

Cadet Regulation 1-5
Changes 1-3 annotated

Cadet Appointments and Promotions

State of California-Military Department
Office of The Adjutant General
Sacramento, California
1 August 2018

UNCLASSIFIED



REPLY TO
ATTENTION OF

STATE OF CALIFORNIA – MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS
10 Sonoma Avenue Building 1301
Camp San Luis Obispo, California 93405

CACC-XO

17 November 2018

MEMORANDUM FOR All California Cadet Corps units and personnel

SUBJECT: Change 1 to CR 1-5, dated 1 August 2018

1. Effective immediately, Cadet Regulation 1-5 is amended as follows:
 - a. Strike out paragraph 1-4c.
 - b. In paragraph 1-4a, replace "published the promotion orders" with "holds promotion authority."
2. Proponent for this change is S1, CACC.
3. File this change in front of the regulation in all regulation binders.

GRACE E. EDINBORO
COL, CACC
Executive Officer



STATE OF CALIFORNIA- MILITARY DEPARTMENT
CALIFORNIA CADET CORPS
10 Sonoma Ave, Bldg 1301
Camp San Luis Obispo, California 93405

CACC-AXO

25 February 2019

MEMORANDUM FOR All California Cadet Corps personnel and units

SUBJECT: Change #2 to CR 1-5, dated 1 August 2018

1. Effective immediately, Cadet Regulation 1-5 is amended as follows:
 - a. Section 2-1 (b) (4) is amended to read that “The minimum passing score on all written tests is 70%. The minimum passing score on all PTA tests is 80%.”
 - b. APPENDIX F (c)(*) change “80%” to “70%.”
 - c. APPENDIX F (d)(*) change “80%” to “70%.”
2. Proponent for this change is AXO, CACC.
3. File this change in front of the regulation in all regulation binders.

/signed electronically/
MICHAEL J. SMITH
LTC, CACC
Assistant Executive Officer



STATE OF CALIFORNIA – MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS
10 Sonoma Avenue Building 1301
Camp San Luis Obispo, California 93405



CACC-XO

1 October 2019

MEMORANDUM FOR All California Cadet Corps Units and Personnel

SUBJECT: Change 3 to CR 1-5, dated 1 August 2018

1. Effective immediately, Cadet Regulation 1-1 is amended as follows:

a. In paragraph 2-2 subparagraph b, after the sentence “Upon the approval of the promotion by the principal, the unit will publish orders announcing the promotion” add the following to complete the sentence, “to the rank of C/SGT, all other promotions to CDT to C/CPL do not have to be published on orders but the Cadet’s service record will be annotated with promotion authority information (Commandant of Cadets, Brigade Advisor, CACC Executive Officer) and effective date IAW CR 1.”

b. In paragraph 3-2, add the following after the last sentence, changing the current text to paragraph a: “b. Schools and units that transfer to the CACC after terminating their JROTC program may receive a one-time waiver to transition their cadets at the rank they hold in JROTC or a lower rank that the Commandant of Cadets believes is the equivalent of the cadet’s experience and fits the needs of the new CACC unit. Consideration should be given to tasks listed on PTAs and curriculum covered in the C/SGT and C/2LT tests, but they are not required for initial appointment. No cadet will be appointed higher than C/CPT without passing the C/MAJ exam and PTA requirements. The Commandant will submit a list of cadets appointed to C/SGT and above to the Brigade Advisor for review and approval. All subsequent promotions require the completion of the C/SGT and C/2LT tests for NCO and officer promotions respectively.”

c. In Appendix A, replace the words “Orders published By Order of the Principal” to “Promotion Authority Approves and Annotates Service Record” for the ranks of GZ1 through C/CPL.

2. Proponent for this change is S1, CACC.

CACC-XO

SUBJECT: Change 3 to CR 1-5, dated 1 August 2018

3. File this change in front of the regulation in all regulation binders, unless it is incorporated into the regulation.

//signed//

GRACE E. EDINBORO
COL, CACC
Executive Officer

Summary of Changes

CR 1-5 Cadet Appointments and Promotions

- *This regulation supersedes all previous editions of CR 1-5
- * Eliminates advancements and leaves promotion to C/CPL at the discretion of the Commandant
- .
- * Limits the tenure of cadet SNCOs at or above C/1SG.
- * Establishes for eligibility for promotion to C/1SG through C/CSM the completion of the requirements for promotion to C/2LT.
- * Eliminates all references to Cadet Warrant Officers
- * Allows for cadet SNCOs to be given constructive TIG credit as C/2LT and be eligible to board for promotion to C/1LT.
- * Eliminates testing requirements for promotion to CDT to C/CPL and C/SSG.
- * Requires a comprehensive exam as a promotion criteria for C/SGT, C/2LT and C/MAJ.
- * Restructures promotion criteria and PTAs to align with new curriculum.
- * Allows previous Grizzly cadets to be accelerated for promotion to the rank of Cadet.
- * Creates PTA Worksheets for all ranks.
- * Standardizes promotion standards across the CACC.
- * Modifies TIG requirements for Cadet NCO and junior officer promotions

CADET APPOINTMENTS AND PROMOTIONS

By Order of the Adjutant General

DAVID S. BALDWIN
Major General
Adjutant General

Official:

GRACE EDINBORO
Colonel, California Cadet Corps
Executive Officer



Proponent and exception authority. The proponent of this regulation is the Executive Officer, California Cadet Corps. 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 HQCACC staff officer or State Projects

Officer. Activities or units may request a waiver to this regulation by providing full justification that includes a full analysis of the expected benefits. All waiver requests will be endorsed by the senior commandant of the requesting activity or unit and forwarded through their higher headquarters to the policy proponent.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval, in writing, from the Executive Officer, California Cadet Corps. Send a draft copy of each supplement to – Headquarters, California Cadet Corps
ATTN: Executive Officer
10 Sonoma Ave, Bldg 1301
San Luis Obispo, CA 93405

Suggested improvements.

Users are invited to send comments and suggested improvements in memorandum form directly to – Headquarters, California Cadet Corps
ATTN: Executive Officer
10 Sonoma Ave, Bldg 1301
San Luis Obispo, CA 93405

Distribution. This publication

is available in electronic media only and is intended for all

levels of the California Cadet Corps organization and is authorized for public distribution. Printed copies of this publication may be provided, within budget limitations, at the discretion of the Headquarters, California Cadet Corps (HQCACC).

History. This regulation supersedes all previous editions of Cadet Regulation 1-5. This publication represents significant changes since this regulation was last published. Revisions are listed in the summary of change.

Summary. This regulation establishes the guidelines and policies for the appointment and promotion of a cadet. Properly implemented the cadet appointment and promotion program can provide a means to build and maintain high morale, as well as provide meaningful incentives.

Applicability. This regulation applies to all commandant and cadet personnel in active service or enrollment with the California Cadet Corps. It applies to all units organized within the California Cadet Corps.

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Chapter 1 General

1-1. Authority

Sections 500-509, California Military and Veterans Code (CMVC).

1-2. Definition of Terms

a. Appointment. The designation of an individual to a position of responsibility and trust with the authority to influence or exercise control over others.

b. Authorized Position. Any position listed in CR 3-22 as authorized for the cadet's unit of assignment. Each of these positions lists the highest rank a cadet may hold while assigned to the position.

c. Commission. The official certificate of appointment as a cadet commissioned officer. This certificate will be issued by the Brigade Headquarters at the time of commissioning to the grade of Second Lieutenant.

d. Company Grade. C/2LT, C/1LT, C/CPT

e. Date of Rank. The effective date of the assumption of rank. It is the date from which time is computed for eligibility for promotion to the next higher rank.

f. Field Grade. C/MAJ, C/LTC, and C/COL

g. Grizzly-A cadet enrolled in a school organized primarily as an elementary school.

h. Non-Commissioned Officer (NCO). A cadet with the rank of C/CPL through C/CSM.

i. Officer Candidate. A cadet who has been selected by Brigade authorities for possible appointment as a cadet commissioned officer. This is not a rank; it is an insignia worn while a cadet is being considered for appointment as a Commissioned Officer.

j. Performance Task Assessment (PTA). A task a cadet must perform to demonstrate skill-based competency prior to a promotion. Rather than assessed with multiple choice questions, PTAs require that a cadet DO something in a performance.

k. Promotion Board. Duly appointed group of individuals given authority to interview and examine a cadet and recommend appropriate promotion action to be taken. A Promotion board may NOT contain the promotion authority (a school level promotion board may not contain the principal and/or commandant, a brigade promotion board may not contain the Brigade Advisor, and a state promotion board may not contain the Executive Officer. Individuals must recuse themselves, and may not participate in membership on a promotion board if they have a relationship with the candidate which would create either a real or perceived conflict of interest (i.e. familial relationships).

l. School Weeks. Those weeks within a school year when school is in session, used to compute time in grade requirements. Summer vacation weeks and cycle breaks for year round school DO NOT

count towards time in grade unless a cadet is enrolled in summer or "inter-session-type" classes or is actively involved in cadet activities which would equate to enrollment in a Cadet Corps class.

m. Subject Matter Proficiency. Ability to demonstrate a working knowledge by written examination or performance testing.

n. Time in grade (TIG). The length of time a cadet has officially held a rank.

o. Unit level promotions. For purposes of this regulation, unit level promotions are those which are below the level of C/CSM. For such promotions, the promoting authority is the organizational entity to which the cadet is assigned (Company, Battalion, or Regiment).

1-3. Appointment and Promotion Authority

The Adjutant General of the State of California has the authority to appoint and promote a cadet in the California Cadet Corps. This authority is delegated follows.

a. Unit Level Promotion. With the exception of promotion to the commissioned ranks and Cadet Command Sergeant Major, units have the authority to promote a cadet within that unit to the ranks authorized for units of its size. CR 3-22 will be utilized to determine the maximum number of cadets the unit is authorized for any rank. These promotions will be "BY ORDER OF THE PRINCIPAL". A cadet promoted at the unit level serve at the pleasure of the principal.

b. Brigade Level Promotion. The brigade has the authority to appoint commissioned officers in the rank of Cadet Second Lieutenant and promote through the rank of Cadet Captain. The brigade also has the authority to promote non-commissioned officers to the rank of Cadet Command Sergeant Major. Promotions and appointment made by the brigade will be "BY THE ORDER OF THE BRIGADE ADVISOR" with consideration being given to the recommendation of the promotion board and the concurrence of the commandant of cadets and principal of the unit to which the cadet belongs.

c. Promotion to Field Grade Ranks. The Executive Officer, California Cadet Corps has sole promotion authority for the ranks cadet major through cadet colonel. These promotions will be "BY ORDER OF THE ADJUTANT GENERAL" and will be effected IAW with paragraph 2-4 of this regulation.

1-4. Demotion and Reduction in Grade

Demotion of a cadet is a disciplinary matter in which a cadet has their rank reduced to a lower grade. Reduction in grade is an administrative procedure in which a cadet has their rank reduced to conform with rank authorized IAW their assignment.

a. Demotions. Any cadet may be demoted and/or their commission revoked upon the recommendation of the principal and commandant of the school and unit to which he is assigned for deficiency in academic studies, misbehavior, or for any other reason deemed appropriate. Demotion orders will be published by the same authority that published the promotion orders.

b. Reductions. Any cadet who holds a rank higher than that authorized for the position to which s/he is subsequently assigned will be reduced to the rank authorized for that position. The unit of assignment will publish the reduction orders. In the case where a higher headquarters issued the order, the

subordinate headquarters desiring a demotion/reduction will submit a memo requesting the demotion or reduction and explain the rationale for the request.

c. Distribution of Demotion/Reduction Orders. A copy of demotion/reduction orders will be sent to the brigade headquarters and Headquarters, California Cadet Corps for review.

Chapter 2 Promotion Procedures

2-1. Promotion Requirements

In order to be eligible for promotion, a cadet must meet the prerequisites listed below. In order to keep promotion requirements, equal across the different units of the CA Cadet Corps, school and brigade authorities may not prescribe additional requirements to those listed in this regulation

a. Authorized Position. A cadet must be assigned to a position authorized for their unit of assignment IAW CR 3-22. The rank to which the cadet is to be promoted will not be higher than the one authorized for their position of assignment except as specified in section 3-1(c) of this regulation.

b. Proficiency and Time in Grade Requirements. A cadet will meet the proficiency and time in grade requirements outlined in Appendix A of this regulation prior to being considered for promotion to the next higher grade.

(1) A cadet being considered for promotion to the ranks of C/SGT, C/2LT, and C/MAJ must pass a written examination on the Content Standards for the rank as specified in Appendices A and B. The examinations are available for access by commandant personnel from a secure area of the Cadet Corps online website and by request as outlined in Appendix F.

(2) Cadets must pass the PTAs as outlined in Appendices A and B in order to be considered for promotion.

(3) A Cadet who has Individualized Education Programs or Special Education "504" Plans which authorize them to have questions on exams read aloud to them may be administered the promotion tests orally by a more senior cadet or adult selected by the Commandant of Cadets.

(4) The minimum passing score on all promotion tests and PTAs is 80%.

(5) A cadet being considered for promotion to ranks from C/SSG and above must successfully pass both the PTAs and a promotion board that asks questions to verify proficiency at the appropriate content standards for the rank being sought as outlined in Appendices D.

c. Physical Fitness Requirements. A cadet being considered for promotion to all ranks above C/SSG must have met the Physical Fitness requirement within the twelve calendar months preceding the date of a cadet's promotion board. This includes promotions to the level of C/SFC, C/MSG (C/1SG, C/SGM, and C/CSM), Company Grade (C/2LT, C/1LT, and C/CPT), and Field Grade (C/MAJ, C/LTC, and C/COL) Officer ranks. "Meeting" the Physical Fitness requirement is defined as performing no less than the minimum level standards of the Healthy Fitness Zone (HFZ) on the Cooper Institute *Fitnessgram* for EACH of the following tests:

(1) One-mile run

(2) Push-ups or modified pull ups or pull ups or flexed arm hang

(3) Curl ups

(4) Trunk lift or sit and reach (both sides) or shoulder stretch (both sides) - Reference CACC Training Aid 3-H-2 for the standards. The leftmost number in each box represents the minimum level standards of the HFZ for each test at the age level and for the gender specified.

d. *Grade level Maximums.* A cadet may not exceed the following ranks during the indicated grade levels except when the commandant and principal concur that a cadet's performance is exceptional and in the top 1% of all cadets in the unit.

- (1) Grade 5 or below – GZ4 or C/CPL (military academies only)
- (2) Grade 6 – C/SGT
- (3) Grade 7 – S/SFC
- (4) Grade 8 – C/MSG or C/1SG; in rare circumstances, an 8th grader may be appointed to a C/SGM or C/CSM role, or C/2LT
- (5) Grade 9 – C/1LT
- (6) Grade 10 – C/MAJ
- (7) Grade 11 – C/LTC

e. *No "right" to promotion.* A Cadet does not have a "right" to promotions, simply by membership in the California Cadet Corps. A Commandant of Cadets. Additionally, a cadet must fully earn promotions and are not automatically entitled to waivers of promotion requirements by virtue of learning or physical disabilities. An individual with a bona fide physical or learning disability may request consideration for a waiver as noted in paragraph 3-1 of this regulation, but commandant personnel, principals, brigade advisors, and headquarters CACC personnel are entitled to use appropriate discretion in granting such waivers. State and federal regulations and laws will be fully complied with in considering such requests for waiver. Commandants have the discretion to deny or hold a promotion if such promotion is contrary to the values of the CACC. Such action will be annotated in a memorandum for record and placed in the cadet's 201 file and filed IAW CR 1

2-2. Promotion from Recruit through the ranks of the Non-Commissioned Officer Corps

a. *Grizzly Ranks.* A cadet enrolled in elementary schools shall only be eligible for promotion to ranks of Grizzly 1 through Grizzly 4 while they are in grades 5 and below. Military academies have the option to use the Grizzly ranks for elementary students. The Grizzly ranks do not require written promotion examinations or promotion board. Individual commandants and principals shall determine requirements for promotion through those ranks within the standards listed in Appendices A and B. A cadet enrolled in grades 6 and above are eligible for promotion to the rank of Cadet and above.

b. *Promotion to CDT, CFC, C/CPL, and C/SGT:* A cadet in the ranks of RCT through C/SGT will be promoted from the ranks of cadets who show high integrity, adherence to the ideals of the Cadet Code and an ability to work successfully with others. Unit Commandants of Cadets have discretion to promote Cadets up to the rank of C/CPL provided the Cadets complete the PTAs listed in Appendix A. All Cadets will take a comprehensive State-sanctioned exam prior to promotion to C/SGT. Regardless of whether a cadet is required to take a promotion test or satisfactorily complete requirements in addition to the promotion test, the Commandant will forward all recommendations for promotion to the

school principal. Upon the approval of the promotion by the principal, the unit will publish orders announcing the promotion to the rank of C/SGT; all other promotions to CDT to C/CPL do not have to be published on orders but the Cadet's service record will be annotated with promotion authority information (Commandant of Cadets, Brigade Advisor, CACC Executive Officer) and effective date IAW CR 1. The effective date of rank will generally be the date that the cadet has met all the promotion criteria, i.e., met the minimum time in grade, passed the promotion test and PTAs. A cadet enrolling for the first time in a CACC program in grades 6 and above need not have held Grizzly Ranks. However, cadets who previously held Grizzly rank may be promoted to the rank of Cadet without regard to time in grade requirements so long as they complete the PTA requirements. Normal cadet rank progression is at least one rank per semester up to the rank of C/CPL. (*Change 3 update*)

c. Promotion to C/SSG through C/CSM. A cadet in the ranks of C/SSG and above will be promoted from the ranks of cadets who show high integrity, adherence to the ideals of the Cadet Code and a strong ability to work successfully with others. A cadet must pass the appropriate PTAs for the rank to which they aspire. In addition, a promotion board of at least three members selected by the commandant from the school faculty and/or the cadet officer or senior non-commissioned officer ranks shall meet, determine the eligibility and fitness of the candidate, and recommend the promotion of the candidate to the principal on CACC Form 8-A. The commandant will be responsible for ensuring that candidates for promotion are asked questions by the promotion board which verify their competency at the Standards outlined in Appendices D to this regulation. Upon the approval of the promotion by the principal on CACC Form 8-A, the unit will publish orders announcing the promotion. In no case shall a cadet be promoted to a rank above C/SGT without having successfully completed a promotion board. The effective date of rank will generally be the date the cadet has met all the promotion criteria, i.e., met the minimum time in grade, completed the PTAs and passed the promotion board.

d. Accelerated Promotion through Cadet Sergeant. Under special circumstances, a cadet may be promoted through the rank of Cadet Sergeant in the sole discretion of the Commandant of Cadets without regard to the time in grade requirements provided **all other requirements have been met**. Regardless of the circumstances, an accelerated promotion, under this paragraph, will not be considered unless it also contributes to the overall effectiveness of the unit.

e. The ranks of C/1SG, C/SGM and C/CSM. A C/MSG has demonstrated highest level of subject-matter proficiency required of a cadet non-commissioned officer. A cadet with the rank of C/1SG, C/SGM, and C/CSM holds that rank by virtue of the fact that they have completed the promotion requirements for C/MSG and the positions to which they are assigned authorize the ranks of C/1SG, C/SGM or C/CSM IAW CR 3-22. In the U.S. Armed Forces, a MSG and a 1SG are the same "pay grade" while a SGM and a CSM are a different "pay grade." In the California Cadet Corps, a C/MSG, C/1SG, C/SGM and a C/CSM are equivalent ranks distinguished by the position held by the cadet and their respective positions are termed Senior Non-Commissioned Officer (SNCO) positions. No additional promotion requirements exist for the ranks of C/1SG, C/SGM, and C/CSM other than the availability of a position authorized that rank and the determination by the cadet's commandant, principal, and/or Brigade Advisor that the cadet has demonstrated satisfactory leadership to justify assignment to that rank/position. A cadet may not be promoted to the rank of C/1SG, C/SGM, or C/CSM unless they have satisfactorily completed the requirements for promotion to C/MSG and have completed the PTAs and promotion test required for promotion to C/2LT. Promotion to C/1SG, C/SGM, and C/CSM is temporary and authorized only for one year unless that cadet is selected for a higher SNCO position i.e., a BN CSM cannot be a BN CSM for a second year but may serve as a BDE CSM for an additional year. If that cadet is not moved into a SNCO of increased responsibility, they must

revert back to the rank of C/MSG and assigned to an appropriate position or they may board and qualify for a commission to C/1LT (IAW section 2-3 of this regulation).

2-3. Promotion to Cadet Second Lieutenant through Cadet Captain

a. The appointment of a cadet as a commissioned officer is a privilege and not a right inherent with enrollment in the California Cadet Corps. It is reserved for those special cadets who are in good standing in the school and community, who maintain satisfactory academic standing, meet the standards of physical fitness qualification, are of strong moral character, have excellent school attendance and citizenship, who demonstrate proficiency through written and practical application of Cadet Corps subject matter, and who are recommended and approved through the selection process. A cadet officer must be prepared to assume the responsibility of their position and be worthy of the trust placed in them by their unit, school and brigade.

b. Authority. The Brigade Advisor is the final authority on appointing a cadet to company grade commissioned officer ranks.

c. Eligibility. A cadet shall normally be considered for appointment as a commissioned officer from the ranks of Cadet Master Sergeants who have demonstrated high moral integrity and the ability to lead others. Outstanding noncommissioned officers who have reached at least the grade of Cadet Staff Sergeant and have served a total of at least twenty-two school weeks as a noncommissioned officer in the ranks of C/CPL or higher, may be considered for appointment as a commissioned officer to fill an authorized unit vacancy for which another qualified officer is not available providing that they are otherwise qualified. A cadet who has not reached their fourteenth birthday will only be considered for appointment as a commissioned officer if the Brigade Advisor approves a waiver. All cadet officers must pass the C/2LT promotion test prior to their initial appointment as a cadet officer.

d. Rank Upon Initial Appointment. Initial appointment to a cadet officer will be to the rank of C/2LT; no other initial appointment rank is authorized except to C/1LT for those at C/1SG and above as defined in paragraph 2-2e. For the purposes of promotion, those cadets at C/1SG and above will receive constructive TIG as a C/2LT and be eligible to board for C/1LT. The effective date of rank will generally be the date the cadet has met all the promotion criteria, i.e., met the minimum time rank and time in grade requirements, completed the PTAs/pre-commissioning program and passed the promotion board.

e. Procedures. A Cadet who is recommended by their commandant and principal for appointment as a cadet officer, or promotion to the next higher officer rank through cadet captain, must pass the appropriate PTAs, after which they shall appear before a promotion board convened by the Brigade Advisor. The promotion board shall consist of at least three members selected by the Brigade Advisor. The candidate's commandant and Brigade Advisor may not be members of the promotion board. The promotion board will interview the cadet candidate, review the candidate's application package, evaluate their performance as a cadet, and make a recommendation regarding their fitness for appointment as a cadet officer on CACC Form 8-B. This recommendation form will be forwarded to the brigade advisor who shall have 30 calendar days to review the application and render a final decision as the final approval authority. The brigade will publish orders promoting the cadet and, for initial appointment of a cadet officer, forward a completed copy of the appointment certificate (CACC Form 1) to the newly commissioned cadet officer. The effective date of rank will generally be the date the cadet has met all the promotion criteria, i.e., met the minimum time in grade, completed the PTAs and passed the promotion board.

f. Promotion Application Package. The application package must be forwarded to the Brigade Advisor and shall consist of a CCC Form 8-B with the signature of the school commandant and principal and a current, "true copy" of the cadet's Service Record (Form 13). Incomplete packages will be returned for proper completion prior to the convening of the promotion board.

g. Pre-commissioning Program:

(1) A cadet otherwise eligible for commissioning may be designated officer candidates by the Brigade Advisor with the concurrence of the school principal.

(2) Brigade Advisors may at their discretion require successful completion of a Brigade or State-sponsored Officer Candidate School prior to selection as an Officer Candidate or officer.

(3) Brigade orders will be published selecting a cadet for officer candidacy for a period not to exceed an academic semester, or halfway through the academic school year, whichever is greater, after which the officer candidate may perform duty assignments as an officer in the unit to which assigned.

(4) Officer Candidates shall wear insignia as prescribed by Cadet Regulation 1-8.

(5) The maximum window of Officer Candidacy is intended as time for the candidate to have field experiences in officer positions, apply for and be considered for promotion to second lieutenant before the Brigade promotion board, and either receive a commission or revert to the previous non-commissioned officer rank. Brigade advisors shall establish criteria to evaluate an officer candidate's performance during the candidacy window.

2-4. Promotion to Cadet Major through Cadet Colonel

a. The appointment of a cadet as a field grade officer is an exceptional privilege and not a right inherent with enrollment in the California Cadet Corps. It is reserved for those remarkable cadets who are in good standing in the school and community, who maintain a satisfactory academic standing, high levels of physical fitness, strong moral and ethical standards, excellent school attendance and citizenship, who demonstrate very high levels of proficiency through written and practical application of Cadet Corps subject matter, and who are recommended and approved through the selection process. A cadet field grade officer must be prepared to assume the significant responsibility of their position and be worthy of the trust placed in them by their unit, school brigade, and the statewide California Cadet Corps program.

b. Authority. The Executive Officer, CACC is the sole appointing authority for cadet field grade officer ranks.

c. Procedures. A cadet recommended by their commandant and principal for promotion to a cadet field grade officer rank from C/MAJ through C/COL must pass the appropriate PTAs, after which they shall appear before a promotion board convened by the brigade or at a higher level if the Brigade Advisor consents. The promotion board shall consist of at least three members selected by the Brigade Advisor. The candidate's commandant and Brigade Advisor may not be members of the promotion board. The promotion board will interview the cadet candidate, review the candidate's application package, evaluate their performance as a cadet, and make a recommendation regarding their fitness for appointment as a cadet field grade officer on CACC Form 8-C. This recommendation form will be forwarded to the brigade advisor who shall have final recommending authority. The Brigade Advisor will forward Form 8-C to the Headquarters, CACC for processing.

d. Field Grade Officer Promotion Application Package. The application package must be forwarded by the Brigade Advisor to the Headquarters, CACC and shall consist of:

(1) a CCC Form 8-C with the signature of the school commandant and principal, the signatures of the recommending Brigade promotion board members, and the signature of the Brigade Advisor.

(2) a current, "true copy" of the cadet's Service Record (Form 13)

(3) a certified copy of the cadet's transcript showing all high school courses and grades earned

(4) a certified copy of the cadet's discipline record (generally a printout from the school's computerized student information system).

(5) a certified copy of the cadet's attendance record from the most recent school year and the current year (if the package is submitted between 1 July and 31 December) or from the current school year if submitted between 1 January and 30 June.

(6) a COLOR photograph of the cadet in a complete, proper Class A uniform (at least from the waist up) which clearly shows all awards and decorations, the proper wear of the Class A coat, and the cadet's hair and face. No hat should be worn in the photograph.

(7) a letter of recommendation from the cadet's Commandant if a cadet is promoted with any waiver outlined in paragraph 3-1.

(8) Field Grade Officer PTA Worksheet with appropriate tasks signed off.

Incomplete packages will be returned for proper completion prior to the convening of the promotion board.

h. Publication of Orders. Headquarters, California Cadet Corps will have 30 days to review the application for compliance with this regulation and publish orders promoting the cadet by order of the Adjutant General. The effective date of rank will generally be the date the cadet has met all the promotion criteria, i.e., met the minimum time in grade, completed the PTAs and passed the promotion board.

Chapter 3 Special Provisions

3-1. Waivers

Under special circumstances, a requirement for promotion may be waived. A written request for waiver will be submitted with the promotion package to the approval official as provided in this Regulation. Generally, no more than one promotion requirement may be waived for a given promotion. The waiver must be memorialized in memorandum form, will be attached to the promotion documentation and forwarded to the promotion authority for approval. Only one time in grade waiver and one permanent waiver (as described below) are authorized during a cadet's career in the California Cadet Corps. However, the one rank over waiver may be used multiple times throughout a cadet's career but not more than once per duty position. Only the Executive Officer, CACC, may authorize additional waivers that are, in their opinion, in the best interests of the organization. Note that promotions that occur during annual state-conducted summer camps in the "basic" and "NCO academies" will not be considered "waivers" for the purpose of this regulation.

a. Time in grade waiver. Time in grade waivers will be considered for only those circumstances noted below which preclude a cadet from satisfying a requirement in sufficient time for promotion, but for which the cadet will have the capability of satisfying the requirement at a later date. Examples of allowable temporary waivers are the following:

- (1) Accelerated promotion through C/SGT as noted in paragraph 2-2d.
- (2) Time in grade for promotions above C/SGT.

Time in grade requirements for a cadet who transfers from a JROTC program and who meets all other knowledge/skill/academic/physical requirements to attain the same rank they held previously in the JROTC program.

b. Permanent Waiver. A permanent waiver of a requirement will be considered for only the following circumstances which preclude a cadet from ever satisfying a requirement for promotion. Approval of this waiver carries forward for all ranks and subsequent promotions unless circumstances for which the waiver was approved change. The only allowable permanent waivers are the following:

- (1) Passage of the physical fitness requirement - a waiver will be allowed in the event a student has a bona fide physical disability or disabilities and a medical doctor attests in writing that the cadet cannot pass the physical fitness test as a direct result of the physical disability(ies).
- (2) Passage of one or more elements of a PTA - a waiver will be allowed in the event a student has a bona fide physical disability or disabilities and a medical doctor attests in writing that the cadet cannot compete that element or elements of the PTA as a direct result of the physical disability(ies).
- (3) Promotion from C/SSG or C/SFC to C/2LT.

c. One Rank Over Waiver. A waiver to promote a cadet one rank above the maximum allowable rank will be considered for exceptional cadets who have reached the maximum rank allowed by position as defined in CR 3-22. One Rank Over Waivers will follow the below provisions.

- (1) Commandants will only consider a One Rank Over Waiver for the top 10 percent of cadets in a unit and should avoid rank inversion whenever possible. A recommendation letter should be attached to the promotion packet for field grade promotions.
- (2) A cadet may only be in a One Rank Over Waiver status one rank at a time. A cadet will need to promote in position in order to be considered for another waiver.

(3) One Rank Over Waivers for the ranks of C/1SG, C/SGM, C/CSM, and C/COL will not be authorized.

(4) The approval authority for One Rank Over Waivers will be the same as the promotion authority in paragraph 1-3.

d. Any official who approves a waiver pursuant to this regulation shall report to HQCACC annually a summary of all waivers approved. This report shall be in conjunction with the Annual General Inspection, and must include at a minimum the name of the cadet for whom a waiver was approved, the name and title of the approving authority, the date of waiver, the type of waiver, and the rank for which the waiver was allowed to apply towards promotion.

3-2. Cadets Enrolled in a Junior Reserve Officer Training Corps (JROTC) Program

a. A cadet enrolled in a Junior Reserve Officer Training Corps program at the high school they are attending, may belong to the California Cadet Corps and may be assigned positions and promoted IAW this regulation. There is no rank reciprocity between the CACC and JROTC programs. A cadet desiring promotion in the CACC must meet all CACC requirements, except that the time in grade requirements may be waived for any cadet who meets ALL other requirements.

b. Schools and units that transfer to the CACC after terminating their JROTC program may receive a one-time waiver to transition their cadets at the rank they hold in JROTC or a lower rank that the Commandant of Cadets believes is the equivalent of the cadet's experience and fits the needs of the new CACC unit. Consideration should be given to tasks listed on PTAs and curriculum covered in the C/SGT and C/2LT tests, but they are not required for initial appointment. No cadet will be appointed higher than C/CPT without passing the C/MAJ exam and PTA requirements. The Commandant will submit a list of cadets appointed to C/SGT and above to the Brigade Advisor for review and approval. All subsequent promotions require the completion of the C/SGT and C/2LT tests for NCO and officer promotions respectively. (*Change 3 update*)

3-3. Temporary Promotions

a. *Summer Camp.* The 10th Corps Commander, with the consent of the Executive Officer, CACC and 10th Corps Advisor, is granted the authority to temporarily promote a cadet attending the camp to the next higher rank, for which he/she is eligible and qualified, in order to provide balance and clear-cut lines of authority within the command. A cadet temporarily promoted under this paragraph will immediately revert to the rank held at the time the temporary promotion was granted the day following the end of the summer camp. Temporary promotions may become permanent when confirmed by the commandant having promotion authority over the cadet during the normal school year. Temporary promotions to C/MAJ and above will not become permanent until the promotion is approved in writing by the commandant and principal of the unit/school to which the cadet is normally assigned, a request for publication of promotion orders and a copy of the approval document is received by HQCACC with the endorsement of the Brigade Advisor, and orders are published.

b. *Other.* Temporary promotions, sometimes known as "frocking" are not permitted at any time in the California Cadet Corps program.

APPENDIX A
(Change 3 Update)
PROMOTIONS REQUIREMENTS SUMMARY

FOR PROMOTION TO	MINIMUM TIME IN GRADE IN WEEKS	OTHER REQUIREMENTS	PROMOTION AUTHORITY NOTES
Grizzly 1 (GZ1)	6	none	<input type="checkbox"/> Commandant of Cadets Recommends <input type="checkbox"/> Promotion Authority Approves and Annotates Service Record
Grizzly 2 (GZ2)	6	none	<input type="checkbox"/> Commandant of Cadets Recommends <input type="checkbox"/> Promotion Authority Approves and Annotates Service Record
Grizzly 3 (GZ3)	6	none	<input type="checkbox"/> Commandant of Cadets Recommends <input type="checkbox"/> Promotion Authority Approves and Annotates Service Record
Grizzly 4 (GZ4)	6	none	<input type="checkbox"/> Commandant of Cadets Recommends <input type="checkbox"/> Promotion Authority Approves and Annotates Service Record
Cadet (CDT)	6	CDT PTAs	<input type="checkbox"/> Commandant of Cadets Recommends <input type="checkbox"/> Promotion Authority Approves and Annotates Service Record
Cadet First Class (CFC)	6	CFC PTAs	<input type="checkbox"/> Commandant of Cadets Recommends <input type="checkbox"/> Promotion Authority Approves and Annotates Service Record
Cadet Corporal (C/CPL)	6	C/CPL PTAs	<input type="checkbox"/> Commandant of Cadets Recommends <input type="checkbox"/> Promotion Authority Approves and Annotates Service Record
Cadet Sergeant (C/SGT)	7	Promotion Test C/SGT PTAs	<input type="checkbox"/> Commandant of Cadets Recommends <input type="checkbox"/> Orders published By Order of the Principal
Cadet Staff Sergeant (C/SSG)	7	Promotion Test C/SSG PTAs Completion of Basic NCO Academy or Basic Leadership School	<input type="checkbox"/> Commandant of Cadets Recommends <input type="checkbox"/> Orders published By Order of the Principal <input type="checkbox"/> In exceptional circumstances, a cadet may advance from C/SSG to C/2LT if they have met all other requirements for promotion
Cadet Sergeant First Class (C/SFC)	7	Promotion Board C/SFC PTAs Physical Fitness Test	<input type="checkbox"/> Commandant of Cadets Recommends <input type="checkbox"/> Orders published By Order of the Principal <input type="checkbox"/> Must meet Physical Fitness Requirement
Cadet Master Sergeant and above (C/MSG, C/1SG, C/SGM, C/CSM)	7	Promotion Board C/MSG PTAs Physical Fitness Test Completion of Advance NCO Academy (C/MSG) C/2LT PTAs and Promotion Test (C/1SG-C/CSM)	<input type="checkbox"/> Commandant of Cadets Recommends <input type="checkbox"/> C/MSG, C/1SG, C/SGM Orders published By Order of the Principal <input type="checkbox"/> C/CSM Orders By Order of the Brigade Advisor <input type="checkbox"/> Must meet Physical Fitness Requirement <input type="checkbox"/> See para 2-2(e) for clarification of these ranks
Cadet Second Lieutenant (C/2LT)	10	Promotion Test Promotion Board C/2LT PTAs Physical Fitness Test	<input type="checkbox"/> Commandant of Cadets and Principal Recommend <input type="checkbox"/> Orders published By Order of the Brigade Advisor
Cadet First Lieutenant (C/1LT)	10	Promotion Board C/1LT PTAs Physical Fitness Test Promotion Test (if SNCO)	<input type="checkbox"/> Commandant of Cadets and Principal Recommend <input type="checkbox"/> Orders published By Order of the Brigade Advisor
Cadet Captain (C/CPT)	12	Promotion Board C/CPT PTAs Physical Fitness Test	<input type="checkbox"/> Commandant of Cadets and Principal Recommend <input type="checkbox"/> Orders published By Order of the Brigade Advisor
Cadet Major(C/MAJ)	12	Promotion Board C/MAJ PTAs Physical Fitness Test	<input type="checkbox"/> Brigade Advisor Recommends with input from Commandant and Principal <input type="checkbox"/> Orders published By Order of the Adjutant General <input type="checkbox"/> Application package must include a photograph of the cadet in Class A uniform and copies of attendance, discipline, and academic grades.
Cadet Lieutenant Colonel (C/LTC)	12	Promotion Board C/LTC PTAs Physical Fitness Test	<input type="checkbox"/> Brigade Advisor Recommends with input from Commandant and Principal <input type="checkbox"/> Orders published By Order of the Adjutant General <input type="checkbox"/> Application package must include a photograph of the cadet in Class A uniform and copies of attendance, discipline, and academic grades.
Cadet Colonel (C/COL)	12	Promotion Board C/COL PTAs Physical Fitness Test	<input type="checkbox"/> Brigade Advisor Recommends with input from Commandant and Principal <input type="checkbox"/> Orders published By Order of the Adjutant General <input type="checkbox"/> Application package must include a photograph of the cadet in Class A uniform and copies of attendance, discipline, and academic grades.

APPENDIX B CALIFORNIA CADET CORPS PROMOTION PTAs FOR CADET THROUGH C/SGT

- a. Promotion to the ranks of Cadet through Cadet Sergeant is managed and controlled by the Commandant. Requirements for promotion are listed in Appendix A, and involve Time in Grade and Performance Task Assessments (PTA). There is a comprehensive written exam to attain the rank of Cadet Sergeant.
- b. When a cadet is promoted, in addition to the published order, a copy of the online certificate of achievement or locally produced certificate, and copy of the PTA checklist must be kept in the cadet's 201 file as documentation proof. When units are inspected during the Annual General Inspection (AGI) process, compliance with this requirement will be monitored closely.
- c. Each cadet must demonstrate proficiency in ALL listed tasks in the PTA for the rank they are attempting, either in a formal promotion board or a one-on-one interview/observation with more senior ranking cadet(s) and/or commandant personnel.
- d. By design, all cadet knowledge and experience is cumulative. A cadet is expected to not only be competent and knowledgeable for the rank they are attempting to achieve, but are also expected to continue to possess and maintain the knowledge and expertise expected of ALL LOWER RANKS.

California Cadet Corps PTAs For Promotion to Cadet, Cadet First Class, Cadet Corporal, and Cadet Sergeant

e. PTAs for promotion to Cadet, Cadet First Class, Cadet Corporal, and Cadet Sergeant are listed below. Each cadet must demonstrate the ability to perform 80% of ALL of the tasks for the rank they are attempting. PTAs will be demonstrated and signed off by a more senior ranking cadet NCO or officer or commandant. Not all tasks need be accomplished in one setting – they may be 'checked off' once accomplished.

- i. **Promotion to Cadet**
- a. Recite Pledge of Allegiance.
 - b. Recite the Cadet Corps Core Values
 - c. Recite the Cadet Corps Honor Code
 - d. Recite the founding father of the Cadet Corps, when it was founded
 - e. Recite the Cadet Corps Motto in French and English
 - f. Perform the following basic individual drill commands properly:
 - i. ATTENTION
 - ii. Present, ARMS
 - iii. Order, ARMS
 - iv. Left/Right, FACE
 - v. About, FACE
 - vi. Half Left/Right, FACE
 - vii. At, EASE; Stand At, EASE; REST
 - viii. Parade, REST
 - g. Perform the following commands properly as a member of a squad or platoon:
 - i. FALL, IN
 - ii. Dress Right, DRESS; Ready, FRONT
 - iii. COVER; RECOVER

- iv. Forward, MARCH
- v. Column Left (Half left)/ Right (Half right), MARCH
- vi. Mark Time, MARCH
- vii. Half Step, MARCH
- viii. Squad/Platoon, HALT
- ix. File from the Left/Right, MARCH

ii. Promotion to Cadet First Class

- a. Recite the first General Order.
- b. Recite the elements of the Cadet Code "LEADERSHIP"
- c. Demonstrate how to properly fold a flag.
- d. Recite the Chain of Command through Battalion level
- e. Name the Cadet Enlisted Ranks and Insignia
- f. Perform the following commands properly as a member of a squad or platoon:
 - i. At Close Interval, FALL IN
 - ii. At Close Interval, Dress Right, DRESS
 - iii. Rear, MARCH
 - iv. Left/Right Flank, MARCH
 - v. Column of twos (threes, etc) to the left/right, MARCH
 - vi. Change Step, MARCH
 - vii. Double Time, MARCH
 - viii. Open Rank, MARCH
 - ix. Close Ranks, MARCH
 - x. Eyes, RIGHT
 - xi. Ready, FRONT
 - xii. All commands necessary to properly execute a PT extended Formation

iii. Promotion to Cadet Corporal

- a. Recite the Chain of Command through State level
- b. Recite the six Cadet Corps Objectives
- c. Recite the second and third General Orders
- d. Name the Cadet Officer Ranks and Insignia
- e. Perform the following commands properly as a member of a squad or platoon:
 - i. Route Step, MARCH; At Ease, MARCH
 - ii. Backward, MARCH
 - iii. Count, OFF
 - iv. Counter Column, MARCH
 - v. Column of twos (threes, etc.) to the Left/Right, MARCH
 - vi. The Manual of the Guidon
 - vii. The Manual of the Colors (color guard minus the Manual of Arms)

iv. Promotion to Cadet Sergeant

- a. Recite the Definition of Leadership
- b. Name the insignia for all Adult (Army) ranks
- c. Demonstrate the ability to properly form and march a squad
- d. Call a cadence (jody)
- e. Pass the comprehensive test for Cadet Sergeant

CADET PTA WORKSHEET

Promotion Candidate's Name:

Last Name **First Name** **Unit**

Evaluate the cadet on each performance task and initial and date the task if conducted to standard.

CATEGORY:

1) Recite the Pledge of Allegiance	
2) Recite the Cadet Corps Core Values	
3) Recite the Cadet Corps Honor Code	
4) Recite the founding father of the California Cadet Corps	
5) Recite when the California Cadet Corps was founded	
6) Recite the Motto of the California Cadet Corps in French and English	
7) Perform the following basic individual drill commands properly	
a) Attention	
b) Present, ARMS; Order, ARMS	
c) Left, FACE	
e) Right, FACE	
f) About, FACE	
g) Half-Right, FACE	
h) Half-Left, FACE	
i) At, EASE	
j) Stand At, EASE	
k) Parade, REST	
8) Perform the following commands properly as a member of a squad or platoon	
a) Fall, IN	
b) Dress Right, DRESS; Ready, FRONT	
c) COVER; RECOVER	
d) Forward, MARCH	
d) Column Left, MARCH	
e) Column Right, MARCH	
f) Column Half-Left, MARCH	
g) Column Half-Right, MARCH	
h) Mark Time, MARCH	
i) Half Step, MARCH	
j) Squad/Platoon, HALT	
k) File from the Right, MARCH	
l) File from the Left, MARCH	

Comments:

Printed Name of PTA Verifier

Rank

Signature of Commandant of Cadets

Date

CADET FIRST CLASS PTA WORKSHEET

Promotion Candidate's Name:

Last Name First Name Unit

Evaluate the cadet on each performance task and initial and date the task if conducted to standard.

CATEGORY:

1) Recite the First General Order	
2) Recite the elements of the Cadet Code "LEADERSHIP"	
3) Demonstrate how to properly fold a flag	
4) Recite the Chain of Command through Battalion level	
5) Name the Cadet Enlisted Ranks and Insignia	
6) Perform the following commands properly as a member of a squad or platoon	
a) At Close Interval, FALL IN	
b) At Close Interval, Dress Right, DRESS	
c) Rear, MARCH	
d) Left/Right Flank, MARCH	
e) Column of twos (threes, etc) to the left/right, MARCH	
f) Change Step, MARCH	
g) Double Time, MARCH	
h) Open Rank, MARCH	
i) Close Ranks, MARCH	
j) Eyes, RIGHT	
k) Ready, FRONT	
l) All commands necessary to properly execute a PT extended Formation	

Comments: _____

Printed Name of PTA Verifier

Rank

Signature of Commandant of Cadets

Date

CADET CORPORAL PTA WORKSHEET

Promotion Candidate's Name:

_____ **Last Name** _____ **First Name** _____ **Unit**

Evaluate the cadet on each performance task and initial and date the task if conducted to standard.

CATEGORY:

1) Recite the Chain of Command through State level	
2) Recite the six Cadet Corps Objectives	
3) Recite the second and third General Orders	
4) Name the Cadet Officer Ranks and Insignia	
5) Perform the following commands properly as a member of a squad or platoon	
a) Route Step, MARCH; At Ease, MARCH	
b) Backward, MARCH	
c) Count, OFF	
d) Counter Column, MARCH	
e) Column of twos (threes, etc.) to the Left/Right, MARCH	
f) The Manual of the Guidon	
g) The Manual of the Colors (color guard minus the Manual of Arms)	

Comments: _____

_____ **Printed Name of PTA Verifier**

_____ **Rank**

_____ **Signature of Commandant of Cadets**

_____ **Date**

APPENDIX C

PROMOTION BOARD SCORING SHEET

Promotion Candidate's Name:

_____ (Last Name, First Name) _____ Current Rank _____ Rank Attempting Promotion to

Evaluate the cadet on a scale with four being outstanding and one being poor (zero is for no attempt or extremely poor performance)

CATEGORY:

1) Dress Uniform complies with CR 1-8	4	3	2	1	0
2) Haircut and hygiene	4	3	2	1	0
3) Poise, posture, and mannerisms	4	3	2	1	0
4) Self-confidence	4	3	2	1	0
5) Knowledge of CACC History, Objectives, Motto, etc	4	3	2	1	0
6) Knowledge of Basic Military Subjects	4	3	2	1	0
7) Knowledge of First Aid/CPR	4	3	2	1	0
8) Knowledge of Map and Compass Reading	4	3	2	1	0
9) Knowledge of Leadership Traits and Principles	4	3	2	1	0
10) Knowledge of other Leadership Topics	4	3	2	1	0
11) Demonstrated close order drill	4	3	2	1	0
12) Knowledge of squad, platoon, and company drill	4	3	2	1	0
13) Knowledge of Academic Vocabulary	4	3	2	1	0
14) Knowledge of Current Events	4	3	2	1	0
15) Knowledge of patriotic principles/information	4	3	2	1	0
16) Experiences in leadership positions have prepared this cadet	4	3	2	1	0
17) Knowledge of patriotic songs	4	3	2	1	0
18) Military courtesy	4	3	2	1	0
19) Attendance at school	4	3	2	1	0
20) Academic success in other classes	4	3	2	1	0
21) Citizenship record	4	3	2	1	0
22) Attendance at cadet events, activities, meetings	4	3	2	1	0
23) Quality/completeness of service record	4	3	2	1	0
24) Demonstrated ability to handle stresses of leadership	4	3	2	1	0
25) Willingness to serve (school and community service)	4	3	2	1	0

TOTAL FOR EACH SCORE:

_____ x 4 = _____ | _____ x 3 = _____ | _____ x 2 = _____ | _____ x 1 = _____

GRAND TOTAL OUT OF A POSSIBLE 100

Comments:

Printed Name of Promotion Board Member (Last Name, First Name)

Rank (or CIV)

Signature of Promotion Board Member

Date

APPENDIX D

Promotion Board and PTA Requirements for Promotion to Cadet Staff Sergeant through Cadet Master Sergeant / Cadet First Sergeant / Cadet Sergeant Major / Cadet Command Sergeant Major

Promotion Board and PTA Requirements for Promotion to Cadet Staff Sergeant

A cadet seeking promotion to Cadet Staff Sergeant and higher must successfully demonstrate the appropriate knowledge and skills in a combination of PTAs and oral interview(s) with more senior ranking cadet(s) and/or commandant personnel. This promotion board will take place in a formal setting in Class B or A Uniform. The cadet must successfully demonstrate the following knowledge and skills in a combination of PTAs and oral interview with more senior ranking cadet(s) and/or commandant personnel.

By design, all cadet knowledge and experience is cumulative. A cadet is expected to not only be competent and knowledgeable for the rank they are attempting to achieve, but are also expected to continue to possess and maintain the knowledge and expertise expected of ALL LOWER RANKS.

Promotion Board Questions: The board may ask any of these questions appropriate to the cadet's training or other questions they feel appropriate.

- Name five traits of a leader and explain why you think they're important
- Name five Leadership Principles and explain how they apply to your experience as a cadet leader
- Explain Maslow's Hierarchy of Needs and how you incorporate it into your leadership decisions
- Name a method of Time Management and how you use it
- Name the three types of goals and give examples from your life
- What are SMART goals?
- Why does the CA Cadet Corps have an honor code? How does it affect cadet operations?
- Name the CACC Core Values and explain why they're important to our program.

Additional PTAs: The commandant can repeat or add ANY of the previous NCO PTAs they feel are appropriate. At minimum, the cadet should demonstrate they know how to properly:

- Demonstrate the Manual of Arms with a Springfield 1903 or similar rifle.
- Demonstrate the ability to properly form and march a platoon
- Demonstrate the ability to lead a platoon in Physical Training
- Complete a Clothing Record
- Review a Form 13 for accuracy
- Demonstrate the ability to find Cadet Regulations on the CACC website
- What are the major responsibilities of a cadet S-1, S-2, S-3, S-4, S-5, S-6?
- Conduct platoon level accountability

CADET STAFF SERGEANT PTA WORKSHEET

Promotion Candidate's Name:

_____ **Last Name** _____ **First Name** _____ **Unit**

Evaluate the cadet on each performance task and initial and date the task if conducted to standard.

CATEGORY:

1) Demonstrate the Manual of Arms with a Springfield 1903 or similar rifle	
2) Demonstrate the ability to properly form and march a platoon	
3) Demonstrate the ability to lead a platoon in Physical Training	
4) Complete a Clothing Record	
5) Review a Form 13 for accuracy	
6) Demonstrate the ability to find Cadet Regulations on the CACC website	
7) What are the major responsibilities of a cadet S-1, S-2, S-3, S-4, S-5, S-6	
8) Conduct platoon level accountability	

Comments:

_____ **Printed Name of PTA Verifier**

_____ **Rank**

_____ **Signature of Commandant of Cadets**

_____ **Date**

Promotion Board and PTAs Requirements For Promotion to Cadet Sergeant First Class

The cadet must successfully demonstrate the following knowledge and skills in a combination of PTAs and oral interview with more senior ranking cadet(s) and/or commandant personnel.

By design, all cadet knowledge and experience is cumulative. A cadet is expected to not only be competent and knowledgeable for the rank they are attempting to achieve, but are also expected to continue to possess and maintain the knowledge and expertise expected of ALL LOWER RANKS.

Promotion Board Questions: The promotion board can repeat or add ANY of the previous cadet NCO questions they feel are appropriate.

- What is the California state animal? Flower? Tree?
- What regulation governs Cadet Appointments and Promotions? Cadet Awards? The Cadet uniform?
- What is delegation?
- What components are included on a typical training schedule?
- Explain how to stop bleeding.
- Explain what a scale on a map is for and how it is used.
- Cite some cultural differences between African Americans, Asian Americans, and Hispanic Americans.
- Explain the factors affecting human motivation.
- Differentiate between the role of the officer and NCO

Additional PTAs: The commandant can repeat or add ANY of the previous NCO PTAs they feel are appropriate. At minimum, the cadet should demonstrate they know how to properly:

- Complete a Clothing Record.
- Complete a Requisition and Inventory.
- Prepare a Service Record.
- Prepare a Strength and Activities Report.
- Prepare an Order.
- Demonstrate how to use a compass.
- Demonstrate how to find grid coordinates.
- Demonstrate the proper method of adult CPR.
- Demonstrate the ability to conduct a company level accountability formation

CADET SERGEANT FIRST CLASS PTA WORKSHEET

Promotion Candidate's Name:

_____ **Last Name** _____ **First Name** _____ **Unit**

Evaluate the cadet on each performance task and initial and date the task if conducted to standard.

CATEGORY:

1) Complete a Clothing Record.	
2) Complete a Requisition and Inventory	
3) Prepare a Service Record	
4) Prepare a Strength and Activities Report	
5) Prepare an Order	
6) Demonstrate how to use a compass	
7) Demonstrate how to find grid coordinates	
8) Demonstrate the proper method of adult CPR.	
9) Demonstrate the ability to conduct a company level accountability formation	

Comments:

_____ **Printed Name of PTA Verifier**

_____ **Rank**

_____ **Signature of Commandant of Cadets**

_____ **Date**

**California Cadet Corps
Promotion Board and PTAs requirements for Promotion to Cadet
Master Sergeant**

The cadet must successfully demonstrate the following knowledge and skills in a combination of PTAs and oral interview with more senior ranking cadet(s) and/or commandant personnel.

By design, all cadet knowledge and experience is cumulative. A cadet is expected to not only be competent and knowledgeable for the rank they are attempting to achieve, but are also expected to continue to possess and maintain the knowledge and expertise expected of ALL LOWER RANKS.

Additional Promotion Board Questions: The promotion board can repeat or add ANY of the previous cadet NCO questions they feel are appropriate.

- Explain what triage is.
- Describe who makes up California's Executive Branch.
- Explain how a bill becomes a law.
- Give the warning signs and treatment of a stroke.
- Describe who makes up California's Legislative Branch.
- What does it mean to be a Leader of Character, Presence, and Intellect?
- What are Universal Precautions?
- Describe who makes up California's Judicial Branch.
- Explain the types of burns and how to treat them.

Additional PTAs: The commandant can repeat or add ANY of the previous NCO PTAs they feel are appropriate. At minimum, the cadet should demonstrate they know how to properly:

- Demonstrate how to conduct a Head to Toe Exam.
- Demonstrate how to properly march a platoon.
- Demonstrate how to run a Physical Fitness training session.
- Demonstrate the proper method of child and infant CPR.
- Demonstrate how to properly orient a map.
- Demonstrate how to command a Color Guard.
- Demonstrate how to command a flag detail.
- Demonstrate how to administer the Fitnessgram properly.

CADET MASTER SERGEANT PTA WORKSHEET

Promotion Candidate's Name:

_____ **Last Name** _____ **First Name** _____ **Unit**

Evaluate the cadet on each performance task and initial and date the task if conducted to standard.

CATEGORY:

1) Demonstrate how to conduct a Head to Toe Exam	
2) Demonstrate how to properly march a platoon	
3) Demonstrate how to run a Physical Fitness training session	
4) Demonstrate the proper method of child and infant CPR	
5) Demonstrate how to properly orient a map	
6) Demonstrate how to command a Color Guard.	
7) Demonstrate how to command a flag detail	
8) Demonstrate how to administer the Fitnessgram properly	

Comments:

_____ **Printed Name of PTA Verifier** _____ **Rank**

_____ **Signature of Commandant of Cadets** _____ **Date**

APPENDIX E

Promotion Board and PTA Requirements for Promotion to Cadet Second Lieutenant through Cadet Colonel

California Cadet Corps Promotion Board and PTAs requirements for Promotion to Cadet Second Lieutenant

A cadet officer must successfully demonstrate the following knowledge and skills in a combination of PTAs and oral interview with more senior ranking cadet(s) and/or commandant personnel.

Because the California Cadet Corps is an applied leadership program, cadet officers are expected to demonstrate the ability to analyze, apply and synthesize knowledge and skills learned at lower ranks. Therefore questions on an officer promotion board demand a level of performance and thoughtfulness in their responses commensurate with those expectations.

By design, all cadet knowledge and experience is cumulative. A cadet is expected to not only be competent and knowledgeable for the rank they are attempting to achieve, but are also expected to continue to possess and maintain the knowledge and expertise expected of ALL LOWER RANKS. This is a particularly critical expectation to understand as it relates to those cadets who attempt and/or attain accelerated promotion to commissioned ranks. **More specifically, a Commissioned Officer is expected to possess the appropriate knowledge and experience of both a C/SFC and C/MSG, regardless of whether they ever attained those ranks.**

For promotion to C/2LT, you must pass the C/2LT Comprehensive Exam.

Additional Promotion Board Questions (Generic): The promotion board can repeat or add ANY of the previous cadet NCO or officer questions they feel are appropriate.

- Explain the difference between authority and responsibility.
- Tell the promotion board why you would like to be a cadet officer.
- What is your biggest weakness as a leader? What have you done to work on that deficiency?
- Give us an example of where your leadership skills shined (a situation where you showed great leadership).
- What does it mean to you to be patriotic? How do you demonstrate your patriotism?
- Why is it important for a cadet officer to do well in school? How well do you do in school?
- What were your latest PT test scores? Why is it important for a cadet officer to be healthy and physically fit?
- How will you treat cadet NCOs when you are commissioned? You are currently “one of them.”
- What will change about your relationship with cadet NCOs when you become a cadet officer?
- Have you been in any trouble at school in the last year? (detentions, suspensions, etc)
- How has your attendance been at school the past year? (number of absences, tardies, truanancies)
- In what ways has being in the Cadet Corps helped shape you into a better person?
- Why is it important to be sensitive to and knowledgeable about people from other cultures?
- How good are you at managing your time and staying organized? Why are those two things important?

Additional PTAs: The commandant can repeat or add ANY of the previous NCO PTAs they feel are appropriate. At minimum, the cadet should demonstrate they know how to properly conduct the PTAs in the Cadet Second Lieutenant PTA Worksheet.

California Cadet Corps
Promotion Board and PTAs requirements for Promotion to Cadet
First Lieutenant

A cadet officer must successfully demonstrate the following knowledge and skills in a combination of PTAs and oral interview with more senior ranking cadet(s) and/or commandant personnel.

Because the California Cadet Corps is an applied leadership program, cadet officers are expected to demonstrate the ability to analyze, apply and synthesize knowledge and skills learned at lower ranks. Therefore questions on an officer promotion board demand a level of performance and thoughtfulness in their responses commensurate with those expectations.

By design, all cadet knowledge and experience is cumulative. A cadet is expected to not only be competent and knowledgeable for the rank they are attempting to achieve, but are also expected to continue to possess and maintain the knowledge and expertise expected of ALL LOWER RANKS. This is a particularly critical expectation to understand as it relates to those cadets who attempt and/or attain accelerated promotion to cadet commissioned ranks.

Additional Promotion Board Questions (Generic): The promotion board can repeat or add ANY of the previous cadet NCO or officer questions they feel are appropriate.

- What are the two types of orders an S-1 publishes and what does each accomplish?
- What is a strength report and describe the process of submitting it through brigade to state?
- What is an inventory and how often does the cadet regulation 4-1 say it must be accomplished? How do you conduct an inventory?
- Explain the difference between Direct, Organizational, and Strategic Leadership
- Describe Personality Theories of Leadership and give two examples
- Describe the Authentic Leadership Theory
- Describe how you prepare for the Annual General Inspection as the Battalion S1

Additional PTAs: The commandant can repeat or add ANY of the previous PTAs they feel are appropriate. At minimum, the cadet should demonstrate they know how to properly:

- Make a Training Schedule
- Develop a Risk Management Worksheet for a cadet activity
- Write a press release for a cadet activity
- Write a WARNORD for a cadet activity

**California Cadet Corps
Promotion Board and PTAs requirements for Promotion to Cadet
Captain**

A cadet officer must successfully demonstrate the following knowledge and skills in a combination of PTAs and oral interview with more senior ranking cadet(s) and/or commandant personnel.

Because the California Cadet Corps is an applied leadership program, cadet officers are expected to demonstrate the ability to analyze, apply and synthesize knowledge and skills learned at lower ranks. Therefore questions on an officer promotion board demand a level of performance and thoughtfulness in their responses commensurate with those expectations.

By design, all cadet knowledge and experience is cumulative. A cadet is expected to not only be competent and knowledgeable for the rank they are attempting to achieve, but are also expected to continue to possess and maintain the knowledge and expertise expected of ALL LOWER RANKS. This is a particularly critical expectation to understand as it relates to those cadets who attempt and/or attain accelerated promotion to cadet commissioned ranks.

Additional Promotion Board Questions (Generic): The promotion board can repeat or add ANY of the previous cadet NCO or officer questions they feel are appropriate.

- What is an Operations Order and what purpose does it serve?
- What are some things to consider when performing a risk assessment in the planning stages of a cadet event? Give several examples of how you mitigate risks common on cadet field activities.
- What components should always exist in a cadet commander's mission statement?
- What are the two most important responsibilities of a leader?
- Describe the Cadet Leadership Model.
- Describe the core differences between Theory X and Theory Y Leaders
- Describe the four components of Transformational Leadership
- Explain the difference between leadership and management

Additional PTAs: The commandant can repeat or add ANY of the previous PTAs they feel are appropriate. At minimum, the cadet should demonstrate they know how to properly:

- Serve as a primary staff officer on a battalion or higher level staff
- Serve as Project Officer for a brigade level activity
- Identify a significant problem within the operations of your CACC battalion, present a solution, and implement it. Brief your results to your Commandant.

California Cadet Corps
Promotion Board and PTAs requirements for Promotion to Cadet
Major, Cadet Lieutenant Colonel, and Cadet Colonel

A cadet officer must successfully demonstrate the following knowledge and skills in a combination of PTAs and oral interview with more senior ranking cadet(s) and/or commandant personnel.

Because the California Cadet Corps is an applied leadership program, cadet officers are expected to demonstrate the ability to analyze, apply and synthesize knowledge and skills learned at lower ranks. Therefore questions on an officer promotion board demand a level of performance and thoughtfulness in their responses commensurate with those expectations.

By design, all cadet knowledge and experience is cumulative. A cadet is expected to not only be competent and knowledgeable for the rank they are attempting to achieve, but are also expected to continue to possess and maintain the knowledge and expertise expected of ALL LOWER RANKS. This is a particularly critical expectation to understand as it relates to those cadets who attempt and/or attain accelerated promotion to cadet commissioned ranks.

Additional Promotion Board Questions (Generic): The promotion board can repeat or add ANY of the previous cadet NCO or officer questions they feel are appropriate.

- What is your philosophy of leadership?
- Share with us your vision for how to make the Cadet Corps better. How would you achieve that vision?
- Every leader has a “fatal flaw.” What is yours and how are you working on that fatal flaw so that it does not result in your downfall?
- Describe how Power and Influence affect leadership. Name the types of power and influencing styles during your explanation
- Describe direct and indirect leadership, and discuss the responsibilities of a senior cadet leader
- Describe the different skills of coaching, mentoring, and counseling
- Select five of Henry Fayol’s Management Principles and give examples of how you’ve seen them in your cadet career

Additional PTAs: Select four of the following for each of the promotions to C/MAJ, C/LTC, and C/COL. Don’t repeat any as you go up in rank.

- Prepare a complete Operations Plan.
- Give an effective briefing on an Operations Plan.
- Function effectively as a battalion and regimental/brigade primary staff officer.
- Use command voice in front of a regiment or brigade.
- Resolve conflicts between subordinates.
- Write an effective memorandum.
- Write an effective personnel “counseling statement.”
- Prepare an agenda for a staff meeting and conduct the meeting.
- Conduct an efficient and effective awards ceremony.
- Serve as the commander of troops at a Pass in Review.
- Conduct a unit mock Annual General Inspection.
- Serve on the 10th Corps Staff

APPENDIX F

CADET PROMOTION TESTING

- a. There is a promotion test to attain the ranks of Cadet Sergeant, Cadet Second Lieutenant, and Cadet Major. Online promotion examination access instructions are available on the California Cadet Corps website at <http://www.cacadets.org>. Access to the online examinations is restricted to commandant personnel with required user names and passwords. Contact the CACC HQ S-6 for access privileges or for a paper version of the test.
- b. Cadet personnel may only take promotion tests under the direct monitoring/proctoring/supervision of a California Cadet Corps (CACC) Commandant, Assistant Commandant, or Special Projects Officer. CACC personnel may use local school or district approved adults (employees or volunteers) to assist in the monitoring/proctoring/supervision of testing, HOWEVER the requesting officer assumes responsibility for the integrity and validity of the testing process.
 - (1) Due to testing security and integrity issues, NO CADET MAY BE INVOLVED IN ANY WAY, SHAPE, OR FORM with the registration, monitoring, proctoring, or supervision of the testing process. A cadet may be involved in the pre and post activities surrounding promotion testing, such as pre-registrations and order publication, but not directly with the testing or request process.
 - (2) A cadet may not use any outside assistance during the testing, inclusive of other persons, written materials or electronic equipment. The test must be the exclusive effort of the cadet and this must be attested to by the authorized adult proctor. It is an integrity violation to write down any questions or answer choices. Additionally, the online system will not allow printing of question screens.
 - (3) Commandant personnel should plan to request access codes or paper test NLT 3 days prior to their scheduled testing session.
- c. Detailed procedures for online testing can be found on the CACC website at <http://www.cacadets.org>. In summary, the following protocol shall be used for online testing.
 - (1) STEP 1: A cadet who wishes to take a promotion test must notify their commandant, who will submit a request for online testing through the CACC website at <https://tools.cacadets.org>.
 - (2) STEP 2: Once the request is received, normally within 10 minutes, a test will be provisioned for the cadet. The test valid for seven (7) days from the date of issue. For security purposes, only users with pre-validated CACC accounts will be allowed to request a test be provisioned. Procedures for requesting CACC accounts can be found on the CACC website.
 - (3) STEP 3: Under the direct monitoring and proctoring of an authorized adult, the online testing process begins by clicking on a link from the CACC website. The testing system will ask for the name of the individual (name must be entered exactly as it is on the online roster), and the school the cadet attends. Once the information has been entered the webpage will display confirmation that a test is available and which test was provisioned, then individual may begin the test.
 - (4) STEP 4: Each test has a maximum time of 50 minutes and consists of 50 questions

randomly selected from a test bank that has at least a hundred questions per testing level. Please note that if a special education student requires additional time for the test as required in an IEP, or if additional testing accommodations are required, the proctor must email the HQCACC S6 to make arrangements for a special testing scenario.

*If an individual scores 80% or higher on the test, a certificate of achievement will automatically be generated that will include the cadet's name, score, and date/time of the specific test they took. Two copies of the certificate of achievement should be printed for documentation.

*If an individual fails a test (scores less than 80%), they will need to wait 14 days before a new authorization code can be issued to retake the test.

d. Detailed procedures for requesting paper testing can be found on the CACC website at <http://www.cacadets.org>. In summary, the following protocol shall be used for requesting paper tests.

- (1) STEP 1: A cadet who wishes to take a promotion test must notify their commandant, who will submit a request for testing through the CACC website.
- (2) STEP 2: Once the request is received, normally within two business days, the requestor will receive an email with a paper version of the exam. For security purposes, only users with pre-validated CACC email accounts will be allowed to request and receive paper tests. Procedures for requesting CACC email accounts and/or pre-validation as a testing proctor can be found on the CACC website.
- (3) STEP 3: Each test has a maximum time of 50 minutes and consists of 50 questions randomly selected from a test bank that has at least a hundred questions per testing level. Please note that if a special education student requires additional time for the test as required in an IEP, or if additional testing accommodations are required, it will be up to the Commandant of Cadets to arrange those accommodations.
- (4) STEP 4: The completed test must be scanned and submitted to promotests@cacadets.org for grading. A new test must be requested for each testing cycle, out of date paper tests will not be graded.
- (5) STEP 5: For security purposes, paper tests will be treated as a supply item kept IAW the supply procedures in CR 4-2. Test copies should be destroyed by the same day they are submitted for grading.

*If an individual scores 80% or higher on the test, certificate of achievement will be produced by HQCACC and will include the cadet's name, score, and date/time of the specific test they took. Two copies of the certificate of achievement should be printed for documentation.

*If an individual fails a test (scores less than 80%), they will need to wait 14 days before a new authorization code can be issued to retake the test.