



REPLY TO  
ATTENTION OF

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

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

CACC-10

14 August 2019

CIRCULAR 010-1920-004

**18<sup>TH</sup> BRIGADE ADVISOR SELECTION**

1. **GENERAL:** HQS, CACC is currently inviting interested adult CACC members to apply for appointment as the 18<sup>th</sup> BDE Advisor. The 18<sup>th</sup> BDE is located in area of Victorville/Adelanto, CA.

2. **AVAILABLE POSITIONS:**

a. Excerpts from CR 1-4: **Brigade Advisor (BA):** A senior officer in the California Cadet Corps who has been selected by Headquarters, California Cadet Corps to oversee, direct, and advise commandants, assistant commandants, and project officers assigned to a brigade. Brigade Advisors are chosen and assigned by the Executive Officer based on factors to include, but not limited to, their education, general California Cadet Corps knowledge, and experience as a teacher/commandant. The duties of a Brigade Advisor include, but are not limited to the following:

- (1) Ensuring compliance with CACC Regulations and guidance.
- (2) Managing Brigade Supply Accounts and monitoring subordinate unit supply accounts.
- (3) Assisting commandants with the implementation of the CACC Curriculum.
- (4) Planning and implementing Brigade Activities such as drill competitions, leadership schools, bivouacs, rifle matches, individual major awards, and other brigade-wide training and operations.
- (5) Providing monthly brigade strength, activity, and personnel reports.
- (6) Cadet Officer personnel management.
- (7) Commandant Officer personnel management of individuals assigned to the brigade.
- (8) Public relations management within the brigade.
- (9) Maintaining brigade files and historical documents.
- (10) Selection and management of the cadet brigade staff.
- (11) Providing staff development to commandant and cadet personnel.
- (12) Evaluating subordinate units of the brigade.

3. **APPLICATION PACKETS:**

- a. A memorandum of interest will suffice as an application. The memorandum should contain at least the following information:
  - (1). Interest in appointment as the 18<sup>th</sup> BDE Advisor.
  - (2). A summary of your CACC experience.
  - (3). A statement your plan to sustain or improve communications and cooperation amongst 18<sup>th</sup> BDE commandant staff, the District, and HQS CACC.
  - (4). Your plan to improve cadet leadership at the brigade level, engagement in 10<sup>th</sup> Corps Cadet Staff, and participation at summer encampment.
- b. Applications are due to LTC Smith NLT 23 August 2019.

4. **SELECTION PROCESS:**

- a. Applications should be sent electronically to the undersigned.
- b. The CACC Executive Officer will make the final determination on appointment of the 18<sup>th</sup> Brigade Advisor, and an announcement will be made on State Orders.

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SUBJECT: 18<sup>th</sup> Brigade Advisor Selection

- 6. POINT OF CONTACT:** Point of contact regarding this circular is the undersigned via email at [Michael.Smith@cacadets.org](mailto:Michael.Smith@cacadets.org)

FOR THE EXECUTIVE OFFICER:

*/s/ signed electronically*

MICHAEL J. SMITH  
LTC, CACC  
Assistant Executive Officer