

Cadet Regulation 1-4

Personnel

Adult Member Personnel Management

HEADQUARTERS
California Cadet Corps
Camp San Luis Obispo, CA
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UNCLASSIFIED

SUMMARY of CHANGE

CR 1-4

Adult Member Personnel Management

This revision of CR 1-4 from the regulation dated 8 October 2016:

- Incorporates previous changes and the Warrant Officer and NCO Professional Military Education MOI.
- Adds definitions for Commandant of Cadets, Company Grade Officer, Field Grade Officer, Military Academy, Non-Classroom Commandant, Personnel Unit Advisory Committee (PUAC), Professional Development, Primary Military Education (PME), School Year, Senior NCO, Uniformed Services.
- Introduces the CACC Orientation Course (COC) as a requirement for appointment.
- Gives credit toward Time in Grade requirements for various experience and qualifications.
- Allows the XO and PUAC to consider service in military auxiliaries (CAP, NDCC, Sea Cadets, CGA, etc.) toward higher grades upon appointment, similar to the Uniformed Services.
- Adds TB Test results to the list of documents required in an Appointment packet.
- Move the occasion of signing the Oath of Office to the COC in most cases.
- Adds a written Performance Review to promotion requirements
- Changes the maximum rank for the Senior Enlisted Advisor of a regiment to CSM.
- Changes promotion and appointment criteria. Eliminates waivers of promotion criteria.
- Modifies and clarifies brevet system.
- Makes extensive regulation, policy, responsibility, and procedural changes to personnel management topics
- Makes extensive formatting changes throughout
- Makes significant changes to appointment and promotion requirements, including separate pathways for promotion for Commandants of Cadets vs Non-Classroom Commandants.
- Makes significant changes to the list of military education equivalencies.
- Lists sample professional certifications for Warrant Officers
- Adds service as a Brigade Advisor or HQ CACC primary staff officer as equivalency for ILE
- Lists sample specialty training for enlisted PME

California Cadet Corps

Adult Member Personnel Management

By Order of the Adjutant
General:

DAVID S. BALDWIN
Major General
The Adjutant General

Official:



MICHAEL J. SMITH
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.

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.

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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 will 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. BSOs may be of any rank.
- e. CACC Adult Member: means a California National Guard or California State Guard service member who is filling a CACC vacancy, or, any person assessed into the CACC to fill a school or CACC position.
- f. Commandant (CMDT) of Cadets: An individual who is assigned to be the primary instructor and adult leader of a CACC unit program. It may be a credentialed teacher assigned by a public, charter, or private school to teach one or more class periods of the CACC, to include school programs outside of normal class hours, and appointed as a commissioned officer, warrant officer, or enlisted member in the CACC. This individual is responsible for the leadership and supervision of Assistant Commandants of Cadets and cadets assigned to the unit.
- g. Commandant (CMDT): Any Adult Member of the CACC. The term is synonymous with Soldier for Army, Sailor for Navy, Airman for Air Force, etc.
- h. Company Grade Officer: Commissioned Officers in the ranks of Warrant Officer 1, Chief Warrant Officer 2, 2nd Lieutenant, 1st Lieutenant, and Captain.
- i. Field Grade Officer: Commissioned Officers in the ranks of Chief Warrant Officer 3, Chief Warrant Officer 4, Chief Warrant Officer 5, Major, Lieutenant Colonel, and Colonel.
- j. 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.
- k. Military Academy: An institution of education meets the following criteria: the entire student body is organized in a military structure; the institution requires students attend least one course in CACC instruction per term taught during school hours; there is a distinct military cadre; is not affiliated with the ChalleNGe program; and is at least regimental strength in accordance with CR 3-22.
- l. Non-Classroom Commandant: Any adult member who is not a Classroom Commandant.
- m. Non-Commissioned Officer: Enlisted personnel in the ranks of Corporal through Command Sergeant Major.
- n. Personnel Unit Advisory Committee (PUAC): The board that considers personnel actions for recommendation to the XO. This includes appointments, promotions, transfers, assignment, activation or dissolution of units, and other personnel actions. The PUAC generally meets monthly to consider requests that have been submitted through S1 channels.

- o. Professional Development: Courses that are not part of the Professional Military Education system. For promotion purposes it is considered coursework leading to a certification or maintenance of professional licensure.
- p. Professional Military Education (PME): The spectrum of formal courses offered by the CACC, the California Military Department, and the Armed Forces whose completion is required for promotion.
- q. School Year: For administrative purposes, the year runs from 1 July to 30 June.
- r. Senior Non-Commissioned Officer: Enlisted personnel in the ranks of Sergeant First Class through Command Sergeant Major.
- s. Special 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 normally involve direct supervision of cadets as their primary assignment. Examples include, but are not limited to: specialty training programs, medical services, chaplain services, legal services, conflict mediation, instructional support, regulations and curriculum writing, administrative, logistical or public relations support. They may directly supervise cadets during specialty training sessions that is incidental to that training but they do not otherwise regularly instruct the CACC program at a unit. 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.
- t. Uniformed Service: Any of the U.S. Armed Forces Branches (Army, Navy, Air Force, Marine Corps, Coast Guard, Space Force), the Public Health Service, the National Oceanic and Atmospheric Administration, and its reserve or National Guard components, and the California State Guard (formerly the California State Military Reserve), and its components (land, air, maritime), and the State Defense Force of another state and its components.

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, Support Officers, or Special Projects Officers.

School districts may delegate authority to sign documents identified in this regulation.

Nothing herein shall be construed to prohibit the filling of CACC vacancies with California National Guard (CNG) or California State Guard (CSG) service members, if they otherwise meet the qualifications for such vacancy and have completed the Live Scan requirements in Chapter 2 below.

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 break in continuous service.
- (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.
- (f) No CACC Adult Member shall be appointed or promoted if the member has not passed a LIVE SCAN background check.
- (g) A LIVE SCAN is required for all adult volunteers who will work around cadets regardless of whether they choose to be appointed in the CACC.

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) Applicants shall provide verification that he or she has completed a LIVE SCAN background check.
- (b) Applicants shall pay for the LIVE SCAN background check and shall not be reimbursed.
- (c) 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.
- (d) The Assistant Executive Officer shall approve a LIVE SCAN background check when it is free of any background discrepancies that would disqualify the applicant.

- (e) 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.
- (f) The Assistant Executive Officer shall not approve a LIVE SCAN background check when there are any discrepancies that would disqualify an applicant.
- (g) 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.
- (h) The Executive Officer serves as the appeal authority and the authority for exceptions to policy when it is in the best interest of the organization. Approved exceptions to policy will be documented in writing with justification and filed in the applicant's 201 file.

CHAPTER 3

ELIGIBILITY REQUIREMENTS

3-1. General.

The primary purpose of the CACC is “to provide California schools and students with a quality educational and leadership development program that prepares students for success in college and the work force.” 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. Orientation Course Requirement.

No one will be appointed into the California Cadet Corps until they have completed the CACC Orientation Course (COC). This course is held four times a year, and includes both online prep work and an in-person attendance requirement. Appointment packets should be submitted 30 days prior to the COC, and appointment orders will be published upon completion of the COC. Personnel appointed prior to the publication of this edition of CR 1-4 are exempt from the requirement to attend the COC.

3-3. Active and Prior Military Service Personnel.

Current and former officers, warrant officers, and enlisted personnel of any Uniformed Service 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 3-2. Their appointment will not be effective until they have completed the CACC Orientation Course.

Individuals who have achieved a general/flag officer rank may be commissioned in the CACC at the last honorable rank held in their Uniformed Service.

Upon initial appointment, prior service commissioned and warrant officers who are appointed in the CACC may receive time in grade credit for half of the time in grade requirements towards promotion for the next rank or full credit for time in grade at their rank with their service component at separation, whichever is more.

Personnel with more than three years military experience E1-E5 may receive time in grade credit of 12 months toward their next promotion.

Personnel with more than five years military experience achieving E6 and above may receive time in grade credit of 24 months toward their next promotion.

3-4. Non-Prior Military Service Personnel.

Applicants without prior military service may be selected for appointment in the CACC as described in Table 3-2. Their appointment will not be effective until they have completed the CACC Orientation Course.

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 Captain 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.

Applicants without prior military service but who have voluntarily served in auxiliary or established cadet organizations may be given consideration for their volunteer service. This includes but is not limited to service in the Civil Air Patrol, Sea Cadets, National Defense Cadet Corps, or Coast Guard Auxiliary. Applicants will submit documentation as to their service and training. The XO and PUAC may determine their experience to equate to a higher level of entry grade, but no such elevation is automatic.

Applicants with a Master's degree and a Single or Multiple Subject Credential or Administrator Credential may receive time in grade credit of 12 months toward their promotion to Major.

Applicants with a Doctorate may receive time in grade credit of 24 months toward their promotion to Major.

3-5. 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 S1 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.

3-6. 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, Identification Card, or equipment, shall not be allowed to participate in State supported activities, or be afforded protections/coverage by the state

if injured at a CACC activity.

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.
- c. Education/Experience. Applicants must meet educational and/or experience requirements as described in Table 3-2. Only degrees from colleges or universities accredited by an agency recognized by the U.S. Department of Education will be considered.
- 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.

3-7. 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 1-9.

3-8. 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.

3-9. 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 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.

Members who transition back to a commissioned officer (after already having been a CACC commissioned officer) may receive credit for time in grade and time in service for one promotion only.

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 CSG 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 3-2, 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 California State Guard, 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.
 - (3) The Oath will normally be administered at the CACC Orientation Course.
- 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. A 1-1/2" x 1-1/2" passport sized picture or digital photo of head and face without headgear or sunglasses. 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.
- n. Proof of TB Test with negative result (or follow-up chest x-ray) within 2 years of application.

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, to include the Principal's and School Board's approval.
- b. Submit the complete packet to the Brigade Advisor.
- c. The Brigade Advisor forwards the completed application packet with all enclosures to HQ CACC S1, Personnel@cacadets.org for final action.

Personnel applying for SPO or HQ CACC Staff positions shall forward the completed application packet, through the Brigade Advisor if within a brigade, to the HQ CACC ATTN: S1, Personnel@cacadets.org for final action.

Upon receipt of an application packet, HQ CACC S1 shall:

- a. Review the application for completeness.
- b. Validate eligibility and grade authorized, based on criteria described in Table 3-2.
- c. Return Package if incomplete, ineligible or illegible.

- d. Forward packet for consideration to the CACC Command Group/Personnel Unit Advisory Committee (PUAC) for approval.
- e. Publish orders and prepare a CACC ID card for the member if approved, after the individual has completed the CACC Orientation Course (if required).
- f. Note that current policy is that prospective CACC members must complete the CACC Orientation Course (COC) prior to being appointed.

4-3. Date of Accession.

The effective date of the accession orders shall be determined based on the date the applicant signs the Oath. The Oath will usually be administered at the CACC Orientation Course.

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 Tables 5-1 or 5-2 to be considered for promotion. Approval authority for all adult promotions lies with the CACC XO, with implicit approval from Commander, Youth Programs Task Force and The Adjutant General (which may be exercised at their discretion). The PUAC is an advisory board for the XO's decision process.

The following extra qualifications may be used as equivalency for 12 months TIG:

- a. For promotion up through E5, three or more year's military service (active, reserve, state guard) is the equivalent of 12 months TIG.
- b. For promotion up through E6, three or more year's military service (active, reserve, or state guard) is the equivalent of 24 months TIG.
- c. Specialty Training credit is any certification recognized by the state government or by a state or national accrediting board or a certificate of achievement or above by an accredited educational institution. For the purposes of this definition, service as an instructor at the annual CACC encampment for 3 encampments will meet this criteria, as does having a Clear Military Drill Credential. Completion of Specialty Training is equivalent to one year TIG. Only one year may be taken off the TIG requirement.
- d. Having a Master's Degree with a Single or Multiple Subject Credential or Administrator Credential is the equivalent of 12 months TIG. Only one year may be taken off the TIG requirement.

Promotion packets will include a written performance review by the member's primary supervisor. Each echelon in the chain of command may add their recommendation to the packet, but all recommendations for promotion will be submitted to the PUAC and XO for action, and will not be denied at lower levels. Promotion recommendations will be routed through the Brigade Advisor (units) or AXO (HQ CACC) for approval and submission to the S1/PUAC. Promotion of adult members who serve in both units and HQ CACC will have a recommendation from both the Brigade Advisor and AXO.

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 or 5-2.

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.

Prior service enlisted members in the pay grades E-1 through E-8 may be promoted using the last rank plus one principle in the initial appointment table but not to exceed the rank of MSG. Those who left federal service as an E-9 shall be appointed to the rank of SGM.

Promotion to CPL is authorized as a lateral appointment with at least one year time in grade as a SPC and completion of the COC. 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 as MSG upon vacating this position.

Promotion to CSM is a lateral appointment and is contingent upon serving at the senior enlisted advisor for a military academy, regiment, or 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 original rank. If an Adult CACC Member is placed on state active duty orders, pay will be for the actual rank held and not the brevetted rank, but may wear the rank in which brevetted.

A brevet promotion may also be authorized for personnel serving in critical leadership positions as defined and published by the Executive Officer in policy. Individuals authorized a brevet promotion under this provision may wear the insignia of the rank brevetted to and may also draw pay at such rank when placed on state active duty orders. A CACC member who has been breveted under this provision shall not accumulate TIG towards the next higher rank but shall accumulate TIG at his or her original rank.

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, the Commander of the Youth Programs and Community Task Force, or the

governing school board or administrative official, may suspend that person from his or her duties 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.

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.

The performance review will consist of a memo to the CACC XO from the member's primary supervisor, attesting to the extent and quality of the member's performance in the current assignment.

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 to the HQ CACC S6, ITSupport@cacadets.org.

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 HQ CACC S6 as well.

CACC ID Cards are to be used only to facilitate entry onto military installations or for the purchase of military uniforms.

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 SAD according to his or her appointing authority prior to being appointed to CACC SAD. Members of the CNG or CSG must be eligible in accordance with their service requirements prior to coming on 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 505, and 516.1 CMVC).
- (c) When requested by a school, the Adjutant General may detail from the organizations of the California National Guard, California State Guard, or Naval Militia, with or without pay, competent members who shall perform marksmanship duties on behalf of such schools (Section 512).
- (d) The Adjutant General may detail from the organizations of the California National Guard, California State Guard, or Naval Militia, with or without pay, competent members who shall perform duties on behalf of the CACC (Section 513 CAMV).
- (e) The Adjutant General may detail from the organizations of the California National Guard, California State Guard, 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 on 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.

Written request for CACC SAD orders may be submitted using the online form provided on the CACC website.

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. Use of CALATERS is required unless deemed otherwise by the California Military Department.
- (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 request to 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 to the individual and also placed in the individual's 201 File. The 201 file will become part of the inactive files and 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, or via email with read receipt, to the last known address.

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 as determined by the Executive Officer.

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

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 an indefinite amount of time. Only the Executive Officer or a higher military authority may issue or rescind 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.

Appendix A

Instructions for Recalculating Grade

The Initial Appointment Criteria shown in Table 5-2 in this regulation changes the grade criteria significantly in some cases. For commandants previously appointed who now qualify for appointment at a higher grade, here is the procedure to follow:

Send a memo to the HQ CACC S1 requesting to have your grade realigned based on the new criteria (see sample memo in Figure 1). Enclose documentation that shows you meet the new criteria (copies of certificates, diploma or transcripts, etc.). Scan and email the memo and documentation through your Brigade Advisor or the AXO (for HQ Staff) to Personnel@cacadets.org. If you need a new ID Card, include CACC Form 9 and a digital photo. Once you receive your new ID Card, return your old ID Card to the S6. If promoted, your new date of rank will be 1 NOV 2021 if your request is received by 31 May 2021. After 31 May 2021, DOR will be the date approved by the PUAC.

This process expires 31 OCT 2022, after which any rank change must revert to promotion criteria or separation and reappointment.

Figure 1 Sample Memo for Grade Realignment

CALIFORNIA CADET CORPS
HEADQUARTERS, 701ST BATTALION
WILSON HIGH SCHOOL
1900 WEST HILL DRIVE
SAN FRANCISCO, CALIFORNIA 94112-2932

CACC-701-CO

12 November 2021

MEMORANDUM THRU Brigade Advisor, 25th CACC Brigade

FOR HQ CACC, ATTN: S1, 10 Sonoma Ave, Bldg 1402, San Luis Obispo, CA 93405

SUBJECT: Request for Grade Realignment per CR 1-4

1. I request my CACC grade be realigned due to changes in Table 3-2 in the newly published CR 1-4 dated 1 NOV 2021. I believe my new grade should be CPT based on Option 10.
2. I am including a copy of my Master's Degree diploma (Enclosure 1).
3. My contact information is john.smith@cacadets.org, (555) 555-1212.

//Signed//

1 Encl
as

JOHN Q. SMITH
2LT, CACC
Commandant of Cadets

Figure 1: Sample Grade Realignment Memo

Table 3-1. Maximum Grade by Duty Assignment

DUTY ASSIGNMENT	MAXIMUM GRADE ¹
Executive Officer, CACC	COL
Assistant Executive Officer	LTC
Command Chief Warrant Officer	CW5
CACC Senior Enlisted Advisor	CSM
Inspector General	LTC / CW4 / SGM
Chaplain	LTC
Staff Judge Advocate	LTC
Chief Medical Officer	LTC
HQ, HHC Commander	LTC
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
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	CSM
Regimental Support Officer	MAJ / CW3
Regimental Special Projects Officer	MAJ / CW3 / MSG
Regimental Special Projects NCO	MSG
Commandant of Cadets	MAJ / CW3 / MSG
Assistant Commandant	CPT / CW2 / SFC
Battalion Special Projects Officer	CPT / CW2
Battalion Special Projects NCO	SFC
Company TAC Officer	CPT / CW2
Company TAC NCO	SSG

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.

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/CAP 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/CAP C/MAJ and above	CPL
4	Basic level professional certification	None	WO1
5	Intermediate level professional certification	None	CW2
6	Advanced or master level professional certification	None	CW3
7	30 semester credits	None	SGT
8	Associate's Degree	None	WO1 or 2LT
9	Bachelor's Degree	None	CW2 or 1LT
10	Master's Degree	None	CW3 or CPT
11	Doctorate Degree	None	CW3 or CPT
12	HS Diploma or GED	E1-E4	SPC or last rank plus 1
13	HS Diploma or GED	E5-E7	Last rank or last rank plus 1
14	HS Diploma or GED	E8-E9	Last rank
15	Associate's Degree	E1-E4	SGT or WO1 or 2LT ¹
16	Bachelor's Degree	E1-E4	SSG or CW2 or 1LT ¹
17	Associate's Degree	E5-E9	Last rank or last rank plus 1 (NTE MSG) or WO1 or 2LT ¹
18	Bachelor's Degree	E5-E9	Last rank or last rank plus 1 (NTE MSG) or

			CW2 or 1LT ¹
19	Master's Degree	E4-E9	Last rank or last rank plus 1 (NTE MSG) or CW3 or CPT ¹
20	As required by military appointment	W1-W5 or O1-O9	Last rank (NTE COL)

Note 1: Credit for prior military experience is given in TIG credits for promotion, not appointment rank.

Table 3-3: Emergency Services Initial Appointment Considerations

Emergency Services Rank	CACC Rank Will Not Exceed
Entry Level Positions (EMR, BSIS Security Guard, Food Handler Card, etc.)	SPC
Officer, EMT, Firefighter, etc. with <2 yrs fulltime experience	SGT
Officer, EMT, Firefighter, etc. with > 2 yrs fulltime experience, Paramedic regardless of experience	Warrant Officer (WO1)
Sergeant, Lieutenant, EMS Educator, etc.	Chief Warrant Officer 2 (CW2)
Captain	Chief Warrant Officer 3 (CW3)
Commander, Chief, etc.	Captain

Table 5-1: Promotion Requirements –Commandant of Cadets

<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	Principal & BDE Advisor
PV2	PFC	HS Diploma or GED	None	6	60	Principal & BDE Advisor
PFC	SPC ⁴	HS Diploma or GED	BCTA	12	90	Principal & BDE Advisor
SPC	CPL	HS Diploma or GED	BCTA	12	90	Principal & BDE Advisor
SPC	SGT	HS Diploma or GED	BCTA and BNCOC	18	120	Principal & BDE Advisor
CPL	SGT	HS Diploma or GED	BCTA and BNCOC	12	120	Principal & BDE Advisor
SGT	SSG	HS Diploma or GED	BCTA and BNCOC	36 ⁵	180r	Principal & BDE Advisor

SSG	SFC	HS Diploma or GED	BCTA and BNCOC	48 ⁵	180r	Principal, BDE Advisor and CACC SEA/CSM
SFC	MSG and 1SG ⁶	HS Diploma or GED	BCTA, BNCOC, and ACTA	48 ⁵	180	Principal, BDE Advisor and CACC SEA/CSM
MSG	SGM and CSM ⁶	HS Diploma or GED	BCTA, BNCOC and ACTA. CSG PME Course equivalent recommended	12	180	Principal, BDE Advisor and CACC SEA/CSM
WO1	CW2	Professional Certification at basic level ⁷	BCTA or WOCC ¹³	24 ⁵	180	Principal, BDE Advisor and CCWO
CW2	CW3	Professional Certification at intermediate level (level 2); or basic level with professional development ⁷	BCTA or WOCC ¹³	36 ⁵	180	Principal, BDE Advisor, and CACC CCWO
2LT	1LT	Collegiate undergrad Certificate of Achievement or 30 semester hours	OCS ⁸ <u>or</u> BCTA	18	180	Principal & BDE Advisor
1LT	CPT	Associate's Degree or equivalent semester hours	OCS ⁸ <u>and</u> BCTA	36 ⁵	180	Principal & BDE Advisor
CPT	MAJ ⁹	90 Semester Hours	OCS ⁸ , BCTA, <u>and</u> ACTA	48 ⁵	180	Principal & BDE Advisor
MAJ	LTC ¹⁰	Bachelor's Degree or equivalent semester hours ¹⁰	OCS ⁹ <u>and</u> ACTA <u>and</u> ILE ¹¹	48 ⁵	180	Endorsed by Principal; CACC XO
LTC	COL ¹²	Bachelor's Degree	N/A	12	N/A	CG, YCPTF

Notes:

1. High School Diplomas, Associate's Degrees, Bachelor's Degrees, Master's Degrees, and credit hours 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 shall require the recommendation of their school board or administrative official and Brigade Advisor IAW para 5-5. The Brigade Advisor will write the performance review memo.
4. Completion of BCTA qualifies for promotion to SPC regardless of TIG.
5. The following extra qualifications may be used as equivalency for 12 months TIG:
 - For promotion up through E5, three or more years of military service (active, reserve, state guard) is the equivalent of 12 months TIG.
 - For promotion up through E6, three or more year's military service (active, reserve, or state guard) is the equivalent of 24 months TIG.
 - Specialty Training credit is any certification recognized by the state government or by a state or national accrediting board or a certificate of achievement or above by an accredited educational institution. For the purposes of this definition, service as an instructor at the annual CACC encampment for 3 encampments will meet this criteria, as does having a Clear Military Drill Credential. Completion of Specialty Training is equivalent to one year TIG. Only one year may be taken off the TIG requirement.
 - Having a Master's Degree with a Single Subject Credential or Administrator Credential is the equivalent of 12 months TIG. Only one year may be taken off the TIG requirement.
6. Promotion to CSM is a lateral appointment and is contingent upon serving at the senior enlisted advisor for a military academy, regiment, or brigade or the CACC. The individual is appointed a SGM upon vacating this position. 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 as MSG upon vacating this position.
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. 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 Guard OCS program; 3) Completion of at least two years of college ROTC; 4) Completion of the Commandant Leadership School.
9. Promotion to MAJ requires a BA. The only authorized equivalent is an AA with professional development requirements in 7 above.
10. Appointment to LTC requires duty assignment as a Brigade Advisor or primary M-Day staff member or previously appointed O-5 in the CSG or one of the US uniformed services.
11. 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, or 6) 4 years' service as a Brigade Advisor or HQ CACC Primary Staff Officer.
12. Appointment to COL requires duty assignment as Executive Officer or previously appointed O-6 in the CSG or one of the US uniformed services.
13. Service as a SME (as described in Tables 3-3, 5-3, and 5-4) in support of CACC activities in the grade of SGT or higher for three annual encampments or full 21 days supporting CACC activities shall constitute equivalency for WOCC completion. SME service at three encampments may serve as both WOCC and TIG Specialty Training.

Table 5-2: Promotion Requirements – Non-Classroom Commandants

<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, BDE Advisor, or AXO
PV2	PFC	HS Diploma or GED	None	6	60	CMDT, BA, or AXO
PFC	SPC ⁴	HS Diploma or GED	None	12	90	CMDT, BA, or AXO
SPC	CPL	HS Diploma or GED	None	12	90	CMDT, BA, or AXO
SPC	SGT	HS Diploma or GED	BNCOC	18	120	CMDT, BA, or AXO
CPL	SGT	HS Diploma or GED	BNCOC	12	120	CMDT, BA, or AXO
SGT	SSG	HS Diploma or GED	BNCOC	36 ⁵	180r	CMDT, BA, or AXO
SSG	SFC	HS Diploma or GED	BNCOC	48 ⁵	180r	CMDT, BA and CACC SEA/CSM
SFC	MSG and 1SG ⁶	HS Diploma or GED	BNCOC and ACTA	48	180	CMDT, BA and CACC SEA/CSM
MSG	SGM and CSM ⁶	HS Diploma or GED	BNCOC and ACTA	12	180	BDE Advisor and CACC SEA/CSM
WO1	CW2	Professional Certification at basic level ⁷	WOCC ¹⁴ or CLS	24 ⁵	180	CMDT, BA and CCWO
CW2	CW3	Professional Certification intermediate level (level 2); or basic level w/ professional development ⁷	WOCC ¹⁴ or CLS and ACTA	36 ⁵	180	CMDT, BA and CCWO
CW3	CW4	Professional Certification master level (level 3), or basic level w/ professional development ⁷	WOCC ¹⁴ or CLS and ACTA	36 ⁵	180	CMDT, BA and CCWO
CW4	CW5 ⁸	Associate	WOCC ¹⁴ or	12	N/A	CACC XO

		degree or equivalent semester or professional development hours ⁷	CLS and ACTA			
2LT	1LT	Collegiate undergrad Certificate of Achievement or 30 semester hours	OCS ⁹	18	180	CMDT of Cadets and BDE Advisor or AXO
1LT	CPT	Associate degree or equivalent semester hours	OCS ⁹	36 ⁵	180	CMDT of Cadets and BDE Advisor or AXO
CPT	MAJ	90 Semester Hours	OCS ⁹ and ACTA	48 ⁵	180	BDE Advisor or AXO
MAJ	LTC ¹¹	Bachelor's Degree or equivalent semester hours ¹⁰	OCS ⁹ and ACTA and ILE ¹²	48 ⁵	180	AXO
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, and credit hours 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 Assistant Commandants of Cadets shall require the recommendation of their Commandant of Cadets, school board or administrative official, and Brigade Advisor IAW para 5-5. The Commandant of Cadets will write the performance review memo.
4. Completion of BCTA, if attended, qualifies for promotion to SPC regardless of TIG.
5. The following extra qualifications may be used as equivalency for 12 months TIG:
 - For promotion up through E5, three or more year's military service (active, reserve, state guard) is the equivalent of 12 months TIG.
 - For promotion up through E6, three or more year's military service (active, reserve, or state guard) is the equivalent of 24 months TIG.
 - Specialty Training credit is any certification recognized by the state government or by a state or national accrediting board or a certificate of achievement or above by an accredited educational institution. For the purposes of this definition, service as an instructor at the annual CACC encampment for 3 encampments will meet this criteria, as does having a Clear Military Drill Credential. Completion of Specialty Training is equivalent to one year TIG. Only one year may be taken off the TIG requirement.

- Having a Master’s Degree with a Single Subject Credential or Administrator Credential is the equivalent of 12 months TIG. Only one year may be taken off the TIG requirement.

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

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 Guard OCS program; 3) Completion of at least two years of college ROTC; 4) Completion of the Commandant Leadership School.

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 CSG or one of the US uniformed services.

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, or 6) 4 years’ service as a Brigade Advisor or HQ CACC Primary Staff Officer.

13. Appointment to COL requires duty assignment as Executive Officer or previously appointed O-6 in the CSG or one of the US uniformed services.

14. Service as a SME (as described in Tables 3-3, 5-3, and 5-4) in support of CACC activities in the grade of SGT or higher for three annual encampments or full 21 days supporting CACC activities shall constitute equivalency for WOCC completion. SME service at three encampments may serve as both WOCC and TIG Specialty Training.

Table 5-3: Military Education Equivalencies

CACC Course	Military Course Equivalent
BNCOC	USA Warrior/Basic Leader Course, or USAF Airman Leadership School, or USMC Corporals Course, or USN Introductory PME, or USCG Journeyman PME, or CSG (formerly BNCOC) or higher <i>Note: higher level military courses, such as ANCOC or SNCOC meet BNCOC equivalency requirements</i>
WOCC	USA Warrant Officer Candidate School, or

	USMC Warrant Officer Basic Course, or LDO/WO/CWO Academy, or USCG Chief Warrant Officer Professional Development Course, or CSG WOCC
OCS	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 Any US Uniformed Service Academy CACC Commandant Leadership School (CLS) Service as CACC Cadet Major or Above
ILE (Commissioned Officers)	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 CSG ILE, or 4 years satisfactory service as a Brigade Advisor, or 4 years satisfactory service as a primary HQ CACC staff officer

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 1-9.

Table 5-4: Professional Certifications for Warrant Officers

Note these are only some examples of professional certifications appropriate for Warrant Officers. This table alone is not all inclusive and individuals may submit a copy of their certifications for consideration.

Field	Title	Awarding Agency	Level
Acquisition	DAWIA Level I	Department of Defense	Basic
	DAWIA Level II	Department of Defense	Intermediate
	DAWIA Level III	Department of Defense	Master
Aviation	Private Pilot (PPL)	Federal Aviation Administration	Basic
	Commercial Pilot (CPL)	Federal Aviation Administration	Intermediate
	Air Transport Pilot (ATP)	Federal Aviation Administration	Master
Construction	Apprentice	(DAS) Department of Apprenticeship Standards	Basic
	Journeyman	(DAS) Department of	Intermediate

		Apprenticeship Standards	
	Master	(DAS) Department of Apprenticeship Standards	Master
Culinary	Certified Culinarian	American Culinary Foundation	Basic
	Certified Sous Chef	American Culinary Foundation	Intermediate
	Certified Executive Chef	American Culinary Foundation	Master
Emergency Management	Associate Emergency Manager	International Association of Emergency Managers	Intermediate
	Certified Emergency Manager	International Association of Emergency Managers	Master
or	Various Emergency Management Roles	FEMA Emergency Management Institute	Basic
	Various Emergency Management Roles	FEMA Emergency Management Institute	Intermediate
	Various Emergency Management Roles	FEMA Emergency Management Institute	Advanced/Master
Firefighting	Firefighter I	International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Profession Qualification (Pro Board) or State-certification	Basic
	Company Officer	International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Profession Qualification (Pro Board) or State-certification	Intermediate
	Chief Officer	International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Profession Qualification (Pro Board) or State-certification	Advanced
Logistics	Demonstrated Logistician (DL)	Society of Logistics Engineers	Basic
	Certified Master Logistician (CML)	Society of Logistics Engineers	Intermediate
	Certified Professional	Society of Logistics	Master

	Logistician (CPL)	Engineers	
Information Technology	Associate	Cisco Systems	Basic
	Professional	Cisco Systems	Intermediate
	Expert	Cisco Systems	Master
Legal	Accredited Legal Professional (or equivalent)	National Association of Legal Assistants or other agency	Basic
	Professional Legal Secretary (or equivalent)	National Association of Legal Assistants or other agency	Intermediate
	Professional Paralegal (or equivalent)	National Association of Legal Assistants or other agency	Master
Medical	Basic Emergency Medical Technician (formerly EMT-B)	NREMT and Local / County EMS Agency	Basic
	Advanced Emergency Medical Technician (formerly EMT-I)	NREMT and Local / County EMS Agency	Intermediate
	Paramedic	NREMT and Local / County EMS Agency	Master
Nursing	Licensed Vocational Nurse (LVN)	Board of Vocational Nursing and Psychiatric Technicians	Basic
	Registered Nurse (RN)	California Board of Registered Nursing (BRN)	Intermediate
	Registered Nurse (RN) with BSN or higher	California Board of Registered Nursing (BRN)	Master
Policing	Basic Certificate (Police Academy graduate)	Commission on Peace Officer Standards and Training	Basic
	Intermediate Certificate	Commission on Peace Officer Standards and Training	Intermediate
	Advanced Certificate	Commission on Peace Officer Standards and Training	Advanced

Table 5-5: Specialty Training for Enlisted PME

Note these are only some examples of specialty training appropriate for Enlisted personnel. This table alone is not all inclusive and individuals may submit a copy of their certifications for consideration.

Field	Name	Awarding Agency
Aviation	Sport Pilot	Federal Aviation Administration
Culinary	Certified Fundamentals Cook	American Culinary Foundation
Communications	Licensed Radio Operator	Federal Communications Commission
Construction	50% apprenticeship complete	
Legal	Legal Documents Assistant	California County
Maritime	Able Seaman or departmental equivalent	U.S. Coast Guard
Medical	Emergency Medical Responder	NREMT
	CPR/FA/AED Instructor	AHA or ARC
	Medical Assistant	
Military	Any military career field qualified in	US Armed Forces
Nursing	Certified Nursing Assistant	
Security	Guard Card	BSIS
Transportation	Class A or B driver	Department of Motor Vehicles