

Cadet Regulation 1-4

Personnel

Adult Member Personnel Management

HEADQUARTERS
California Cadet Corps
Camp San Luis Obispo, CA
8 October 2016

UNCLASSIFIED

SUMMARY of CHANGE

CR 1-4 Adult Member Personnel Management

This revision of CR 1-4, dated 8 October 2016:

- Makes extensive regulation, policy, responsibility, and procedural changes to personnel management topics
- Makes extensive formatting changes throughout
- Adds a 10 hours per year minimum to maintain currency
- Changes appointment and promotion requirements
- Changes language of Temporary Duty to State Active Duty and incorporates eligibility and appointment options
- Expands possible disciplinary actions beyond demotions and separations
- Authorizes special appointment criteria for emergency services personnel
- Changes content on the adult application form
- Changes content on promotion request form
- Incorporates information about the CACC Identification Card
- Clarifies reappointments
- Establishes LIVE SCAN policy and review procedures
- Eliminates AGI requirements for promotion

California Cadet Corps

Adult Member Personnel Management

By Order of the Adjutant
General:

DAVID S. BALDWIN
Major General
The Adjutant General



GRACE E. EDINBORO
Colonel, CACC
Executive Officer

History. This version supersedes all prior versions of this regulation.

Summary. This regulation prescribes the standards and procedures by which CACC Adult Members are accessed into, promoted, assigned within, and discharged from, the CACC.

Applicability. This regulation applies to all adult personnel accessed

into, or working in, the CACC.

Proponent. The Proponent of this regulation is the Executive Officer, CACC, 10 Sonoma Avenue, Bldg 1301 Camp San Luis Obispo, CA 93505.

Exception Authority. The Proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations.

The Proponent may delegate this approval authority, in writing, to a field-grade HQ, CACC staff officer or State Special Projects Officer.

Requests for exceptions or waivers should include a problem statement, full justification and analysis, and should be routed through your chain of command to the Proponent.

Supplementation.
Supplementation of this

regulation and establishment of local forms is prohibited, without prior written approval from the Proponent. Please send a draft copy of each supplement to the Proponent through your chain of command.

Suggested Improvements. Users are invited to send comments and suggested improvements in memorandum form directly to the Proponent.

Revision Committee. The following Service Members worked extensively on this revision: MAJ (CACC) Ivan Mendoza (Chair); MAJ (CACC) Kenneth Cook-Askins; MAJ (CSMR) Kirk Sturm; CSM (CACC) David Archer.

Distribution. This regulation is available in electronic media only and is intended for all levels of the CACC organization and is authorized for public distribution.

Contents (Listed by paragraph and page number)

Chapter 1

General

- 1-1. Purpose, *page 1*
- 1-2. Definitions, *page 1*
- 1-3. Authority, *page 3*
- 1-4. Appointing Philosophy, *page 3*
- 1-5. Appointing Authority, *page 3*
- 1-6. Appointing Limitations, *page 3*
- 1-7. Forms, *page 3*

Chapter 2

LIVE SCAN Policy and Procedures

- 2-1. Policy, *page 5*
- 2-2. Procedures, *page 5*
- 2-3. Responsibilities, *page 5*

Chapter 3

Eligibility Requirements

- 3-1. General, *page 6*
- 3-2. Active and Prior Military Service Personnel, *page 6*
- 3-3. Non-prior Military Service Personnel, *page 6*
- 3-4. Initial Appointment, *page 6*
- 3-5. Recognition of CACC Adult Members, *page 7*
- 3-6. Basic Military Drill Credentials, *page 8*
- 3-7. Waiver of Eligibility Criteria, *page 8*
- 3-8. Reappointments, *page 8*

Chapter 4

Recognition Process and Procedures

- 4-1. Application Packet, *page 10*
- 4-2. Processing Procedures, *page 11*
- 4-3. Date of Accession, *page 12*
- 4-4. Oath Administration, *page 12*

Chapter 5

Administrative Actions

- 5-1. General, *page 13*
- 5-2. Promotion Requirements, *page 13*
- 5-3. Brevets and Frocking, *page 14*
- 5-4. Suspension Pending Investigation, *page 14*
- 5-5. Procedures, *page 14*
- 5-6. Assignments and Transfers, *page 14*

- 5-7. Currency Requirements, *page 15*
- 5-8. Retirement Status, *page 15*
- 5-9. CACC Identification Cards, *page 15*

Chapter 6

State Active Duty

- 6-1. General, *page 17*
- 6-2. Eligibility, *page 17*
- 6-3. Appointment Options, *page 17*
- 6-4. Travel and Expenses, *page 17*
- 6-5. Casualty Compensation, *page 18*
- 6-6. Procedures, *page 18*

Chapter 7

Separations

- 7-1. General, *page 19*
- 7-2. Types of Discharges, *page 19*
- 7-3. Resignations, *page 20*
- 7-4. Procedures, *page 20*

Chapter 8

Disciplinary Actions

- 8-1. General, *page 21*
- 8-2. Policies, *page 21*
- 8-3. Administrative Disciplinary Actions, *page 21*
- 8-4. Procedures, *page 22*
- 8-5. Member Redress, *page 22*

Tables

- Table 3-1, Maximum Grade by Duty Assignment, *page 23*
- Table 3-2, Initial Appointment Criteria, *page 25*
- Table 3-3, Emergency Services Rank Equivalencies, *page 27*
- Table 5-1, Promotion Requirements, *page 28*
- Table 5-2, Military Education Equivalencies, *page 31*

CHAPTER 1

General

1-1. Purpose.

This regulation prescribes the policies, procedures, and responsibilities of adult personnel management for people applying or appointed to the California Cadet Corps (CACC). This regulation does not apply to CACC cadets.

1-2. Definitions.

This regulation uses the following definitions:

- a. Applicant: Applicant means a person applying to be a CACC Adult Member or an existing CACC Adult Member who is applying for promotion.
- b. Assistant Commandant (ASST CMDT): A commissioned officer, warrant officer, or enlisted member of the CACC assigned to support and assist the Commandant of Cadets at one or more schools. This individual may be a credentialed teacher, school volunteer, or other school staff member.
- c. Brigade/Regimental Advisor (BA/RA): A senior officer in the CACC who has been selected by HQ, CACC to oversee, direct, and advise commandants, assistant commandants, and project officers assigned to a brigade or regiment. Brigade/Regimental Advisors are chosen and assigned by the Executive Officer based on their education, general CACC knowledge, and experience as a teacher/commandant. Normally, a Brigade or Regimental Advisor shall be a commandant in the region who has been approved for employment by the governing board of a school district in the region. A Regimental Advisor may also serve as a Brigade Support Officer. The duties of a Brigade or Regimental 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.
- d. Brigade Support Officer (BSO): An officer or warrant officer in the CACC who has been selected by the Brigade advisor to help in the administration of brigade and district functions. Each brigade is authorized (1) one brigade support officer. In the case of multiple districts in a brigade or in the case of brigades with more than 1000 cadets, upon approval of headquarters CACC, additional brigade support officers may be assigned. In the event a commissioned or warrant officer is not available or suitable for service, an enlisted member may be assigned to this capacity.
- a. CACC Adult Member: means a California National Guard or California State Military Reserve service member who is filling a CACC vacancy, or, any person assessed into the CACC to fill a school or CACC vacancy.
- b. Commandant (CMDT): A credentialed teacher assigned by a public or charter school to teach one or more class periods of the CACC generally consisting of not less than 200 minutes per week of instruction and appointed as a commissioned officer, warrant officer, or enlisted member in the CACC. In the case of private schools, the individual must be assigned to teach a CACC class of not less than 200 minutes per week and be appointed as a commissioned officer, warrant officer, or enlisted member in the CACC. A commandant may also be a credentialed administrator assigned as principal of a public, charter, or private school, appointed as a commissioned officer, warrant officer, or enlisted member in the CACC, who is responsible for the leadership and supervision of Assistant Commandants of Cadets teaching one or more of the above specified classes at the school.
- c. HQ, CACC Staff Officer/NCO: An officer, warrant officer, or enlisted member in the CACC assigned to duties in support of CACC operations at the state headquarters level.
- d. Projects Officer/NCO (SPO/SPNCO): An officer, warrant officer, or enlisted member in the CACC assigned to duties in support of CACC operations that do not involve direct supervision of cadets. Examples include, but are not limited to: medical services, chaplain services, legal services, conflict mediation, instructional support, regulations and curriculum writing, administrative, logistical or public relations support. These individuals may be required by school district policy to follow volunteer approval protocols, but their appointment and functions in the CACC are at the pleasure of the Executive Officer. Brigade Advisors may

nominate individuals for appointment as special project officers.

1-3. Authority.

Statutory authority for this regulation includes Sections 502, 502.1, 502.2, 502.3, 502.5, 505, and 530 of the California Military and Veterans Code.

1-4. Appointing Philosophy.

Being a CACC Adult Member is a privilege, not a right.

1-5. Appointing Authority.

Appointments as officers, warrant officers, or enlisted members in the (CACC) shall be made by the Governor, with consideration of the recommendations of the governing board of the applicable school district, and with the approval of the Adjutant General or designee.

CACC officers, warrant officers, and enlisted members shall serve at the pleasure of the Governor.

CACC officers, warrant officers, and enlisted members may be ordered, with their consent, to State Active Duty (SAD) as provided in this regulation and the California Military and Veterans Code (CMVC).

1-6. Appointing Limitations.

CACC officers, warrant officers, and enlisted members shall only be appointed to fill vacancies within the CACC as Commandants of Cadets, Assistant Commandants of Cadets, HQ, CACC Staff Members, or Special Projects Officers.

School districts may delegate authority to sign documents identified in this regulation using the procedures outlined in CR 1-11, Governing Board Delegation of Authority.

Nothing herein shall be construed to prohibit the filling of CACC vacancies with California National Guard (CNG) or California State Military Reserve (CSMR) service members, if they otherwise meet the qualifications for such vacancy.

1-7. Forms.

The forms for this regulation can be found on the CACC website in PDF format.

The S-1, HQ, CACC has the responsibility to create, update, and post the forms for this regulation.

CHAPTER 2

LIVE SCAN POLICY AND PROCEDURES

2-1. Policy.

It is the policy of the CACC that:

- (a) A LIVE SCAN background check shall be completed, analyzed, and approved prior to the appointment of a new CACC Adult Member.
- (b) A LIVE SCAN background check shall be completed, analyzed, and approved prior to the promotion of any existing CACC Adult Member if that existing member has:
 - a. A break in continuous service, or,
 - b. Not completed a LIVE SCAN background check within the last seven (7) years.
- (c) The LIVE SCAN background check will include a review of the California Department of Justice and Federal Bureau of Investigation criminal databases.
- (d) The LIVE SCAN background check shall include on-going monitoring by the California Department of Justice.
- (e) The LIVE SCAN background check requirement cannot be waived.

2-2. Procedures.

A letter from an employing school district stating the applicant has passed a LIVE SCAN background check shall not be accepted.

2.3 Responsibilities.

- (a) No CACC Adult Member shall appoint or promote any applicant that has not passed a LIVE SCAN background check, as certified, in writing, by the Assistant Executive Officer.
- (b) Applicants shall provide verification that he or she has completed a LIVE SCAN background check.
- (c) Applicants shall pay for the LIVE SCAN background check and shall not be reimbursed.
- (d) The Assistant Executive Officer shall review and analyze each LIVE SCAN background check report, prior to the appointment or promotion to insure each applicant has passed the LIVE SCAN background check.
- (e) The Assistant Executive Officer shall approve a LIVE SCAN background check

when it is free of any background discrepancies that would disqualify the applicant.

- (f) The Assistant Executive Officer shall consult with a Judge Advocate when a LIVE SCAN background check has discrepancies that may disqualify the applicant. The Judge Advocate will analyze the discrepancies and prepare a written legal opinion regarding the discrepancies. The final decision to approve or disqualify the applicant rests with the Assistant Executive Officer.
- (g) The Assistant Executive Officer shall not approve a LIVE SCAN background check when there are any discrepancies that would disqualify an applicant.
- (h) When the Assistant Executive Officer disqualifies an applicant based on the LIVE SCAN background check, the applicant shall be told he or she did not pass and no justification or analysis needs to be provided.

CHAPTER 3

ELIGIBILITY REQUIREMENTS

3-1. General.

The primary purpose of the CACC is to provide for the development of leadership, patriotism, and citizenship in the youth of California through enrollment and participation at the elementary, middle, junior and senior high school, and community college levels. Therefore, a highly qualified corps of officers, warrant officers, and enlisted CACC Adult Members is essential. Such individuals are specifically sought for appointment and assignment in the CACC, as provided herein.

3-2. Active and Prior Military Service Personnel.

Current and former officers, warrant officers, and enlisted personnel of the Regular or Reserve Components of the Armed Forces of the United States, or the California State Military Reserve may be selected for appointment in the CACC as provided herein.

Former members must have been separated with an “Honorable” discharge. Other types of discharges (medical, general under honorable) shall be reviewed as part of the application as a whole. Under no circumstances shall any applicant with a discharge categorized as dishonorable, misconduct, or other than honorable be considered.

Prior service officers, warrant officers, or enlisted members may be reappointed at their previous federal/state rank last held or as noted in Table 2-2.

Individuals who have achieved a general/flag officer rank may be commissioned in the CACC at the last honorable rank held in the Regular or Reserve Components of the Armed Forces of the United States, or the California State Military Reserve.

3-3. Non-Prior Military Service Personnel.

Applicants without prior military service may be selected for appointment in the CACC as described in Table 2-2.

Applicants without prior military service but who are employed as emergency service personnel such as police officers, paramedics, and firefighters may be appointed to a rank equivalent to their emergency service rank but not to exceed the rank of Chief Warrant Officer 3 using the equivalencies in Table 3-3. Such personnel may use that rank/grade as an equivalent to a military rank based on specialized training for the purposes of initial appointment.

3-4. Initial Appointment.

The recommendation for an initial appointment of commandant and assistant commandant personnel shall be completed by the school board having jurisdiction over the school to which the Commandant/Assistant Commandant is assigned and forwarded to HQ, CACC. School boards shall follow the guidelines established herein and Tables 3-1 and 3-2 when recommending appointment of commandant and assistant commandant

personnel.

Request for appointment as an HQ, CACC staff officer/NCO or Special Project Officer/NCO at any level shall be submitted to the Executive Officer as provided herein. The Executive Officer shall follow the guidelines herein when considering the appointment of HQ, CACC staff and/or special projects officers/NCOs.

3-5. Recognition of CACC Adult Members.

Recognition of CACC Adult Members by the Office of the Adjutant General is essential.

Without recognition, adult personnel shall not be authorized to wear the uniform, shall not be compensated for services rendered as a part of the State funded program, shall not be furnished with uniforms or equipment, and shall not be allowed to participate in State supported activities.

The recognition of officers, warrant officers, and enlisted member appointed in the CACC shall be governed by the rules established in this regulation.

An applicant must meet the following minimum requirements:

- a. Minimum Age. Prior to appointment, the applicant must be at least 18 years old.
- b. Citizenship. The applicant must be a citizen of the United States, or an alien who has been lawfully admitted to the United States for permanent residence and be a resident of the State of California.
- c. Education/Experience. Applicants must meet educational and/or experience requirements as described in Table 2-2. Only degrees from colleges or universities accredited by one of the six regional Accrediting Agencies (e.g. ACS-WASC, MSACHE, NEACS-CIHE, NCASC-HLC, NCCU, or SACS) shall be accepted.
- d. Character. Applicants must be of good moral character. Applicants must not have been convicted of an offense defined in CALIFORNIA PENAL CODE 290 (Megan's Law) and be able to pass a background LIVE SCAN check by the Federal Bureau of Investigation (FBI) and California Department of Justice (DOJ). Applicants are required to submit a LIVE SCAN transmission verification document with the application packet. When evaluating suitability for appointment in the CACC, as a general rule, the guidelines followed by the California Commission on Teacher Credentialing shall be used to determine whether an applicant qualifies for appointment; in other words, the disqualifying factors identified in the California Education Code relative to credential issuance, and the regulations followed by the CTC shall be the basis for decisions made regarding moral suitability of an applicant for appointment in the CACC.
- e. Leadership. Applicants must possess qualities of a leader and have the ability to deal effectively with people, especially youth. Such qualifications may be

evaluated in terms of the applicant's age, education, background and experience.

- f. Medical. Applicants must be free from any contagious or communicable diseases that the California Education Code deems a barrier to employment in California schools and be of such good health as to not prevent the applicant from performing assigned duties. Applicant must submit a current Tuberculosis (TB) Test showing negative results, not more than 2 years old with the appointment application.
- g. LIVE SCAN: Applicants for appointment and promotion must pass a LIVE SCAN background check as discussed herein.

3-6. Basic Military Drill Credentials.

Commandant personnel requiring a Designated Subjects Special Subjects Basic Military Drill Teaching Credential to perform their duties shall apply through the employing school district or a qualifying university for the credential. Additional information about the qualifications and procedures to obtain the Designated Subjects Special Subjects Basic Military Drill Credential are contained in CR 1-10, Credentialing of CACC Personnel.

3-7. Waiver of Eligibility Criteria.

Any waiver of the initial appointment criteria requires the written approval from BOTH the Executive Officer, CACC and the Commander, Youth and Community Programs Task Force.

The LIVE SCAN background check requirement discussed herein cannot be waived.

3-8. Reappointments.

A CACC member who was initially appointed in the CACC at one grade, but who later meet qualification criteria for appointment to a higher grade may apply for a reappointment using the CACC Promotion Form and including proof of qualification.

A CACC member who was initially appointed as commissioned officer in the CACC prior to the introduction of warrant officers and enlisted members who meet the criteria for appointment as a warrant officer or enlisted member may apply for a reappointment as a warrant officer or enlisted member using the CACC Promotion Form and including proof of qualification. Initial appointment may take into account time in grade or time in service in the CACC already accumulated for one promotion only.

A CACC member who transitions from commissioned officer to an enlisted member or warrant officer must meet the commissioned officer promotion criteria to transition back.

A CACC member who was previously separated from the CACC may reapply for appointment but must qualify under the current initial appointment criteria. In addition, a CACC member who meets the military experience and civilian education requirements for their last grade may be reappointed at their last grade.

A CACC member who is on the CACC retired list and is brought back into active CACC service may be reappointed at his or her last grade.

CHAPTER 4

RECOGNITION PROCESSING AND PROCEDURES

4-1. Application Packet.

The application packet for recognition of commandant personnel by the Office of the Adjutant General shall include the following documents, as applicable:

- a. CACC Form 2, Application package checklist
- b. CACC Form 7, Application for appointment
- c. DD Form 214 (or equivalent CSMR or CNG State form/letter) - for prior military service personnel only. Copy of CACC service record (if previously a cadet) (If previously a cadet and CACC service record is not available, include a copy of high school transcripts). If a member of another youth leadership development organization (Sea Cadets, Civil Air Patrol, Young Marines, JROTC, etc as identified in Table 2-2, include proof of honorable membership).
- d. Copy of all current teaching credential(s) or vocational certificate(s) or license(s).
- e. Copy of highest diploma awarded (Associates, Bachelors, Masters, or Doctoral level diplomas) or copy of transcripts.
- f. CACC Form 9, Personal Identification Data Sheet. This form is optional but an identification card shall not be issued out without one.
- g. CACC Form 10, Oath of Office. This is a required form and must be signed by the applicant under the signature of the appointee. The oath must be administered and signed by a currently commissioned officer in the CACC, the State Military Reserve, the Naval Militia, or the California National Guard. The oath may be signed by HQ, CACC S1 if no officers are available. It shall be filled out as follows:
 - (1) "Sworn to and subscribed before at" location (city and state) "this" ordinal number of the day of the month, i.e, 1st, 2nd, 3rd, 4th, etc. "day of" month of the year, "20" last 2 digits of the current year.
 - (2) The witnessing officer is the one who administers the oath. In this box shall be the first and last name, rank, and position title.
- h. STD. 689 (REV. 5/2002) Form, Oath of allegiance and declaration of permission to work for persons employed by the State of California shall be signed by anyone authorized by law to administer oaths.
- i. CACC Form 11, School Board Recommendation. This is a required form for those applying to be Commandants of Cadets and Assistant Commandants of Cadets. If no delegation of signature authority is on file from the school district,

this must be signed by the principal or administrative equivalent or by the Superintendent or President of the school board for the district. Special Projects Officers/NCOs and those not working directly for a school do not require this form.

- j. CACC Form 27, Waiver of Pay And Allowances. This informs the applicant that the Military Department is not required to provide pay for day to day operations. In general, pay when offered is provided by the employing school district. This does not preclude an CACC Adult Member from receiving pay if on paid State Active Duty orders.
- k. CACC Form 6, Brigade Advisor's Recommendation (for established Brigades).
- l. Four 1-1/2" x 1-1/2" passport sized pictures of head and face or digital photo. Required for ID card but not for appointment.
- m. LIVE SCAN transmission verification (BCII 8016). Must include ATI number. Must be specific to the CACC. Live scans conducted for another agency shall not be accepted.

4-2. Processing Procedures.

For recognition as a Commandant of Cadets or Assistant Commandant of Cadets, each applicant shall:

- (a) Complete the application packet described herein.
- (b) Forward the completed application packet with all enclosures along with the school board documentation appointing the applicant to the HQ, CACC for final action.

Personnel applying for Special Projects Officer or HQ, CACC Staff positions shall forward the completed application packet directly to the HQ, CACC ATTN: Executive Officer, for final action.

Upon receipt of an application packet, HQ, CACC shall:

- (a) Review the application for completeness.
- (b) Determine eligibility and grade authorized, based on criteria described in Chapter 2, Table 2-2.
- (c) Return Package if incomplete, ineligible or illegible.
- (d) Publish orders and prepare a CACC ID card for the member.

4-3. Date of Accession.

The effective date of the accession orders shall be determined based on the date the applicant signs the Oath.

4-4. Oath Administration.

Only a current commissioned officer may administer the oath as stated in paragraph 4-1(g).

CHAPTER 5

Administrative Actions

5-1. General.

The Adjutant General shall determine by the adoption of rules and regulations the grade and rank to be held by CACC Adult Members appointed in the CACC. Promotions to higher rank shall be determined by the appointed member's experience as a commandant, assistant commandant, or special projects officer, along with their professional knowledge and performance of CACC duties.

5-2. Promotion Requirements.

CACC members must meet the minimum civilian education, military education, time in grade and time in CACC service as stated in Table 5-1 to be considered for promotion.

In addition, the CACC member must attest that they have completed a minimum number of hours of direct service to the CACC during the period since their last promotion. That minimum is also listed in Table 5-1.

Officers, warrant officers, or enlisted members who also hold appointments in a Reserve Component of the Armed Forces of the United States or State of California who are promoted in such force shall be promoted concurrently in the CACC.

Enlisted members shall be promoted using the last rank plus one principle in the initial appointment table but not to exceed the rank of MSG.

Promotion to CPL is authorized as a lateral appointment with at least one year time in grade as a SPC and completion of BCTA. Promotion/appointment to CPL is not a requirement for promotion to SGT.

Promotion to 1SG is a lateral appointment only and is contingent upon serving as the highest ranking NCO Assistant Commandant at a military school or the senior enlisted advisor of a regiment. The individual is appointed a MSG upon vacating this position.

Promotion to CSM is a lateral appointment and is contingent upon serving at the senior enlisted advisor for a brigade or the CACC. The individual is appointed a SGM upon vacating this position.

5-3. Brevets and Frocking.

CACC members who do not meet the promotion criteria but require a promotion to clarify chain of command may be given a brevet for one rank above their current rank. This brevet is only valid within the boundaries of a brigade. A CACC member who has been breveted shall not accumulate TIG towards the next higher rank but shall accumulate TIG at his or her prior rank. If an Adult CACC Member is placed on state orders, pay will be for the actual rank held and not the brevetted rank, but may wear the rank in which brevetted.

Frocking of CACC members is not otherwise authorized.

5-4. Suspension Pending Investigation.

When there is an allegation of wrongdoing against a CACC Adult Member the Executive Officer may suspend that person from his or her duties, with or without pay, until an investigation into the allegations has been completed.

A suspension pending investigation shall not be considered punitive.

A suspension pending investigation shall not be an indication that the CACC Adult Member did anything wrong.

5-5. Procedures.

Personnel who meet the promotion criteria herein may be considered for promotion as outlined in the following procedures.

School principals may request promotion of CACC Adult Members serving as Commandants or Assistant Commandants at their school by submitting a CACC Form 14, CACC Adult Member Request for Promotion, through the Brigade Advisor to the CACC headquarters. The Assistant Executive Officer or Executive Officer may request promotion of CACC Adult Members in the HQ, CACC or State Special Projects Officers/NCOs by submitting a CACC Form 14, CACC Adult Member Request for Promotion. Copies of documentation proving successful completion of applicable civilian and military education must be included with the application package.

Waivers of any promotion criteria are not authorized.

However, a CACC Adult Member may request one TIG waiver throughout in his or her career with the CACC, if all other promotion criteria for the next rank are met.

Temporary deferments to meet military education (MILED) criteria may be requested if the appropriate military course was not offered the 12 months prior to promotion and provided that all other promotion requirements are met. This conditional promotion shall only be valid for no more than a year. Members who fail to complete the appropriate MILED requirement shall be administratively reduced at the end of the deferment with TIG starting over on the effective date of the reduction order.

Promotions are not mandatory and are never automatic simply upon achievement of minimum standards and TIG.

HQ, CACC shall publish promotion orders for CACC Adult Members.

5-6. Assignments and Transfers.

Commandants and Assistant Commandants of Cadets. The assignment and transfer of personnel as Commandants and Assistant Commandants of Cadets are functions of the appropriate school authorities, subject to the approval of the HQ, CACC. All such assignments and transfers shall be announced in State orders, after requests for

assignments or transfers have been received and approved. HQ, CACC is the approving authority for assignment and transfers of officer and enlisted Commandants and Assistant Commandant of Cadets. Requests are made through the Brigade Advisor for transfer shall be accomplished on CACC Form 3 and published on State-level orders.

Special Project Officers/NCOs. The assignment and transfer of Special Project Officers is a function of the HQ, CACC with the concurrence of the officer concerned and the appropriate school authority, if applicable. State orders shall be published announcing these assignments or transfers.

5-7. Currency Requirements.

All CACC Adult Members must perform a minimum of 10 hours of service to the CACC annually. CACC Form 32 or a locally produced form may be used to document service performed.

Brigade Advisors shall validate performance by certifying duty logs. Certified logs of duty/hours shall be submitted to the S1, HQ, CACC NLT 1 June every year.

Those who do not meet currency requirements shall be administratively placed in the inactive CACC. Time in the inactive CACC does not count toward promotion time in grade or time in service.

After a year of inactivity, CACC Adult Members shall be administratively separated unless written notice is provided requesting to remain in the CACC for an additional year in inactive status. CACC Adult Members who are separated who wish to become active again shall need to submit an application and apply for reappointment using the initial appointment criteria in this regulation.

5-8. Retirement Status.

CACC Adult Members with 15 or more years of active adult service with the CACC may retire.

Requests to retire shall be submitted in writing to the HQ, CACC.

Retired CACC Adult Members shall be administratively placed on the CACC retired list.

5-9. CACC Identification Cards.

CACC Identification Cards (CACC ID Cards) shall be authorized and issued to CACC Adult Members.

Requests for CACC ID Cards shall go through the S6, HQ, CACC.

Proof of appointment and active status shall be submitted and verified. Digital passport-style photos taken within the last six months from the shoulders to the top of the head and against a white background shall be submitted to the S6, HQ, CACC as well.

CACC ID Cards are to be used only to facilitate entry onto military installations.

CACC ID Cards shall not be used to gain military benefits including but not limited to military discounts, purchases at the military exchange for alcohol, purchases from the commissary unless cleared by the installation commander, use of military facilities unless allowed by the installation commander, etc.

The identification cards shall be valid for terms of no more than 3 years.

Upon expiration, the identification card must be surrendered to HQ, CACC and a new identification card shall be issued.

If adult personnel are being discharged from the CACC, identification card must be surrendered to HQ, CACC before any release of liability for state property or discharge certificate is authorized.

CHAPTER 6

STATE ACTIVE DUTY

6-1. General.

This chapter prescribes the eligibility, appointment options, and procedures for CACC Adult Members who are appointed to State Active Duty (SAD) on behalf of the CACC, pursuant to Sections 502, 502.1, 502.5, 505, 512, 513, 515, or 516.1 of the California Military and Veterans Code (CMVC).

It also describes the pay, travel reimbursement, and casualty compensation for those CACC Adult Members on SAD (Section 520, CMVC).

6-2. Eligibility.

Each CACC Adult Member must be eligible for according to his or her appointing authority prior to being appointed to CACC SAD.

CACC SAD is at the discretion of the Executive Officer, CACC based upon funding and operational need.

6-3. Appointment Options.

SAD appointment options include:

- (a) CACC Members may be ordered to SAD, with or without pay, by the Governor to assist the California Military Department or its components (Section 502, CMVC).
- (b) CACC Members may, with their consent, be ordered to SAD, with or without pay, by the Adjutant General to assist the CACC (Sections 502.1, 505, and 516.1 CMVC).
- (c) CACC Members may, with their consent, be ordered to SAD, with pay, by the Adjutant General to assist the CACC (502.5 CMVC).
- (d) When requested by a school, the Adjutant General may detail from the organizations of the California National Guard, State Military Reserve, or Naval Militia, with or without pay, competent members who shall perform marksmanship duties on behalf of such schools (Section 512).
- (e) The Adjutant General may detail from the organizations of the California National Guard, State Military Reserve, or Naval Militia, with or without pay, competent members who shall perform duties on behalf of the CACC (Section 513 CAMV).
- (f) The Adjutant General may detail from the organizations of the California National Guard, State Military Reserve, Naval Militia, CACC Executive Officer, CACC Assistant Executive Officer, and CACC Regional Advisors, with or without pay, competent officers to perform inspections of CACC units (Section 515 CAMV).

6-4. Travel and Expenses.

While on CACC SAD, CACC Adult Members may or may not be reimbursed for travel or expenses and the CACC SAD Orders shall state such.

6-5. Casualty Compensation.

CACC Adult Members CACC SAD pursuant to Sections 502, 502.1, 512, 513, or 516.1 shall be deemed employees of the state and shall be entitled to receive compensation from the state in accordance with the provisions of Division 4 (commencing with Section 3200) of the California Labor Code if such person is wounded, injured, disabled, or killed in the performance of such ordered duty.

6-6. Procedures.

HQ, CACC in collaboration with JFHQ as necessary, shall first determine the CACC operational need, pay status, appointment authority, and travel and expense reimbursement status before CACC SAD orders are issued.

Once HQ, CACC has been approved the proposed CACC SAD, written request for CACC SAD orders may then be submitted.

Upon receipt and approval of a request for CACC SAD, HQ, CACC shall publish and forward SAD orders to the requestor and maintain appropriate copies of such orders.

HQ, CACC shall provide the documents indicated below in support of CACC SAD orders:

- (a) Standard Form 262, Travel Expense Claim. It is preferred to use CALATERS.
- (b) Standard Form 261, Authorization to Use Privately Owned Automobile on State Business, if applicable.

CHAPTER 7 SEPARATIONS

7-1. General.

This chapter prescribes the separation standards for CACC Adult Members.

7-2. Types of Discharges.

a. Honorable. CACC Adult Members may be separated under Honorable conditions for the following reasons:

- (1) Termination of employment with schools enrolled in the CACC for reasons not considered less than honorable.
- (2) To accept employment elsewhere.
- (3) To accept appointment in the United States or State Military Forces. Individuals may still be a CACC member while on active duty.
- (4) Inactivation of the CACC element to which assigned and subsequent disassociation with the CACC.
- (5) Permanent change of residence from the State or to a location remote from a CACC element.
- (6) Business or education interference.
- (7) Physical disqualifications.
- (8) Upon an individual's request for the good of the CACC.
- (9) Upon disassociation, with or without the individual's request, from the unit to which assigned or upon termination from HQ, CACC staff.
- (10) Retirement from the CACC upon request.
- (11) Administratively, when the CACC Adult Member stops participating in CACC activities.

b. Other Than Honorable. Members of the CACC shall be separated under Other Than Honorable conditions for the following reasons:

- (1) A violation of California Law or Cadet Regulations for reasons that are dishonorable or less than honorable.
- (2) At the request of a brigade advisor for reasons dishonorable or less than honorable. These requests must be approved by the Executive Officer and involves due process identified in CR 1-2.

(3) Any legal reason that would prohibit the individual from working with minors or conviction of any statute defined in California Penal Code 290 (Megan's Law).

- c. Separation with prejudice. Members of the CACC separated under other than honorable conditions shall be separated with prejudice (SWP) and shall not be allowed to reapply for appointment.

7-3. Resignations.

A CACC Adult Member may voluntarily resign at any time.

Voluntary resignations shall not be accepted or processed if there is an allegation of wrongdoing against the CACC Adult Member, while the CACC Adult Member is suspended pending an investigation, or administratively flagged.

CACC Adult Members who resign and then wish to reapply for appointment shall need to meet the initial appointment criteria in this regulation.

7-4. Procedures.

Request for Separation (which must be accompanied by the CACC identification card) shall be submitted through channels, as appropriate, to HQ, CACC.

Request for Separation shall be in letter form using CACC form 12 and shall include the member's full name, address, CACC assignment, effective date and reason(s) for desired separation.

Request for Separation should arrive at least 15 calendar days prior to effective date of discharge.

When a Request for Separation is forwarded through channels, individuals receiving the request shall include their endorsements and recommendations.

Upon receipt of a Request for Separation, HQ, CACC shall publish appropriate State orders and Certificate of Discharge, CACC Form 4. Copies of the orders and the certificate shall be forwarded through channels to the individual's 201 File, which shall then become part of the inactive file maintained at the HQ, CACC and used for historical and reference purposes.

CACC Adult Members discharged from the CACC shall receive copies of the discharge orders. When necessary, copies shall be sent via certified mail to the CACC Adult Member, return receipt requested.

CHAPTER 8

DISCIPLINARY ACTIONS

8-1. General.

This chapter prescribes the policies and procedures for CACC disciplinary actions.

8-2. Policies.

Any CACC Adult Member found to have violated any element of the Code of Conduct and Ethics found in CR 1-2, any California Military Department regulations or policies, or any California or Federal law that results in a misdemeanor or felony charge, may, at the discretion of the Executive Officer, be demoted.

A CACC Adult Member may also be given a Letter of Reprimand, Letter of Admonishment, and Counseling Statements.

Any CACC Adult Member found guilty of a misdemeanor or a felony crime involving moral turpitude, shall be demoted, reprimanded, or discharged.

A CACC Adult Member who violates school or district policy may, at the request of the school administrator, district superintendent, or brigade advisor, be demoted, reprimanded, or discharged.

An CACC Adult Member who is under investigation by an appointed Investigating Officer IAW CR 1-2 or by law enforcement officials shall be flagged as provided herein.

8-3. Administrative Disciplinary Actions.

CACC Administrative disciplinary actions include:

- (a) Letter of Reprimand. A letter of reprimand is the most severe type of written reprimand that a member can receive. It is a formal reprimand that is permanently filed in the member's 201 file and may be utilized as a discriminating factor in denying favorable actions including promotions and awards for up to a year. Only the Executive Officer or a higher military authority may issue a letter of reprimand.
- (b) Letter of Admonishment. A letter of admonishment is less severe than a letter of reprimand. It may be filed in the member's 201 file with concurrence of the Executive Officer. Only a Brigade Advisor or the Executive Officer may issue a letter of admonishment. A pattern and accumulation of several letters of admonishment may be utilized to deny favorable personnel actions for up to a year.
- (c) Counseling Statement. These may be filed at the local level but shall be removed from the personnel file after one year. A pattern and accumulation of several negative counseling statements may be utilized to deny favorable personnel actions for up to a year. This is conducted on CACC Form 24.
- (d) Demotions. The Executive Officer may demote a member if he/she determines there

is a preponderance of evidence that the CACC Adult Member violated CACC regulation or policy.

- (e) Separations. The Executive Officer may administratively separate a CACC Adult Member if he/she determines there is a preponderance of evidence that the CACC Adult Member violated California Law or CACC regulation or policy.

8-4. Procedures.

A CACC Adult Member shall be investigated IAW CR 1-2 if there is reasonable suspicion that a violation of California Law or CACC regulations or policy.

While under investigation, a CACC Adult Member shall be placed under an administrative flag that shall prevent favorable actions including promotions and awarding decorations while the investigation and any subsequent action is completed.

CACC Adult Members who are placed on a flag shall be notified in writing by their superior officer in the commandant chain of command with a copy furnished to their employing school district (if applicable).

Once an investigation conducted under CR 1-2 is complete, the Executive Officer, or designee, may conduct a hearing IAW with CR 1-2. Upon the conclusion, the Executive Officer may apply any administrative discipline deemed necessary including letters of reprimand, admonishment, counseling, demotions, and separation.

Additionally, during periods in which CACC members are part of the active militia, CACC Adult Members may fall under the legal rules of the Uniformed Code of Military Justice IAW the California Military and Veterans Code.

If an administrative action is selected, the member concerned shall have 15 business days upon receipt of notification to respond with a rebuttal. The rebuttal shall be filed with the administrative action.

The Executive Officer, CACC shall publish orders announcing the demotion or separation and shall issue out other administrative actions via certified mail, return receipt requested.

Copies of administrative actions shall be sent to any school or school district with which the CACC Adult Member is connected.

8-5. Member Redress

Any redress may be accomplished using the procedures outlined in CR 1-2.

CACC Adult Members whose concerns are redressed shall have the negative actions removed from his or her file, and, orders concerning demotions or separations shall be revoked or rescinded as appropriate.

Table 3-1. Maximum Grade by Duty Assignment

DUTY ASSIGNMENT	MAXIMUM GRADE¹
Executive Officer, CACC	COL
Deputy Executive Officer ²	COL ²
Assistant Executive Officer	LTC
Command Chief Warrant Officer	CW5
CACC Senior Enlisted Advisor	CSM
HQ, CACC Special Projects Officer	LTC / CW4
HQ, CACC Primary Staff Officer	LTC / CW4
HQ, CACC Assistant Primary Staff Officer	MAJ / CW3
HQ, CACC Primary Staff / SPO NCOIC	SGM
HQ, CACC Primary Staff / SPO NCO	MSG
HQ, CACC Readiness NCO ²	SGM ²
HQ, CACC Logistics NCO ²	MSG ²
Brigade Advisor	LTC / CW4
Brigade Senior Enlisted Advisor	CSM
Brigade Support Officer	MAJ / CW3
Brigade Special Projects Officer	MAJ / CW3
Brigade Special Projects NCO	MSG
Regimental Advisor	MAJ / CW3
Regimental Senior Enlisted Advisor	1SG
Regimental Support Officer	MAJ / CW3
Regimental Special Projects Officer	MAJ / CW3
Regimental Special Projects NCO	MSG
Commandant of Cadets	MAJ / CW3
Assistant Commandant	CPT / CW2 / MSG
Battalion Special Projects Officer	CPT / CW2
Battalion Special Projects NCO	MSG
Company TAC Officer	CPT / CW2
Company TAC NCO	SFC

Note 1: Maximum allowable rank is based on highest position currently held. An adult member who attained a promotion while serving in a position may continue to hold that grade if serving in a position with a lower allowable grade. Additionally, an individual who is or has been previously commissioned as an officer, warrant officer, or non-commissioned officer of, and honorably separated or retired from Federal or State Military Defense Forces, may be appointed in the CACC, in the same rank as previously held, and may serve in any CACC assignment for which otherwise qualified, e.g., a retired Colonel may volunteer and serve as an assistant commandant with a school or brigade of choice. Officers who have served a tour on the HQ, CACC Staff, or as a Brigade Advisor, may continue to serve as a Commandant of Cadets at whatever rank they have achieved.

Note 2: These positions are appointed by the California Military Department from the

CNG and CSMR as full-time positions. The maximum rank is determined based on CNG and CSMR promotion practices and is not limited to these grades.

Table 3-2 Initial Appointment Criteria

<u>Option</u>	<u>Civilian Education</u>	<u>Military Experience</u>	<u>Appointment shall not exceed</u>
1	HS Diploma or GED	None	PFC
2	HS Diploma or GED	None; CACC/JROTC Cadet with 3+ years and highest rank less than C/1SG or between C/WO1 to C/1LT; JROTC/NDCC C/CPT and below.	SPC
3	HS Diploma or GED	None; CACC Cadet with 3+ years and highest rank C/SGM, C/CSM, or C/CPT or higher; JROTC/NDCC C/MAJ and above	CPL
4	Associate's Degree	None	WO1
5	Bachelor's Degree	None	CW2
6	Master's Degree; or Bachelor's Degree with 5 years of teaching experience or Single or Multiple Subject Credential	None	CW2 or 2LT
7	Master's Degree with Administrator Credential	None	CW3 or 1LT
8	Doctorate Degree	None	CW3 or CPT
9	HS Diploma or GED	E1-E4	SPC or last rank plus 1
10	HS Diploma or GED	E5-E7	Last rank or last rank plus 1
11	HS Diploma or GED	E8-E9	Last rank
12	Associate's Degree	E1-E4	SGT or WO1
13	Bachelor's Degree	E1-E4	SGT or CW2 or 2LT

14	Associate's Degree	E5-E6	Last rank or last plus 1 or CW2
15	Bachelor's Degree	E5-E6	SFC or CW2 or 1LT
16	Associate's Degree	E7-E9	Last rank or last rank plus 1 (NTE MSG) or CW2 or 1LT
17	Bachelor's Degree	E7-E9	Last rank or last rank plus 1 (NTE MSG) or CW3 or 1LT
18	Master's Degree	E5-E9	Last rank or last rank plus 1 (NTE MSG) or CW3 or CPT
19	HS Diploma	W1-W5	Last rank
20	Associate's Degree	W1-W5	Last rank or Last plus rank 1 (NTE CW4)
21	Bachelor's Degree	W1-W2	Last rank or last rank plus 1 or 1LT
22	Bachelor's Degree	W3-W5	Last rank or last rank plus 1 (NTE CW4) or CPT
23	Master's Degree or higher	W1-W2	Last rank or last rank plus 1 or CPT
24	Master's Degree or higher	W3-W5	Last rank or last rank plus 1 (NTE CW4) or MAJ
25	As required by military appointment	O1-O9	Last rank (NTE COL)

Table 3-3: Emergency Services Initial Appointment Considerations

<u>Emergency Services Rank</u>	<u>CACC Rank Will Not Exceed</u>
Officer, EMT, Firefighter, etc.	Specialist
Detective, Inspector, etc.	Sergeant
Sergeant	Staff Sergeant
Lieutenant, Paramedic	Warrant Officer 1
Captain	Chief Warrant Officer 2
Commander, Chief, etc.	Chief Warrant Officer 3

Table 5-1: Promotion Requirements

<u>From</u>	<u>To</u>	<u>Civilian Education</u> ¹	<u>Military Education</u>	<u>Time in Grade Months</u> ₂	<u>Service Hours/Yr</u>	<u>Recommending Authority</u> ³
PV1	PV2	HS Diploma or GED	None	6	60	CMDT of Cadets or BDE Advisor
PV2	PFC	HS Diploma or GED	None	6	60	CMDT of Cadets or BDE Advisor
PFC	SPC/CPL ⁴	HS Diploma or GED	None	12	90	CMDT of Cadets or BDE Advisor
SPC	SGT	HS Diploma or GED	BNCOC or service equivalent	18	120	CMDT of Cadets and BDE Advisor
CPL ⁴	SGT	HS Diploma or GED	BNCOC or service equivalent	12	120	CMDT of Cadets and BDE Advisor
SGT	SSG	HS Diploma or GED	BNCOC or service equivalent and BCTA	36	180r	CMDT of Cadets and BDE Advisor
SSG	SFC	HS Diploma or GED	ANCOC or service equivalent and BCTA	48	180r	CMDT of Cadets, BDE Advisor and CACC SEA/CSM
SFC	MSG/1S G ⁵	HS Diploma or GED	SNCOC or service equivalent and BCTA	48	180	CMDT of Cadets, BDE Advisor and CACC SEA/CSM
MSG	SGM/CS M ⁶	HS Diploma or GED	SNCOC or service equivalent and ACTA	12	180	BDE Advisor and CACC SEA/CSM
WO1	CW2	Associate's Degree or equivalent	BCTA (or service equivalent)	24	180	CMDT of Cadets and BDE Advisor
CW2	CW3	Associate's Degree with professional development ^{t7}	BCTA (or service equivalent)	36	180	CMDT of Cadets, BDE Advisor, and CACC CCWO
CW3	CW4	Associate's Degree with	ACTA (or service	36	180	CMDT of Cadets,

		professional development ^{†7}	equivalent)			BDE Advisor, and CACC CCWO
CW4	CW5 ⁸	Associate's Degree	N/A	12	N/A	CACC XO
2LT	1LT	Associate's Degree or equivalent	OCS ⁹ or service equivalent and BCTA	18	180	CMDT of Cadets and BDE Advisor
1LT	CPT	Associate's Degree or equivalent	OCS ⁹ or service equivalent and BCTA	36	180	CMDT of Cadets and BDE Advisor
CPT	MAJ	Bachelor's Degree ¹⁰ ; or Associate's Degree with professional development ^{†7}	OCS ⁹ and ACTA or service equivalent	48	180	BDE Advisor
MAJ	LTC ¹¹	Bachelor's Degree	OCS ⁹ and ACTA and ILE ¹² (or equivalent)	48	180	CACC XO
LTC	COL ¹³	Bachelor's Degree	N/A	12	N/A	CG, YCPTF

Notes:

1. High School Diplomas, Associate Degrees, Bachelor Degrees, Master's Degrees, etc., must be awarded from regionally accredited institutions. The GED is the only acceptable equivalent for the HS diploma.
2. Time in grade begins at the effective date of appointment/promotion in the CACC.
3. All Commandant of Cadets and Assistant Commandant of Cadets shall require the recommendation of their school board or administrative official IAW CR 1-4. All CACC Adult Members require the recommendation of their immediate supervisor in their primary position i.e., an Asst. Commandant requires the recommendation of the Commandant, a Commandant requires the recommendation of the BDE Advisor.
4. Completion of BCTA qualifies for promotion to SPC regardless of TIG. CPL is reserved for initial appointment IAW Table 2-2.
5. Promotion/Lateral Appointment to 1SG is reserved for Regimental Senior Enlisted Advisors and the NCOIC at military academies.
6. Promotion to CSM is contingent upon assignment as a Senior Enlisted Advisor at the Brigade or higher level.

7. Professional Development means acquisition of the DSSSBMD Clear Credential, any Clear Single or Multiple Subject Credential, Professional Certification such as CPA, CEM, etc., given by credit by examination or requiring training totaling 150 continuing education unit hours; or 150 Hours of Professional Development compatible with assigned duty position or civilian specialty from an accrediting or professional agency or accredited school (examples include the SGAUS MEMS badge, FEMA courses, medical continuing education courses, college courses toward a declared major, etc). Requirement renews for each rank.
8. Promotion to CW5 requires duty assignment as the Command Chief Warrant Officer (CCWO) of the CACC.
9. Credit for OCS is given through one of the following 1) Previous experience as a CACC cadet achieving rank of C/MAJ or higher is considered equivalency to OCS; 2) Completion of a Federal or State Military Reserve OCS program; 3) Completion of at least two years of college ROTC; 4) Completion of the Commandant Leadership School (CACC version of OCS). This requirement shall be waived until Commandant Leadership School is established and conducted.
10. Promotion to MAJ requires a BA. The only authorized equivalent is an AA with professional development requirements in 7 above.
11. Appointment to LTC requires duty assignment as a Brigade Advisor or primary M-Day staff member or previously appointed O-5 in the CSMR or one of the uniformed components of the U.S.
12. Intermediate Level Education (ILE) consists of the completion of one of the following: 1) the clear Basic Drill Credential or; 2) the MEMS Basic Badge and Emergency Training Ribbon or; 3) a professional certification or; 4) equivalent military PME or; 5) a graduate degree.
13. Appointment to COL requires duty assignment as Executive Officer or Deputy Executive Officer (for CNG or CSMR appointed full-time HQ, CACC personnel) or previously appointed O-6 in the CSMR or one of the uniformed components of the U.S.

Table 5-2: Military Education Equivalencies

CACC Course	Military Course Equivalent
BNCOC (for E5 and E6)	USA Warrior/Basic Leader Course, or USAF Airman Leadership School, or USMC Corporals Course, or USN Introductory PME, or USCG Journeyman PME, or CSMR (formerly BNCOC) or higher
ANCOC (for E7)	USA Advanced Leader Course, or USAF NCO Academy, or USMC Career Course, or USN Basic PME, or USCG Master PME, or CSMR (formerly ANCOC) or higher
SNCOC (for E8)	USA Senior Leader Course, or USAF Senior NCO Academy, or USMC Advanced Course, or USN Primary PME, or USCG Master PME, or CSMR (formerly SNCOC) or higher
BCTA (for CW2)	USA Warrant Officer Basic Course, or USMC Expeditionary Warfare School, or USN Primary PME, or USCG Chief Warrant Officer Professional Development Course, or CSMR WOCC
ACTA (for CW3 and CW4)	USA Warrant Officer Basic or Advanced Course, or USMC Expeditionary Warfare School or Command and Staff College, or USN Primary PME, or USCG Chief Warrant Officer Professional Development Course, or CSMR WOCC
BCTA (for 1LT)	USA Officer Candidate Course or ROTC, or USAF Officer Training School or ROTC, or USMC Officer Candidate Course or ROTC, or USN Officer Candidate Course or ROTC, or USCG Officer Candidate Course or ROTC, or CSMR WOCC
BCTA (for CPT)	USA Basic Officer Leader Course, or USAF Aerospace Basic Course USMC Expeditionary Warfare School, or USN Primary PME, or

	CSMR Officer Basic Course
ACTA (for MAJ)	USA Captains Career Course, or USAF Squadron Officer School, or USMC Expeditionary Warfare School, or USN Primary PME, or CSMR Career Course
ILE (for LTC)	USA Command and General Staff College, or USAF Air Command and General Staff College or, USMC Command and Staff College, or USN Naval Command and Staff College UCSG Midgrade Officer Career Transition Course, or CSMR ILE

Note: These equivalencies are solely to determine equivalencies for promotion purposes. They do not substitute any of the requirements for the Basic Military Drill credential as outlined in CR 1-10.