



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



CACC-HQ-XO

24 February 2022

LETTER OF INSTRUCTION 010-2122-001

**CADET PROTECTION REQUIREMENTS**

1. **GENERAL:** All Brigades, Units, and Schools of the CACC are directed to conduct an instructional “Stand Down” training with all adult members of the CACC and members of the CSG assigned to CACC Youth Programs focusing on Cadet Protection from, and prevention of, Harassment and Bullying. This review is being prompted by several incidents or “near misses” in the Cadet Corps program. Completion is mandatory for all adult personnel.
2. **REFERENCES:**
  - a. Cadet Regulation 2-1 DTD 20 September 2018
  - b. Cadet Regulation 1-2 DTD 01 May 2019
3. **SPECIAL ORDERS:** Effective immediately, the following additional Cadet Protection measures are required for CACC events and activities:
  - a. When Cadet activities involve physical contact (i.e. first aid skills practice) direct line-of-sight adult supervision must be maintained and training should be organized to pair Cadets of same gender and similar ages.
  - b. The provisions of CR 2-1, section 6-4(c) are to be strictly enforced by all levels of the Chain of Command.
  - c. Cadets **SHALL NOT** as drivers of vehicles transport other cadets to CACC events or activities (even if the Cadet is 18 years old and/or a licensed driver).
  - d. Adults shall only transport Cadets from their own unit or school except in the following conditions:
    - i. If a CACC/CSG adult is asked to transport an enrolled Cadet from another unit they must verify receipt of an email authorization from the Cadet’s Commandant of Cadets. That authorization must attest that the Cadet to be transported is a Cadet in good standing, without flags or a history of disciplinary issues, and detail which adult will be responsible for supervision of the Cadet while in transit as well as at the event, and which adult will be in possession of the parental permission form(s). Prior to agreeing to transport the Cadet, the driver must forward this email to the transporting adult’s next line CACC supervisor and receive an email response indicating approval.
  - e. Supervision during transportation:
    - i. Adults should maintain line-of-sight supervision of all cadets.
    - ii. Cadets should not be permitted to sit or lay in a manner which makes observation by the supervisor impossible.
    - iii. Cadets should not be permitted to gather or huddle under a blanket, jacket, or similar material such that the adult supervisor is unable to observe any inappropriate activities.

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- iv. If inappropriate activities or discussions are observed or reported, the supervisor should immediately separate involved parties, and reseater them to optimize adult supervision.
    - v. In bus and large van transportation, if possible consider either making the back rows single occupant or gear storage only, adding adult supervisors at mid-bus/van, and/or assigning the seats most difficult to view by the adult supervisor to more senior Cadets with known history of good self-conduct
    - vi. Each vehicle occupant must be in a space with a separate seat belt, which must be worn (exception in busses not equipped with seat belts).
  - f. At all State, Brigade, and local unit events, the OIC will ensure that a safety briefing is conducted for all Cadet and adult participants (can be separate or collective) which briefs the risk and safety precautions for the event. These briefings SHALL include information on prevention of sexual harassment, harassment, and bullying.
  - g. At all event safety briefings as well as at the “stand down” training required by this LOI. Cadets and adults shall be notified that they are encouraged and required to report any experienced, observed, or suspected harassment, bullying, violation of CR 2-1 or this LOI, violation of school district’s youth protection policies to any CACC adult or to their school district staff. Cadets also can make such reports directly to the CACC Inspector General LTC Casandra Smith at [Casandra.Smith@cacadets.org](mailto:Casandra.Smith@cacadets.org) or by phone to (909) 553-8031 or the CACC Command Chaplain LTC Ken Parris at [ken.parris@cacadets.org](mailto:ken.parris@cacadets.org) or (510) 821-0306.
4. CONTENT: Brigade Advisors will certify which adults have completed this training “stand down” which covered at least the following material (this will be done by the AXO for all HQS staff, and Deputy Director for the HQS full-time staff):
  - a. All contents of this LOI.
  - b. CR 2-1 Chapters 1, 2, and 6.
5. REPORTING: All Brigade Advisors (or the AXO and Deputy Director for their respective components) will reply by email to [Personnel@cacadets.org](mailto:Personnel@cacadets.org) with a roster of those adults who have completed this “stand down” training by 30 March 2022.
6. POC for this LOI is the undersigned at [Michael.Smith@cacadets.org](mailto:Michael.Smith@cacadets.org) or (909) 496-2195.



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