



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
CAMPBELL UNIVERSITY, 4th BRIGADE, USACC
PO BOX 307, BLDG 165 T.T. LANIER EXTENSION
BUIES CREEK, NORTH CAROLINA 27506

ATCC-DDN-CCU

8 September 2011

MEMORANDUM FOR CAMPBELL BATTALION CADRE AND CADETS

SUBJECT: Policy Letter #11, Issue, Turn-in and Recovery of Military Clothing and Equipment

1. During participation in the Campbell Battalion Army ROTC Program the U.S. Government will issue cadets required to conduct training, all clothing and equipment. Cadets are not required to purchase additional clothing or field gear. Cadets are to ensure their equipment is properly secured. Clothing and/or equipment will not be stored in plain view within anyone's vehicle. Cadets and Cadre will immediately report any loss or damage to clothing or equipment to their APMS and the Battalion Supply Technician immediately.
2. The proper care, accountability and eventual turn-in of the issued items are individual responsibilities. Cadets should make a copy of the hand receipts for any item they are issued. This will assist keeping track of the government property for which Cadets are signed. The Cadet Chain of Command and Cadre will periodically conduct inspections and inventories of equipment. This is to ensure the serviceability and accountability of the clothing and equipment issued to Cadet and to train Cadets in the proper methods of conducting such inspections.
3. During summer breaks Cadets are required to turn-in Government property for storage in the ROTC supply room. The equipment will be inventoried and stored as a unit. In the fall the equipment will be re-issued to the same Cadet for their continued use. Cadets scheduled for military training during the summer will keep the equipment needed for that training.
4. Upon completion of the ROTC program, during Administrative Suspension, during Leaves of Absence (LOA) or upon disenrollment, Cadets will return ALL clothing and equipment issued in good clean condition. During final turn-in all equipment will be inspected and inventoried according to hand receipt. The replacement cost for items lost or damaged not resulting from fair wear and tear may be charged to the Cadet. Failure to turn-in or pay for damaged or lost equipment may result in grades and transcripts being placed on hold through the University registrar's office until turn-in or collection.
5. A memorandum for record agreeing to the above requirements and stipulations will be signed and dated by both the cadets and the Supply Officer or Supply Technician before equipment is released to the Cadet.
6. POC for this policy is the undersigned at (910) 893-1582


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LTC, EN
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