R. McCarthy	Hayward Union High School	Mrs. Raymond Ribal, President, Department of California Reserve Officers' Association Ladies' Clubs
1950		
Cadet Second Lieutenant Warren R. Thorpe	Campbell Union High School	Mrs. Lyman W. Tondro, President, Department of California Reserve Officers' Association Ladies' Clubs
1951		
Cadet Colonel George A. Thomas	Grant Union High School	Mrs. Vera Mae Bean, First Vice President, Department of California Reserve Officers' Association Ladies' Clubs

*Initial winner of the award.

**LADIES AUXILIARY OF THE PURPLE HEART PLAQUE**

The Ladies Auxiliary, Order of the Purple Heart, Department of California, established this plaque during the 1950 annual Summer Encampment for the best drill squad of any school in attendance at the camp. The initial presentation of this plaque was made by Mrs. Giannini, President of the Ladies Auxiliary, Order of the Purple Heart, Department of California.

It is awarded each year at the annual Summer Encampment by a member of this organization.

The competition is held the last week of each encampment and in order for a school to compete it must enter the competition with a squad composed of eight (8) cadets and the squad leader, making a maximum total of nine (9) cadets that may participate in this award.

The school will retain possession of the award for one year or until it is won by another school.

**Initial Winners—1950**

School: Grant Union High School, Del Paso Heights, California

Commandant of Cadets: Major C. E. Temple

Squad Leader: Cadet Captain George Thomas

Members of Squad: Cadet Major Glen Otto, Cadet Second Lieutenant Norman Green, Cadet Staff Sergeant Guy Kimzey, Cadet Sergeant Jack L. Cobb, Cadet Sergeant Loren Vandervort, Cadet Corporal Jack Delk, Cadet Corporal Robert Jones, Cadet Private First Class Gary Peavy

To each member of the winning squad (nine cadets only) there was presented a Ladies Auxiliary, Order of the Purple Heart ribbon bar to be worn on his tunic.

## SECTION VII

## COMMANDANT OF CADETS

*Appointment:* Commandants and Assistant Commandants may be appointed to commissioned ranks from 2d Lt. up to and including the rank of Major. Under present law no commission higher than that of Major can be given a Commandant of Cadets. However, if a Commandant has held, or now holds, the rank of Lieutenant Colonel (Navy Commander) or higher in either the federal service or the service of the State of California, his appointment as a Commandant may be made, under present law, in the highest grade held. The rank given a Commandant or Assistant Commandant upon initial appointment is determined by evaluation of the individual's military experience, his experience as a teacher, and any other appropriate experience.

*Status of commission:* The appointment as a Commandant or Assistant Commandant is made in the military forces of the State of California with relative ranks in the California National Guard. It is entirely in order for a Commandant or Assistant Commandant to hold both a federal commission in any of the civilian components and a commission from the State of California at the same time. The State of California will not call on Commandants or Assistant Commandants to perform any other duties than to act as military cadet instructors in their respective schools.

*Promotions:* Commandants may be promoted for meritorious service up to and including the rank of Major. Minimum time in grade requirements for promotion to the next higher rank are as follows:

2d Lt. to 1st Lt.—One year service;

1st Lt. to Captain—Two years;

Captain to Major—Three years.

In order for a Commandant to be considered for promotion it is necessary for his principal or district superintendent to initiate a request that the promotion be made. Under exceptional circumstances the minimum time in grade requirements may be waived when the principal or district superintendent so requests, provided adequate reasons are given for waiving these requirements.

*Uniforms:* Commandants and Assistant Commandants normally wear the same type of uniforms as are worn by the cadets. Most school districts purchase uniforms for the use of military instructors. For military social events Commandants may purchase and wear any uniform currently authorized for officers of the California National Guard. Commandants may wear their uniforms to any appropriate ceremony or activity. The identification card should be carried at all times when in uniform.

*Summer camp:* Commandants and Assistant Commandants may be ordered to two weeks duty at the annual cadet encampment provided they volunteer for such duty. No Commandants or Assistant Commandants will be ordered to camp without their approval. Officer personnel receive from the State of California base pay of their rank from the time they

depart from home station until date of return. In addition transportation is paid and travel expense allowance furnished.

*Commandants Association:* The Commandants Association of the California Cadet Corps acts as the representative group for the Commandants and Assistant Commandants serving with the Corps. The association holds two regular meetings a year, one in the fall at the annual Commandants Conference, and one at the annual summer encampment. The association serves as a forum on California Cadet Corps policies and makes recommendations to the Executive Officer of the Corps.

*Duties of Commandants:* Commandants and Assistant Commandants are not expected to teach each individual cadet. Their job is to supervise, and cadet officers and noncommissioned officers should be utilized as instructors. The main task of the Commandant is to train cadet leaders and to check the training. The Commandant has responsibility for equipment furnished his unit, but actual supply work should be performed by cadets. Administrative work, while carefully checked by the Commandant, should also be performed by cadets. If the Commandant tries to do the actual work of supply and administration of his unit, and if he endeavors to personally teach each cadet, he is bound to fail.

*If the cadet leaders haven't learned, the Commandant hasn't taught.*

#### CERTIFICATE—COMMISSION

When a Commandant of Cadets has been officially approved by the Governing School Board and Special Orders have been published by the office of the Adjutant General, Sacramento, California, commissioning individual officer, this commission is completed and forwarded to officer concerned.





To all who shall see these presents, greetings:

Know Ye, That reposing special trust and confidence in the patriotism,  
 valor, fidelity and abilities of _____  
 I, in the name and by the authority of the people of the State of California, do by  
 these presents Commission him _____

with rank from _____ 19 _____

He is therefore to observe such orders and directions as he shall, from time  
 to time, receive from the Commander in Chief of the Military Forces of this State,  
 or any other superior officer, according to the rules and discipline of war, and to  
 hold said office in the manner specified in and by the constitution and laws of the  
 State.

In Testimony Whereof, I have hereunto signed my name and caused the Great Seal  
 of the State to be affixed, at the city of Sacramento, California, this _____  
 day of _____ in the year of our Lord one thousand nine hundred and _____

_____  
Governor of the State of California

Attest: _____  
The Adjutant General

_____  
Secretary of State

**FORM NO. 7**

This form is used as the authority to commission commandants in the California Cadet Corps. The recommendation of the governing school board must be accomplished (superintendent, principal, or clerk may certify) and forwarded to office of the Adjutant General before commandant may be commissioned.

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CALIFORNIA CADET CORPS

**APPLICATION FOR COMMISSION**  
 COMMANDANT OF CADETS  
 CALIFORNIA CADET CORPS

FROM _____  
Last Name First Name Middle Name

TO: THE ADJUTANT GENERAL, State of California  
(Through Channel)

I hereby apply for appointment as Commandant , Assistant , Assistant Junior Grade , in the California Cadet Corps. I submit the following information, which I certify to be correct to the best of my knowledge: (Full and complete answers to the following questions will be given. If the space is insufficient, give additional data on an attached sheet of white paper of the same size as this application. If the answer is "none," so state.)

Home address _____  
Street and Number or P. O. Box City Phone _____

Business address _____  
Firm Street Address City Phone _____

Place of birth _____ Date of birth _____ Race _____

Age _____ Citizenship: Birth _____ Naturalized _____

How long have you been a resident of the State of California? _____

Married or single _____

Nearest relative _____ Relationship _____

Address _____  
Street and Number or P. O. Box, City and State Phone _____

Notify in emergency _____ Relationship _____

Address _____  
Street and Number or P. O. Box, City and State Phone _____

Educational qualifications, including names of schools, degrees, and years attending _____

Do you hold a California teaching credential? If so, give full details: _____

Type _____ Expiration date _____

UNARY Cadets Form No. 7

**Reverse Side**

Special knowledge, professional or otherwise _____

Present occupation, and years employed in same _____

Have you ever been convicted of a felony? _____  
 If so, give details _____

Have you ever been discharged, other than honorably, from the United States military or naval service, the Marine Corps, Coast Guard, National Guard or State Guard? _____

Are you now a member of the Army, Navy, Marine Corps, National Guard, Coast Guard or State Guard in an active, inactive or reserve status? If so, state which, giving grade, organization and arm of service _____

Previous service _____

Signature _____  
First Name Middle Name Last Name

**RECOMMENDATION OF THE GOVERNING BOARD**

The Governing Board of the _____ District  
 recommends the appointment of _____  
 as Commandant, Assistant, Assistant Junior Grade, of Cadets.

Dated this _____ day of _____ Month _____ Year _____

**FORM NO. 231**

This form is used by the California Cadet Corps Regional Supervisor when a Cadet Corps Unit is formed in a new school and it is forwarded to Sacramento as the authority for the State to issue equipment.

**APPLICATION TO FORM UNIT  
IN  
CALIFORNIA CADET CORPS**

To THE ADJUTANT GENERAL  
Sacramento, California

The _____ School District  
of _____ City, _____ County,

requests authority to establish a company or companies of Cadets under Section 500.1 of the Veterans Code of the School Code.

There are approximately _____ male students 14 years of age and over who may become interested in enrolling.

It is the desire of the _____ School  
to have all information from The Adjutant General's Office on this program. Our school will open its (fall)/(spring) semester _____ 19_____.

We have a qualified cadet instructor and drillmaster under consideration and we should like to recommend to you Mr. _____, who has the following qualifications:

Military service and experience:

---



---



---

We do not have a cadet instructor and request assistance from The Adjutant General's Office in obtaining an instructor. Yes _____ No _____

REMARKS: _____

---



---

Date _____

[SIGNED] _____

FORM NO. 4-ANNUAL INSPECTION REPORT

This form is used by the Regional Supervisor, Inspecting Officer, delegated by the Office of The Adjutant General to conduct the Annual Inspection. It is the responsibility of the Commandant of Cadets to aid the inspecting officer in securing the signature as well as the comments of the principal. The report will be directed through the Executive Officer, California Cadet Corps, by the inspecting officer upon completion of the Annual Inspection. A copy of this report will be submitted to Superintendent of Public Instruction for his information and guidance.

ANNUAL INSPECTION OF

(Organization) _____ (Section) _____
(Inspecting Officers) _____ (Date) _____

GENERAL DATA

Enlisted strength _____ Enlisted strength present _____
Commissioned strength _____ Commissioned strength present _____
Is gallery range available? _____ Is service range available? _____
How many man-hours have been devoted to gallery practice since the last inspection? _____
How many to service practice? _____
How many cadets have received instruction in gallery during this time? _____
How many in service? _____ How many have qualified in gallery? _____
How many in service? _____ Remarks: _____
On what days of the week are military drills held? _____
On what days is physical training given? _____
On what days do cadets wear the uniform? _____
At what time of day does the period of drill start? _____ End? _____
Does each cadet have a copy of the Rules and Regulations? _____

ADMINISTRATION

Are orders, correspondence, etc., from A. G. O. properly filed? _____
Company, battalion and regimental orders? _____ Score cards? _____
Are training regulations on hand and up to date? _____ Is office clean? _____

SUPPLY ROOM

Is surplus equipment properly stored? _____ Are arms locked in racks? _____ Is stock record properly kept? _____
Vouchers posted to date? _____ Are the vouchers properly filed? _____ Is a file of requisitions kept? _____
Individual equipment records? _____ What is condition of service and gallery rifles? _____
Are they in locked racks? _____ Are cleaning materials on hand? _____

TRAINING

Average appearance of enlisted men . . . . .
Condition of uniforms . . . . .
Condition of personal arms . . . . .
Steadiness in ranks . . . . .
Knowledge of nomenclature . . . . .
First aid and hygiene . . . . .
Military courtesy . . . . .
Ability of buglers . . . . .
Execution of manual of arms . . . . .
Bayonet practice . . . . .
Close order drill . . . . .
Extended order drill . . . . .
Interior guard duty . . . . .
Execution of ceremonies . . . . .
Leadership, officers . . . . .
Leadership, N. C. O.'s . . . . .

REMARKS

SECTION VIII  
APPENDICES

APPENDIX A  
LIST OF ADJUTANTS GENERAL  
1850-1950

Name and Rank	Date of Rank	Term Expired
Theron R. PerLee, Brig. Gen.	April 12, 1850	*Oct. 5, 1850
E. W. McKinstry, Brig. Gen.	April 20, 1851	†1852
William C. Kibbe, Brig. Gen.	May 2, 1852	Dec. 31, 1863
Robert Robinson, Brig. Gen.	Jan. 1, 1864	May 1, 1864
George S. Evans, Brig. Gen.	May 1, 1864	*Nov. 30, 1865
Robert Robinson, Brig. Gen.	Dec. 1, 1865	*April 1, 1866
George S. Evans, Brig. Gen.	April 2, 1866	April 30, 1868
James M. Allen, Brig. Gen.	May 1, 1868	Nov. 30, 1870
Thomas N. Cazneau, Brig. Gen.	Dec. 1, 1870	Dec. 20, 1871
L. H. Foote, Brig. Gen.	Dec. 31, 1871	Dec. 12, 1875
P. F. Walsh, Brig. Gen.	Dec. 13, 1875	Jan. 8, 1880
Samuel W. Backus, Maj. Gen.	Jan. 9, 1880	*June 30, 1882
John F. Sheehan, Maj. Gen.	July 1, 1882	Jan. 10, 1883
George B. Crosby, Maj. Gen.	Jan. 11, 1883	*Oct. 31, 1887
Richard H. Orton, Brig. Gen.	Nov. 1, 1887	Jan. 8, 1891
Charles C. Allen, Brig. Gen.	Jan. 9, 1891	May 24, 1895
Andrew W. Barrett, Brig. Gen.	May 24, 1895	*Dec. 23, 1898
Robert L. Peeler, Brig. Gen.	Dec. 23, 1898	June 5, 1899
W. H. Seamans, Brig. Gen.	June 5, 1899	†Jan. 3, 1902
George Stone, Brig. Gen.	Jan. 13, 1902	*Feb. 15, 1904
Joseph B. Lauck, Brig. Gen.	Feb. 15, 1904	Jan. 7, 1911
Edwin A. Forbes, Brig. Gen.	Jan. 4, 1911	†June 18, 1915
Charles W. Thomas, Jr., Brig. Gen.	Aug. 19, 1915	*Aug. 20, 1916
James J. Borree, Brig. Gen.	Dec. 16, 1916	Nov. 30, 1923
R. E. Mittelstaedt, Brig. Gen.	Dec. 1, 1923	Jan. 5, 1931
Seth E. Howard, Brig. Gen.	Jan. 6, 1931	†June 26, 1935
Harry H. Morehead, Brig. Gen.	Oct. 18, 1935	Jan. 3, 1939
Patrick J. H. Farrell, Brig. Gen.	Jan. 4, 1939	June 10, 1940
Richard E. Mittelstaedt, Brig. Gen.	June 10, 1940	†Mar. 3, 1941
Joseph O. Donovan, Brig. Gen.	Mar. 3, 1941	July 10, 1942
Junnius Pierce, Brig. Gen.	July 14, 1942	Jan. 13, 1943
Ray W. Hays, Brig. Gen.	Jan. 14, 1943	*Nov. 30, 1944
Victor R. Hansen, Brig. Gen.	Dec. 27, 1944	*April 28, 1946
Curtis D. O'Sullivan, Brig. Gen.	April 29, 1946	Incumbent
Curtis D. O'Sullivan, Maj. Gen.	May 21, 1947	Incumbent

* Resigned.

† Died in office.

‡ Entered Armed Forces.

## APPENDIX B

**Rifle Company, Minimum, California Cadet Corps (Less Than Total Strength of 36)**

1	2	3	4	5	6	7
UNIT		Company Headquarters	Platoon Headquarters	Two Squads (Each)	Total Platoon	Total Company
2 Captain.....		1				1
3 First Lieutenant.....		*	*		*	1
4 Second Lieutenant.....			(1)		1	1
5 Total Commissioned.....		1			2	3
6 First Sergeant.....		1				1
7 Staff Sergeant.....	^b	1	1		1	2
8 Sergeant.....				1	2	4
9 Squad Leaders.....				(1)		
10 Corporal.....		1		1	2	5
11 Company Clerk & Guidon Bearer.....		(1)				(1)
12 Assistant Squad Leaders.....				(1)	(2)	(4)
13 Private, First Class.....		*	*	5	10	20
OR						
14 Cadets.....		*	*			
15 Total Enlisted.....		2	1	7	15	32
16 Aggregate.....		3	1	7	32	34

* First Lieutenant acts as second in command and Administrative Officer in addition to duty as a platoon leader.

^b One Staff Sergeant acts as Company Supply Sergeant in addition to duty as Platoon Sergeant. Second Staff Sergeant acts as Company Guide in addition to duty as Platoon Sergeant.

^c For strength below 35 Cadets, the number of Privates First Class and Cadets per platoon may be increased by adding an additional squad or by increasing the strength of existing squads, maintaining wherever possible the proportion of one Private First Class to one Cadet. Company may be organized into one platoon where strength does not permit more than one platoon. A unit with a total strength of less than 35 Cadets is not entitled to have a Cadet officer in the grade of Cadet Captain. A unit with less than 35 Cadets will be commanded by a Cadet officer in the grade of First Lieutenant, with a Cadet officer in the grade of Second Lieutenant as a platoon leader.

**Rifle Company, California Cadet Corps (Set Up on Basis of Three Platoons  
With Two (2) Squads for Each Platoon)**

1	2	3	4	5	6	7
UNIT		Company Headquarters	Platoon Headquarters	Each Squad	Total Platoon	Total Company
2 Captain.....		1				1
3 First Lieutenant.....		1 ^a	(1)		(1) ^a	2
4 Second Lieutenant.....			(1)		(1)	2
5 Total Commissioned.....		2			1	5
6 First Sergeant.....		1				1
7 Staff Sergeant, including.....		1			1	4
8 Supply Sergeant.....		(1)				(1)
9 Platoon Sergeant and Guide.....					(3)	(3)
10 Sergeant, Squad Leaders.....			2	1	2	6
11 Corporal, including.....		1		1	2	7
12 Company Clerk and Guidon Bearer.....		(1)				(1)
13 Assistant Squad Leaders.....				(1)	(2)	(6)
14 Private, First Class ^b .....				5	10	30
OR						
15 Cadets ^b .....						
16 Total Elisted.....		3	2	7	15	48
17 Aggregate.....		3	2	7	48	53

^a One First Lieutenant is second in command and acts as Administrative and Supply Officer. The other First Lieutenant is Platoon Leader of the first platoon.

^b For increase in strength over total as above, items 14 and 15 may be increased in approximately the proportion of one (1) Private First Class for each Cadet, up to a total strength of 70 Cadets. When sufficient strength is available a fourth platoon may be organized with an additional Second Lieutenant appointed as Platoon Leader together with appropriate noncommissioned officers.



**Headquarters and Headquarters Company, Rifle Battalion  
California Cadet Corps**

1		2	3	4	5	6
UNIT		Battalion Headquarters	Headquarters Company			TOTAL Headquarters and Headquarters Company
			Headquarters Section	Training and Operations Sections	Supply Section	
2	Lieutenant Colonel, Battalion Commander	1 ^a				1
3	Major, Executive Officer	1 ^a				1
4	Captain, including	3				3
5	Adjutant and Commanding Officer, Headquarters Co.	(1) ^a b	(1) ^b			(1)
6	Training and Operations Officer	(1) ^a		(1) ^a		(1)
7	Supply Officer	(1) ^b			(1) ^b	(1)
8	Total Commissioned	5 ^a b	(1) ^b	(1) ^a	(1) ^b	5 ^a b
9	Master Sergeant (Sergeant Major)		1			1
10	Technical Sergeant, including		1 ^c	1 ^c	1 ^c	3 ^c
11	Chief, Personnel Section		(1) ^c			(1) ^c
12	Chief, Training and Operations Section			(1) ^c		(1) ^c
13	Chief, Supply Section				(1) ^c	(1) ^c
14	Total Enlisted (Cadets)		2 ^c	1 ^c	1 ^c	4 ^c
15	Aggregate	5 ^a b	4			9 ^a b

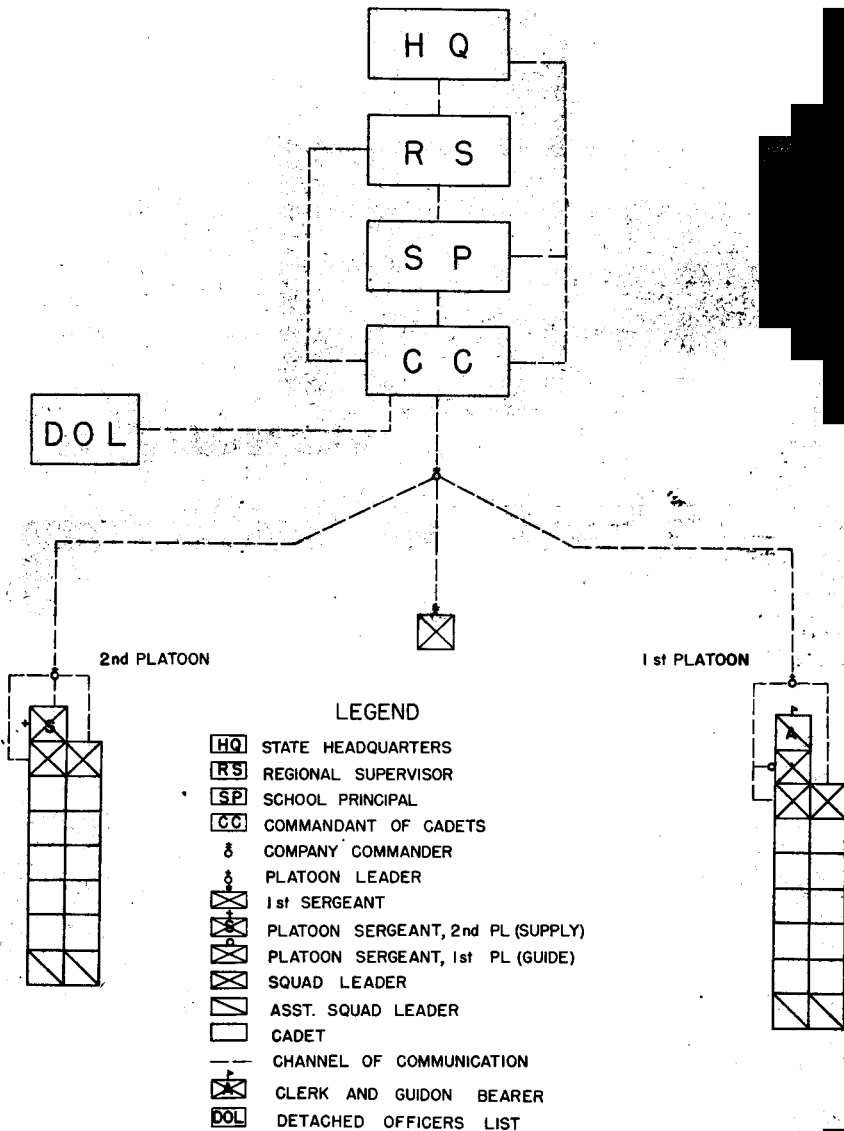
^a For a battalion composed of two (2) rifle companies, minimum, the Executive Officer (Major) shall also perform additional duty as Operations and Training Officer.

^b For a battalion composed of two (2) rifle companies, minimum, the Adjutant shall also perform additional duties as Supply Officer and Commanding Officer, Headquarters Company.

^c For a battalion composed of two (2) rifle companies, minimum, one (1) Master Sergeant (Sergeant Major); one (1) Technical Sergeant (Chief, Operations and Training Section); one (1) Technical Sergeant (Chief, Headquarters Personnel Section), and one (1) Technical Sergeant (Chief, Supply Section).

^d In order for a unit to establish a Battalion Headquarters and Headquarters Company, it must have sufficient strength to support two (2) minimum rifle companies (total 70 Cadets) plus a minimum additional strength of at least three (3) Cadets for a Battalion Headquarters (Battalion Commander, Battalion Executive Officer, and Battalion Sergeant Major) or a grand total of 73 Cadets, minimum.

TYPICAL RIFLE COMPANY  
(MINIMUM)  
CALIFORNIA CADET CORPS



APPENDIX C

REORGANIZATION AND REDESIGNATION OF UNITS  
1 FEBRUARY 1951

School	City	Bn. No.	Hq. & Hq. Co.	Companies				Total strength
				A	B	C	D	
Acheson Polytechnic Academy	Atascadero	72nd		X				22
Alhambra Union Senior High School	Martinez	31st		X				19
Anaheim Union High School	Anaheim	145th	X	X	X	X		91
Antelope Valley Joint Union High School	Lancaster	99th		X				33
Arvin High School	Arvin	95th		X				45
Avenal High School	Avenal	103rd		X				20
Bakersfield High School	Bakersfield	91st	X	X	X	X	X	127
Barstow Senior High School	Barstow	151st	X	X	X			89
Bellarmine-Jefferson High School	Burbank	135th	X	X	X	X		95
Brawley Union High School	Brawley	159th	X	X	X			85
Bret Harte Union High School	Angels Camp	43rd		X				17
Butte Valley High School	Dorris	3rd		X				29
Calaveras Union High School	San Andreas	41st		X				27
Calexico Union High School	Calexico	165th		X	X			69
California Military Academy	Los Angeles	131st		X				46
Campbell Union High School	Campbell	53rd	X	X	X			76
Central Union High School	El Centro	161st		X				39
Chaffey Union High School	Ontario	147th		X				52
Cheviot Hills Military Academy	Los Angeles	127th	X	X	X	X	X	171
Chula Vista Union High School	Chula Vista	175th		X				46
Coachella Valley Union High School	Coachella	157th		X	X			62
Coarsegold School	Coarse Gold	72nd		X	X			69
Colusa Union High School	Colusa	12th		X	X			68
Dinuba Joint Union High School	Dinuba	85th		X	X			70
Douglas High School	El Centro	163rd		X				33
East Bakersfield High School	Bakersfield	93rd		X				49
Edison High School	Fresno	74th		X				48
Elsinore Naval and Military Academy	Elsinore	167th	X	X	X	X		96
Emery Senior High School	Emeryville	29th		X	X			55
Fresno High School	Fresno	75th		X	X			72
Gilroy Union High School	Gilroy	59th		X				41
Grant Union High School	Del Paso Heights	17th	X	X	X	X	X	243
Grossmont Union High School	Grossmont	171st	X	X	X	X	X	194
Gustine Union High School	Gustine	63rd		X				49
Happy Camp High School	Happy Camp	2nd		X				20
Harding Military Academy	Glendora	141st		X				44
Hayward Union High School	Hayward	34th	X	X	X			77

## APPENDIX C--Continued

## REORGANIZATION AND REDESIGNATION OF UNITS

1 FEBRUARY 1951

School	City	Bn. No.	Hq. & Hq. Co.	Companies				Total strength
				A	B	C	D	
Holtville Union High School	Holtville	160th		X				36
Hughson Union High School	Hughson	49th		X				44
Lassen Union High School	Susanville	7th		X				27
Liberty Union High School	Brentwood	37th		X				33
Livingston Union High School	Livingston	65th		X	X			61
Longfellow Junior High School	Fresno	77th		X	X			55
Lynwood High School	Lynwood	125th	X	X	X	X		130
Madera Union High School	Madera	69th		X				39
Martinez Junior High School	Martinez	32nd		X				19
Mar Vista High School	Chula Vista	177th		X				30
Merced Union High School	Merced	67th		X	X			63
Mount Lowe Military Academy	Altadena	137th	X	X	X	X	X	147
Mount Shasta High School	Mount Shasta	5th		X				34
Napa High School	Napa	23rd	X	X	X			101
Oakdale Joint Union High School	Oakdale	47th		X				35
Oroville Union High School	Oroville	13th	X	X	X			74
Page Military Academy	Los Angeles	129th		X	X			64
Palm Springs High School	Palm Springs	155th		X				21
Palo Verde Valley Union High School	Blythe	153rd		X				35
Paso Robles Union High School	Paso Robles	105th		X	X			58
Patterson Union High School	Patterson	61st		X				51
Placer Union High School	Auburn	15th		X				52
Porterville Union High School	Porterville	89th	X	X	X		X	134
Preston School of Industry	Waterman	40th	X	X	X		X	650
Ramona Union High School	Ramona	169th		X				45
Ramsey Military Academy	Santa Monica	115th		X				38
Reedley Joint Union High School	Reedley	83rd		X	X			55
Ridgewood Military Academy	Woodland Hills	119th		X				32
Roosevelt High School	Fresno	76th		X	X			68
Sanger Union High School	Sanger	79th		X	X			61
San Lorenzo High School	San Lorenzo	35th		X				39
San Luis Obispo Junior High School	San Luis Obispo	109th		X	X			54
Santa Barbara Catholic High School	Santa Barbara	111th	X	X	X			78
Santa Cruz High School	Santa Cruz	57th		X				32
Santa Monica Senior High School	Santa Monica	113th		X				45

Selma Union High School.....	Selma.....	81st.....	X	X	X	40
Shasta Union High School.....	Redding.....	9th.....	X	X	X	66
Southern California Military Academy.....	Long Beach.....	121st.....	X	X	X	68
Southwestern Military Academy.....	San Marino (Pasadena).....	139th.....	X	X	X	41
St. John's Military Academy.....	Los Angeles.....	133rd.....	X	X	X	247
St. Joseph's Military Academy.....	Belmont.....	51st.....	X	X	X	52
Summerville Union High School.....	Tuolumne.....	45th.....	X	X	X	21
Sweetwater Union High School.....	National City.....	173rd.....	X	X	X	79
Tamalpais Union High School.....	Mill Valley.....	27th.....	X	X	X	100
Tehachapi Valley Union High School.....	Tehachapi.....	97th.....	X	X	X	42
Tulare Union High School.....	Tulare.....	87th.....	X	X	X	86
Ukiah Union High School.....	Ukiah.....	21st.....	X	X	X	11
Urban Military Academy.....	Los Angeles.....	117th.....	X	X	X	36
Vallejo Senior High School.....	Vallejo.....	25th.....	X	X	X	28
Victor Valley Union High School.....	Victorville.....	149th.....	X	X	X	74
Washington Union High School.....	Fresno.....	73rd.....	X	X	X	323
Willowbrook Junior High School.....	Compton.....	123rd.....	X	X	X	42
Woodland High School.....	Woodland.....	19th.....	X	X	X	17
Yreka High School.....	Yreka.....	1st.....	X	X	X	17

APPENDIX D  
SCHOOLS ENTERING PROGRAM BETWEEN 1 FEBRUARY AND JUNE 1951

School	Date entering program	City	Bn. No.	Hq. & Hq. Co.	Companies				Total strength
					A	B	C	D	
Oxnard Union High School.....	14 Feb. 51	Oxnard.....	112th.....	X	X				55
Yuba City Union High School.....	23 Feb. 51	Yuba City.....	14th.....	X					140
Oceanside-Carlsbad High School.....	13 Mar. 51	Oceanside.....	168th.....	X					40
San Diego High School.....	12 Apr. 51	Encinitas.....	170th.....	X					23
Excelsior Union High School.....	16 Apr. 51	Norwalk.....	122nd.....	X					15
Excelsior Union High School.....	25 Apr. 51	Culver City.....	114th.....	X					40
Anderson Union High School.....	22 May 51	Anderson.....	10th.....	X					30
Capistrano Union High School.....	2 June 51	San Juan Capistrano.....	172nd.....	X					12
El Camino High School.....	5 June 51	Fair Oaks.....	16th.....	X	X				70

**APPENDIX E**  
**REPORT SUBMITTED TO EDUCATORS CONFERENCE**  
**SAN DIEGO—1949**

Total schools reporting -----	45
Total cadets reported on -----	2,453
Number registered in college preparatory courses -----	1,019
Number registered in general courses -----	1,434
Scholastic standing	
Above average -----	633
Average -----	1,384
Below average -----	436
Courtesy and discipline	
Above average -----	1,044
Average -----	1,242
Below average -----	167
Number participating in interscholastic athletics -----	952
Number participating in other extracurricular activities --	829
Number habitually absent from school or classes -----	140
Disciplinary cases	
Before joining Corps -----	288
After membership in Corps -----	177

**APPENDIX F**  
**MEMBERS, CALIFORNIA CADET CORPS, IN ATTENDANCE**  
**AT SUMMER ENCAMPMENTS**

<i>Year</i>	<i>Number of commandants</i>	<i>Number of cadets</i>	<i>Total</i>
1947 -----	33	447	480
1948 -----	55	601	656
1949 -----	42	788	830
1950 -----	60	917	977
1951 -----	46	1010	1056
Grand Total -----	236	3763	3999

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