

**Summer Basic Commandant Training Academy  
July 2019**

HQ CACC  
18 APRIL 2019

WARNING ORDER: 010-1819-007

**1. SITUATION:**

- Summer Basic Commandant Training Course
- Dates: 21-28 July
- Start and End Times: 0800 hrs. 22 July/ 1200 hrs. 28 July (21 July is a Travel Day)
- Location: Camp San Luis Obispo Bldg. 1301
- Units participating: All individuals needing to obtain a Preliminary Drill Credential
- Participation Requirements: **Ability to attend the entire length of the program.**
- Training events planned: CSTP's, Curriculum & Planning, Basic Drill, Cadet Management, Instruction, etc. A detailed schedule of activities will be e-mailed to participants.
- Uniform is CMU or its equivalent

**2. MISSION:** To provide the knowledge, skills, and opportunity for an individual to fulfill one of the major requirements in obtaining a TAG letter to apply for a preliminary Designated Subjects Special Subjects Basic Military Drill Credential (DSSSBMDC); which is required to be an instructor for a Cadet Corps program. The Commandant Basic Knowledge Test and all performance task evaluations will be provided (drill and ceremonies, commandant uniform wear, military courtesy, etc.).

**3. EXECUTION:**

- To offer a training academy to insure all commandants teaching the course are better prepared to meet the challenges of instruction, operations, and inspections in the CACC program.
- The Commandant Training Academy will focus on the criteria of operations as per Cadet Regulation 3-10 [https://cacadets.org/sites/default/files/Regulations/CR3\\_10\\_DEC\\_14.pdf](https://cacadets.org/sites/default/files/Regulations/CR3_10_DEC_14.pdf)
- Each day will consist of approximate 8 hours of class time and 2 hours of lab/test time.
- Class Hours will be from 07:30AM until 8PM
- Attendees will be given 1-hour for Lunch and dinner.
- Classes will consist of instruction, application, Drill, and group work.
- The Basic Commandant's Knowledge Test will be administered in sections during lab time.
- The hours of 6PM-8PM will be used for lab work or testing.
- Attendees not completing the entire course AND/ OR not passing the Commandant Knowledge Test will not be approved for *The Adjutant Letter*.

**4. SERVICE AND SUPPORT:**

- Participants will be provided contract meals at no cost to the participants beginning with the evening meal, from 5 pm – 6:30 pm, on 21 July 2019 and ending with the morning meal on 28 July 2019.
- Participants will be provided with open bay billets at no cost to the participants the evening of 21 July 2019 through the morning of 28 July 2019. For individuals that would like private billeting you will need to contact billeting at 805-594-6500. NOTE: Private billeting or is at the expense of the participants. *See Annex 1*

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- HQ CACC is currently working on a billeting contract on base- If successful, participants may be reimbursed through CalAters.
- Applicants are highly encouraged to apply for the Cadet Corps prior to attending the BCTA. Members of the CACC can be paid for their time as well as possible reimbursement of travel expenses. Please go to <https://cacadets.org/node/113> and complete the Commandant Application Package. **Package must be completed and approved prior to BCTA** in order to obtain these benefits.
- Transportation to and from CSLO and while at CSLO is the responsibility of the participant and will not be reimbursed at state expense.
- Individuals not yet appointed in the California Cadet Corps will wear a black polo shirt and khaki trousers. The black CACC polo shirt can be purchased in advanced by going to [www.cadetstore.org](http://www.cadetstore.org) shirt prices are \$25.
- All attendees who are officially appointed members of the California Cadet Corps or members of the California National Guard or California State Military Reserve will be expected to wear the regulation ACU or OCP uniform IAW CR 1-3 and AR 670-1 or the Commandant Multipurpose Uniform (CMU) IAW Change 2 to CR 1-3 to all classes and activities during the academy.
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**5. COMMAND:**

- **Instructors & Assignments:** TBD (Any already qualified Commandant, teacher, or academic coach wishing to participate as a BCTA instructor please contact Chief Arbogast ([david.arbogast@cacadets.org](mailto:david.arbogast@cacadets.org)). Instructors will be assigned on a case by case basis. Those wishing to Instruct will email Chief Arbogast with full contact information, area of expertise, Topic of Instruction (See CR 3-10).

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**REGISTRATION**

- Persons interested in enrolling in CTA must send an e-mail to Chief David Arbogast ([david.arbogast@cacadets.org](mailto:david.arbogast@cacadets.org)) NLT 31 May 2019. The email will contain current contact information:
- Full Name
- Best contact phone and email
- Gender
- Current Rank and active/reserve service affiliation- if applicable
- Prior military experience: Years served, affiliation, last rank achieved
- Teaching/ Instructor/ Classroom experience
- Job title/ school/ place of employment
- Any notes that should be known (allergies, dietary concerns, ADA, etc.)

**KEY SUSPENSE DATES**

- 31 May: Instructor/Assignment request in to CPO Arbogast
- 13 June: Student request in to Chief Arbogast
- 22 July 2019: First Day of Instruction
- 28 July 2019: Last Day of BCTA

**If a minimum number of attendees are not confirmed by the 13 June cut off- then the training will be cancelled and postponed to a later date.**

POC: Point of Contact for this event is Chief David Arbogast. E-mail: [david.arbogast@cacadets.org](mailto:david.arbogast@cacadets.org) ;  
Office Phone: 805-782-6742.

**ACKNOWLEDGE:**

Arbogast, David A NCC(CA)

**DISTRIBUTION:**

BDE ADVISOR  
UNCREDENTIALLED COMMANDANTS  
PRINCIPALS  
SCHOOL STAFF  
PROSPECTIVES

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**ANNEX A** (General instructions / Packing List) to Summer Basic Commandant Training Academy (SBCTA)

1. General (Resident Courses)

a. Billeting is available throughout the course. Billeting will be available at no cost, but students may choose own lodging at own expense. NO REIMBURSEMENT from CACC.

b. Location – Camp San Luis Obispo, 10 Sonoma Ave. Bldg 1301, San Luis Obispo, CA 93405

c. Arrival – Travel day 21 July 2019

d. Report – 0730 @ Bldg 1301

e. Dining – Meals are provided and per diem will not be authorized during specified dates.

f. Packing List

(1) The following packing list details the required for the Basic Commandant Course (BCTA).

Required:

- Valid Driver's License, Valid Auto Insurance, Valid Vehicle Registration
- Lap Top/Chrome Book, or Tablet with WiFi capability and USB compatible
- Note taking materials (Pens, pencils, paper)
- Thumb Drive
- Uniform: OCP, CMU, or approved military organization (see WARNO)
- Hygiene Kit
- Bath towel, wash rag
- Shower shoes
- Sleeping Bag and Pillow
- Laundry bag
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Recommended:

- Book bag
- Water Bottle
- Ear plugs
- Civilian Clothes
- Air Mattress