



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

CAMP SAN LUIS OBISPO  
10 SONOMA AVENUE, BUILDING 1301  
SAN LUIS OBISPO, CALIFORNIA 93405-7605

REPLY TO  
ATTENTION OF

CACC-10-AXO

23 FEB 2019

CIRCULAR 010-1819-005

**10<sup>TH</sup> CORPS COMMAND AND STAFF SELECTIONS SY 2019-2020**

1. **GENERAL:** Application process for the 2019-2020, school year, 10<sup>th</sup> Corps Cadet staff is beginning immediately. All interested cadets must submit a letter of intent with supporting documentation (refer to checklist at the bottom of this circular). All documentation is to at HQCACC COB NLT 23 April 2019.
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 2019-2020 school year.

<u>Element/Position</u>	<u>Authorized Grade</u>
1. <b>Commander</b>	C/COL
2. <b>Deputy Commander</b>	C/COL
3. <b>Executive Officer</b>	C/COL
4. <b>Command Sergeant Major</b>	<b>C/CSM</b>
5. <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
6. <b>S-2 Security &amp; Safety Officer</b>	C/LTC
a. Assistant S-2 Safety and Security	C/MAJ
b. Security & Safety NCO	C/MSG
7. <b>S-3 Operations/Training Officer</b>	C/LTC
a. Assistant S-3 Training & Evaluations	C/MAJ
b. Assistant S-3 Ranges	C/MAJ
c. Operations/Training NCO	C/MSG
8. <b>S-4 Logistics/Supply Officer</b>	C/LTC
a. Assistant S-4 Supply Officer	C/MAJ
b. Assistant S-4 Facilities & Transportation	C/MAJ
c. Supply Sergeant	C/MSG
d. Supply Clerk	C/SGT
9. <b>S-5 Civic, Public &amp; Military Affairs Officer</b>	C/LTC
10. <b>S-6 IT/Communications &amp; Computer Support Officer</b>	C/LTC
a. IT/Communications & Computer Support NCO	C/MSG
11. <b>HHC Commander</b>	C/CPT
12. <b>HHC Clerk/Guidon Bearer</b>	C/SSG

**3. APPLICATION PACKETS:**

- a. All applications will be required to arrive to HQCACC or sent electronically to [S1@cadet.org](mailto:S1@cadet.org) NLT 23 April 2019.
- b. Picture in uniform of cadet in Class A/B uniform attached to application packet.

- c. Late packets will not be accepted for consideration. Incomplete packets may affect the cadet's consideration.
- d. Packets must include:
  - i. Packet is organized in a manila folder with clasp (Pendex) similar to the cadet service record as defined in CR 1 or scanned and sent electronically.
  - ii. A complete "**True Copy**", Form 13.
  - ii. A signed 10<sup>th</sup> 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 10<sup>th</sup> Corps staff.
  - iii. Responses to the questions outlined in PART TWO of the application.
  - iv. Letter of recommendation from the Commandant and/or Brigade Advisor describing suitability for the 10<sup>th</sup> Corps Staff position being applied for and that the applicant complies with all requirements of this Circular and Cadet Regulations.
  - v. I have completed all other requirements in Circular 010-1718-002.
  - vi. Any other supporting documentation the cadet believes will assist in evaluating her/his qualifications.

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 (advance notice will be given)
- d. All State Activities scheduled in the 2019-2020 YTC.
- e. **Expectation for applicant to attend and participate in the 04 May 2019 State Drill, as well as the 2018-2019 ADVON/Summer Camp (13-23 June 2019).**

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 the staff. Breakfast, lunch, and dinner will be provided on the Drill Saturday, and breakfast on Sunday morning.

6. **BOARDS:** Those applying for Commander and Command Sergeant Major must go before a personnel board at the State Individual Major Award at Los Alamitos JTF on 04 May 2019. Applicants must provide a "**True Copy**" of their Form 13. They will appear before the board in Class A/B.

7. **POINT OF CONTACT:** Point of contact regarding this circular is the undersigned via email at [kevin.baxter@cadet.org](mailto:kevin.baxter@cadet.org)

FOR THE EXECUTIVE OFFICER:

*/s/ signed electronically*  
KEVIN S. BAXTER  
LTC, CACC  
10<sup>th</sup> Corps Advisor

**PART ONE: General Candidate Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
Rank: \_\_\_\_\_ Brigade: \_\_\_\_\_ Years Enrolled in CACC: \_\_\_\_\_ Grade: \_\_\_\_\_  
Position Applying For: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_  
Primary Email: \_\_\_\_\_@\_\_\_\_\_

**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 10th 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).
5. I have a "**TRUE COPY**" (as stated in CR1) of my Form 13.
  
6. I have included my responses to each of the questions outlined below on a separate page in no more than 2-5 sentences.
  - a. If you were selected for the position you are applying for, how would you improve the position and what will you contribute to the overall success of the 10th Corps Staff?
  - b. What are your goals for improving the CACC, and how will you achieve this through the 10th Corps Staff?
  - c. What are your top three best and worst leadership traits? How do you plan on improving your weaker leadership traits?
  
7. When all items of the application are complete, please submit the application electronically to [S1@cadet.org](mailto:S1@cadet.org) .

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

10<sup>th</sup> Corps Staff will conduct themselves professionally.

10<sup>th</sup> Corps Staff will refrain from posting anything that is not considered appropriate on any personal social media.

10<sup>th</sup> Corps Staff will adhere to the chain of command.

10<sup>th</sup> Corps Staff will adhere to the guiding principles of the Cadet Codes, Leadership Traits and Principles.

10<sup>th</sup> Corps Staff will understand their duties and assignments and follow through their completion as to the best of their abilities.

10<sup>th</sup> Corps Staff will complete assignments by the scheduled date posted. If unable to complete the task by that time, the cadet will contact the 10<sup>th</sup> Corps Executive Officer.

10<sup>th</sup> Corps Staff will attend all meetings unless a serious issue arises. In the event that the cadet is unable to attend a meeting, the cadet will contact the 10<sup>th</sup> Corps Executive Officer five days in advance.

10<sup>th</sup> 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.

10<sup>th</sup> 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.

## 10<sup>th</sup> 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 have the ability to, 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 have reviewed the "**10<sup>th</sup> 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 codes "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: \_\_\_\_\_