



**STATE OF CALIFORNIA - MILITARY DEPARTMENT  
HEADQUARTERS, CALIFORNIA CADET CORPS**

Camp San Luis Obispo  
10 Sonoma Avenue, Building 1402  
San Luis Obispo, California 93405-7605



S: 17 June 2022

Circular 010-2122-005

10<sup>TH</sup> CORPS COMMAND AND STAFF SELECTIONS SY 2022-2023

1. **GENERAL:** Application process for the 2022-2023 school year, 10th Corps Cadet staff is beginning immediately. All interested cadets must submit a letter of intent with supporting documentation. **All staff documentation is due to HQCACC COB NLT 17 June 2022.**

- a. Most of the documentation can be filled out through the following link:  
<https://forms.office.com/r/3ewDke8HXY>
- b. Remember that all staff member candidates are required to submit a letter of intent with supporting documentation (refer to the checklist at the bottom of this circular) to [Belinda.contreras@cacadets.org](mailto:Belinda.contreras@cacadets.org), [Tate.burns@cacadets.org](mailto:Tate.burns@cacadets.org), and [cadetcommander@cacadets.org](mailto:cadetcommander@cacadets.org) AND complete the form link above.

2. **AVAILABLE POSITIONS:** All requirements and job descriptions from CR 3-22 will apply. The following positions are available to all eligible cadets for the 2022-2023 school year. Please note that the "Authorized Grade" column states your suggested rank; experience is a bigger factor than your rank, so do not worry if you are not yet at the suggested rank. Also, we encourage skills NCOs that now hold Officer ranks to apply for the Command Sergeant Position and the 10<sup>th</sup> Corps 1SG Position.

A. Element/Position:	Authorized Grade
1. <b>10<sup>th</sup> Corps Commander</b>	C/COL
2. <b>10<sup>th</sup> Corps Deputy Commander</b>	C/COL
3. <b>10<sup>th</sup> Corps Executive Officer</b>	C/COL
4. <b>10<sup>th</sup> Corps Command Sergeant Major</b>	C/CSM
5. <b>10<sup>th</sup> Corps 1<sup>st</sup> Sergeant</b>	C/1SG
6. <b>S-1/Adjutant</b>	C/LTC
a. Assistant S-1/Personnel	C/MAJ
b. Assistant S-1/Administration	C/MAJ
c. Administration NCOIC	C/MSG
7. <b>S-2 Security &amp; Safety Officer</b>	C/LTC
a. Assistant S-2 Safety and Security	C/MAJ
b. Assistant S-2 Safety and Security	C/MAJ
c. Safety and Security NCOIC	C/MSG
8. <b>S-3 Operations/Training Officer</b>	C/LTC
a. Assistant S-3 Training and Evaluations	C/MAJ
b. Assistant S-2 Ranges	C/MAJ
c. Operations Sergeant Major (S3 & S4 asst)	C/SGM
d. Operations/Training NCO (S3 & S4 asst)	C/MSG
9. <b>S-4 Logistics/Supply Officer</b>	C/LTC
a. Assistant S-4 Supply Officer	C/MAJ

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| b. Assistant S-4 Facilities and Transportation             | C/MAJ |
| c. Corps Supply Clerk                                      | C/SGM |
| d. Supply Clerk and Adult Coordinator                      | C/SSG |
| 10. <b>S-5 Civic, Public, and Military Affairs Officer</b> | C/LTC |
| a. Assistant S-5   | C/MAJ |
| b. Assistant S-5   | C/MAJ |
| c. CP&MA Support NCO                                       | C/SGM |
| 11. <b>S-6 IT/Communications</b>                           | C/LTC |
| a. Assistant S-6   | C/MAJ |
| b. Assistant S-6   | C/MAJ |
| c. IT/Comms Support NCO                                    | C/SGM |
| 12. <b>HHC Commander</b>                                   | C/CPT |
| a. HHC First Sergeant                                      | C/1SG |
| b. HHC Support NCO   | C/SSG |

3. **APPLICATION PACKETS:**

- a. All applications will be required to be send electronically to [belinda.contreras@cacadets.org](mailto:belinda.contreras@cacadets.org) , [tate.burns@cacadets.org](mailto:tate.burns@cacadets.org), AND [cadetcommander@cacadets.org](mailto:cadetcommander@cacadets.org) NLT 17 June 2022. YOU MUST DO THIS AFTER SUBMITTING THE FORMS LINK: <https://forms.office.com/r/3ewDke8HXY>.
- b. Packets must be organized and include the following:
  - i. A signed 10th Corps Staff Application Contract. This must be signed by the Cadet, a parent, the Cadet’s Commandant, verifying understanding of the expectations and certifying eligibility for assignment to the 10th Corps staff.
  - ii. Letter of recommendation from the Commandant and/or Brigade Advisor describing suitability for the 10th Corps Staff position being applied for and that the applicant complies with all requirements of this Circular and Cadet Regulations.
  - iii. Any other supporting documentation the cadet believes will assist in evaluating her/his qualifications. A letter of intent outlining previous experiences and explaining the actions you plan to take in the shop you want should you get the position is suggested. If you would like a template for a letter of intent, please email [cadetcommander@cacadets.org](mailto:cadetcommander@cacadets.org).
- c. IF AVAILABLE:
  - i. A picture of the cadet in uniform in Class A/B uniform attached to the application packet.
  - ii. A complete “**True Copy**,” Form 13/Service Record.

4. **REQUIRED ATTENDANCE:** In order to be selected as a member of the 10<sup>th</sup> Corps Staff, it is expected that a cadet will attend ALL of the following meetings/events:

- a. Monthly Drill Weekends as specified
- b. Telecommunication calls
- c. Any special or emergency meetings (advanced notice will be given)
- d. All state activities scheduled in the 2022-2023 YTC.
- e. **Expectation for applicants to attend and participate in Summer Encampment and ADVON in June 2023.**

5. **LOGISTICS**: Transportation to/from the activities and meetings outlined in Paragraph 4 above will be arranged at no expense to the cadet. Failure to attend three scheduled meetings and/or events may result in the cadet being dismissed from staff. Breakfast, lunch, and dinner will be provided on every Drill Saturday.
  
6. **POINT OF CONTACT**: Point of contact regarding this circular is LTC Belinda Contreras via email at [belinda.contreras@cacadets.org](mailto:belinda.contreras@cacadets.org).

FOR THE EXECUTIVE OFFICER:

BELINDA CONTRERAS

LTC, CACC

10<sup>th</sup> Corps Advisor

### **PART TWO: Supporting Documentation**

1. I meet the requirements in CR 3-22 for the position I am applying for.
2. I have attached a signed 10<sup>th</sup> Corps Staff Contract to my application.
3. I have attached a letter of recommendation from my commandant and/or Brigade Advisor.
4. I have a picture of myself in my Class A or B uniform (no headgear) (if available).
5. I have a **Copy** of my Form 13.
6. When all items of the application are complete, please submit the application electronically to [belinda.contreras@cacadets.org](mailto:belinda.contreras@cacadets.org) AND [cadetcommander@cacadets.org](mailto:cadetcommander@cacadets.org).

## 10<sup>th</sup> Corps Staff Expectations

10th Corps Staff will conduct themselves professionally. In an environment where collaboration is constantly taking place, the 10th Corps Staff is expected to contribute to the mission by providing scholarly discussions and insight relevant to the mission at hand.

10th Corps Staff is expected to show professionalism and dedication to the team centered growth mindset. "Together we know the answer" and "We grow together to lead and leave a Legacy of L.E.A.D.E.R.S.H.I.P." should be leading mantras of 10th Corps Staff.

10th Corps Staff will refrain from posting anything that is not considered "school appropriate" on any personal social media. Your online conduct reflects the Cadet Corps Values and on 10th Corps staff you are always expected to be a leader, even online. This includes depictions of drugs/drug paraphernalia, alcohol, provocative actions, political affiliations, excessive displays of affections, etc. 10th Corps Staff will adhere to the chain of command by keeping in constant contact with shop-heads, adult counterparts, and the 10th Corps Executive Officer to answer any questions and gain any information in relation to completing the mission.

10th Corps Staff will adhere to the guiding principles of the Cadet Codes, Leadership Traits and Principles. Said guidelines should encourage Staff members to have an eager mindset for self-leadership.

10th Corps Staff will understand their duties and assignments and follow through to completion. 10th Corps Staff will constantly seek self-improvement and will be willing to actively contribute to peer mentorship.

10th Corps Staff will complete assignments by the scheduled date posted. If unable to complete the task by that time, the cadet will contact the 10th Corps Executive Officer. When problems arise, all Staff members will look for articles, research, or videos of proposed or sustainable solutions within a short period of time as active contributors. The staff will remember to attack the proposed problem and never a person.

10th Corps Staff will attend all meetings unless a serious issue arises. If the cadet is unable to attend a meeting, the cadet will contact the 10th Corps Executive Officer five days in advance. If transportation is the only issue the staff member must be willing to attend the drill through a virtual platform.

10th Corps Staff will refrain from the practice of hazing or any form of harassment (cyber, emotional, physical, racial, religious, sexual, verbal, etc.) through ANY means of communication.

10th Corps Staff will not publish, transmit electronically, or distribute information or letters concerning the 10th Corps staff without prior approval of the 10th Corps Advisor.

10th Corps Staff applied for the staff position because they are cadet leaders, know the job description, and will always find a way to carry out the tasks at hand.

**You are expected to be a leader and strive on, no excuses.**

**10th Corps Staff Application Contract**

I, \_\_\_\_\_, agree to the following contract and expectations and will uphold its values in highest regards.

I understand that I am in a position of great responsibility, and therefore should act in a way that reflects positively to the cadets.

I will ensure that my cadets are my prime concern; anyone under my scope will have their welfare a priority.

I make the goals of my cadets a high priority. If I can, I will aid cadets in accomplishing their goals, long term or short term.

I understand that I will act in accordance with the commander's intent as well as the goals of the California Cadet Corps.

I will be fair and honest. There will be no signs of favoritism when a situation arises. I will analyze the situation accordingly and make a fair and honest decision.

I understand that failure to meet these expectations will result in removal of 10th Corps staff by the Cadet Command Team's discretion. If I lack initiative to be an active contributor on staff, I will have a development meeting with the 10th Corps advisor and if I do not take initiative for self- development, I put my position in jeopardy.

I have reviewed the "10th Corps Staff Expectations" document and agree to conduct myself accordingly.

By signing this form, the cadet and parent agree that, if selected, the cadet must attend all the meetings and events outlined in the 10th Corps staff selection circular. The cadet and parent acknowledge that if a cadet anticipates any conflict(s) with the meetings and events outlined in this circular, the 10th Corps Executive Officer must be notified one week prior to a drill weekend and one month prior to a state event. It is also understood that the cadet must maintain a "C" or higher in all classes and uphold the components of the cadet code "LEADERSHIP" at all times. It is understood that the cadet will also follow all the rules and guidelines of the 10th Corps Staff Contract and SOPs. Violation of these agreements may/will result in a board of review and/or dismissal from staff.

*(If the cadet is not eligible for any reason, please do not sign).*

Signed by Cadet: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Parent: \_\_\_\_\_

Signed by Commandant: \_\_\_\_\_