

WARNING ORDER: 010-1920-002

**1. SITUATION:**

- a. Winter Basic Commandant Training Academy
- b. Dates: 15-22 January 2020
- c. Start and End Times: 0730 hrs. 16 JAN- 1200 hrs. 22 JAN (15 JAN is a Travel Day)
- d. Location: Camp San Luis Obispo Bldg. 918
- e. Units participating: All adult CACC members who haven't attended BCTA
- f. Participation Requirements: **Ability to attend the entire length of the program.**
- g. Training events planned: CSTP's, Curriculum & Planning, Basic Drill, Cadet Management, Instruction, etc. A detailed schedule of activities will be e-mailed to participants.
- h. Uniform is CMU or its equivalent

**2. MISSION:** 16-22 June 2019 at CSLO, CACC commandants learn the basics of how to run or support the Cadet Corps program in a school or brigade.

BCTA provides 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:**

- a. To offer a training academy to ensure all commandants are better prepared to meet the challenges of instruction, operations, and inspections in the CACC program.
- b. The Basic Commandant Training Academy will focus on the criteria of operations as per Cadet Regulation 3-1, Chapter 8
- c. Each day will consist of approximate 8 hours of class time and 2 hours of lab/test time.
- d. Class Hours will be from 0730 until 8PM
- e. Attendees will be given 1-hour each for Lunch and dinner.
- f. Classes will consist of instruction, application, Drill, and group work.
- g. The Basic Commandant's Knowledge Test will be administered in sections during lab time.
- h. The hours of 6PM-8PM will be used for lab work or testing.
- i. Attendees not completing the entire course AND/ OR not passing the Commandant Knowledge Test will not be approved for *The Adjutant General's Letter (TAG Letter)*.

**4. SERVICE AND SUPPORT:**

- a. Participants will be provided contract meals at no cost to the participants beginning with dinner, from 5 pm – 6:30 pm, on 15 JAN 2020 and ending with breakfast on 22 JAN 2020
- b. Participants will be provided with open bay billets at no cost to the participants the evening of 15 JAN 2020 through the morning of 22 JAN 2020. 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.
- c. Those individuals requiring an employer letter or state orders must contact Nicole Plaza at Personnel HQ CACC ([personnel@cacadets.org](mailto:personnel@cacadets.org)) prior to the event (allow for sufficient time prior).

- d. Applicants are highly encouraged to apply for appointment in the Cadet Corps prior to attending the BCTA. Members of the CACC can be paid for their time in the course and travel day. Please go to <https://cacadets.org/HqS1/Join> and complete the Commandant Application Package. **Package must be completed and approved prior to BCTA** in order to obtain benefits. Non-CACC members are welcome to take the course without pay.
- e. Transportation to and from CSLO and while at CSLO is the responsibility of the participant and will not be reimbursed at state expense.
- f. 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. Shirts will be available for purchase during BCTA.
- g. All attendees who are officially appointed members of the California Cadet Corps or members of the California National Guard or California State Guard will be expected to wear the regulation OCP or Commandant Multipurpose Uniform IAW CR 1-3 or AR 670 to all classes and activities during the academy.
- h. **PACKING LIST:**
  - 1) **REQUIRED:**
    - a) Valid Driver's License, Valid Auto Insurance, Valid Vehicle Registration
    - b) Laptop/Chrome Book, or Tablet with WiFi capability and USB compatible
    - c) Note taking materials (Pens, pencils, paper)
    - d) Thumb Drive
    - e) Uniform: OCP, CMU, or approved military organization (see WARNO)
    - f) Hygiene Kit
    - g) Bath towel, washcloth
    - h) Shower shoes
    - i) Sleeping Bag or sheets/blanket and Pillow
    - j) Laundry bag
  - 2) **Recommended:**
    - k) Book bag / backpack
    - l) Water Bottle
    - m) Ear plugs
    - n) Civilian Clothes
    - o) Air Mattress
- i. **REGISTRATION:**
  - 1) Persons interested in enrolling in BCTA must complete the BCTA Participants' Application NLT 21 DEC 2019.
  - 2) The application may be found on the home page (<https://cacadets.org/Main>) under the "Links" section to the right of the page, or under Events.
- j. **KEY SUSPENSE DATES**
  - 3) 30 November 2019: Instructor/Assignment request in to CPO Arbogast
  - 4) 21 December 2019: Student applications in
  - 5) 16 January 2020: First Day of Instruction
  - 6) 22 January: Last Day of BCTA
- k. **If a minimum number of attendees are not confirmed by the 21 December cut off- then the training will be cancelled and postponed to a later date.**
- l. POC: Point of Contact for this event is COL Grace Edinboro. E-mail: [grace.edinboro@cacadets.org](mailto:grace.edinboro@cacadets.org) ; phone: 925-405-7720.

**5. COMMAND & CONTROL:**

- a. **Instructors & Assignments:** TBD (Any already qualified Commandant, teacher, or academic coach wishing to participate as a BCTA instructor please contact Colonel G. Edinboro ([grace.edinboro@cacadets.org](mailto:grace.edinboro@cacadets.org))).
- b. Those wishing to Instruct please email COL Edinboro with full contact information, area of expertise interested in instructing.

**ACKNOWLEDGE:**

Arbogast  
NCC(CA)

**DISTRIBUTION:**

Brigade Advisors  
Commandants w/o BCTA  
Principals  
Prospective Commandants