

**Command and Staff Schools**

State of California-Military Department  
Joint Force Headquarters  
Sacramento, California  
30 June 2013

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

CR 3-13  
Command and Staff Schools

\*This is minor update including several adjustments to the OPLAN format.

State of California – Military Department  
Joint Force Headquarters  
Headquarters, California Cadet Corps  
Sacramento, California

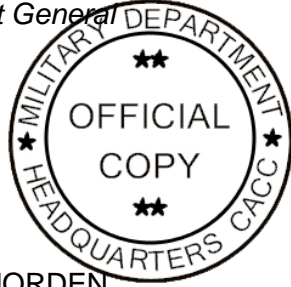
Cadet Regulation 3-13  
Effective 30 June 2013

**COMMAND AND STAFF SCHOOLS**

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Major General  
The Adjutant General

Official:



LARRY K. MORDEN  
Colonel, CACC  
Executive Officer

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**History.** This regulation is a minor update to the existing regulation.

**Summary.** This regulation describes the training program of Command and Staff Schools to be conducted by the HQCACC and units of the California Cadet Corps (CACC).

**Applicability.** This regulation applies to all schools currently maintaining membership in the CACC.

**Proponent and exception authority.** The proponent of this regulation is the Executive Officer, CACC. 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 officer 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 – Executive Officer, CACC, Building 1301, 10 Sonoma Avenue, Camp San Luis Obispo, CA

**Suggested improvements.** Users are invited to send comments and suggested improvements in memorandum form directly to the address listed above.

**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 Joint Force Headquarters, California

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# CHAPTER 1

## GENERAL

### 1-1. PURPOSE.

This regulation identifies the objectives of and establishes the curriculum of California Cadet Corps Command and Staff Schools (CSS).

### 1-2. OBJECTIVE.

The objectives of California Cadet Corps Command and Staff Schools are for each individual cadet to learn:

- roles and responsibilities of cadet commanders at the battalion, regimental, and brigade levels
- roles and responsibilities of cadet staffs at the battalion, regimental, and brigade levels
- components of a Warning Order, Operations Plan, and Operations Order as well as the correct protocol to develop, disseminate, and evaluate these documents
- the importance of Risk Assessment and using the CACC Risk Assessment form
- how to plan battalion, regimental, and brigade activities from the preliminary stages through the post-event evaluation stage
- techniques for staff coordination and communication, compromise, and team building

### 1-3. AUTHORITY.

Section 509 of the California Military and Veterans Code directs that the Adjutant General develop training programs and curricula appropriate and necessary to conduct the California Cadet Corps.

### 1-4. GENERAL.

- a. As budgetary limitations permit, HQCACC will conduct an annual Command and Staff School to train regimental and brigade cadet commanders and staffs on command and staff operations at the brigade and regimental levels.
- b. The 10<sup>th</sup> Brigade Staff shall, to the greatest extent possible, work with the HQCACC staff and assume primary responsibility for planning and executing State CSS.
- c. State CSS shall consist of no less than 10 hours of instruction, which may include any assessment conducted as part of the training schedule.
- d. Wherever possible, heterogeneous grouping of cadets will be implemented at CSS to allow for maximum interaction of cadets with individuals unfamiliar to them. This heterogeneous grouping should occur both during the instructional and assessment phases of the course.
- e. Team projects/assessments should be given to evaluate the extent to which participating cadets have mastered the objectives of the course.
- f. Instruction in basic cadet staff administrative functions such as completing required forms (Service Records, Stock Records, Clothing Records, and Publishing Orders) is NOT considered an appropriate topic for CSS. Such instruction may still qualify for the Specialized Training Ribbon under the provisions of CR 3-9 provided it meets the requirements of that regulation.
- g. The Specialized Training Ribbon will be awarded for successful participation in a State-conducted Command and Staff School.
- h. Brigades and Regiments may conduct Command and Staff Schools and award the Specialized Training Ribbon provided the curriculum is approved in advance by HQCACC. The training conducted at the regimental or brigade level should mirror the training conducted at the State CSS.

**1-5. COMMAND AND STAFF SCHOOL CURRICULA.** The curriculum of State Command and Staff School will consist, at minimum, of instruction in the following:

- a.* Developing a Warning Order, with a statement of the “Situation” of an impending Cadet event, a statement of the commander’s mission, goals, and objectives, and a summary of the commander’s intent as regards the execution of the mission. See Appendix A for a Warning Order format.
- b.* Developing an Operations Plan in response to a Warning Order. See Appendix B for an Operations Order Format. Operations Plans, will at, minimum, contain the following sections:
  - a.* Command and Control
  - b.* Administration and Personnel
  - c.* Safety and Security
  - d.* Training and Operations
  - e.* Supply and Logistics
  - f.* Civic, Public, and Military Affairs
  - g.* Computer and Communications
- c.* Communication and coordination between staff sections about the content of Operations Plans
- d.* Briefing the Commander on the Operations Plan
- e.* Converting an Operations Plan into an Operations Order
- f.* Evaluating an event in light of the Operations Order, including the commander’s stated mission, goals, and objectives

## Appendix A Warning Order Format

Issuing headquarters (CACC-\_\_\_\_)  
Date-time of issue

WARNING ORDER \_\_\_\_\_  
(SY-#; e.g. 2016-2017-01)

### 1. SITUATION:

- a. Name of Event/Operation
- b. Date(s)
- c. Time(s)
- d. Location(s)
- e. Units participating (list schools with Bn numbers unless entire brigade is participating in which case list the Brigade #)
- f. Training units to be offered (basic, advanced, etc)
- g. Advance Party:
  - i. Who?
  - ii. When?
  - iii. Where?
  - iv. How will they get there?
- h. Rear detachment:
  - i. Who?
  - ii. Till when?
  - iii. How will they get back?

### 2. MISSION:

- a. Statement (one sentence): The mission for this event is for cadets to be safe, learn \_\_\_\_\_ and have an enjoyable experience.
- b. Goals (usually no more than 3 listed): i.e.:
  - i. Goal 1 is for the cadets to be safe.
  - ii. Goal 2 is for the cadets to learn...
  - iii. Goal 3 is for the cadets to enjoy their experience.
- c. Objectives (measurable results you expect to see; use SMART objective format – Specific, Measurable, Achievable, Realistic, and Time-specific; e.g. 75% or more of the cadets will pass the Basic Leadership Test with a score of 80% or higher by the end of Leadership School)

### 3. EXECUTION:

- a. Command and Control
  - i. How the commander wants units organized
  - ii. Commander's desires for how units will be identified (hats, shirts, guidons, etc)
  - iii. Commander's selections for cadets to hold particular leadership duty assignments
  - iv. Discipline problem management considerations
  - v. Orientation Plan
- b. Administration and Personnel
  - i. Anticipated strength by unit of assignment and gender
  - ii. Morale activities the commander wants to include
  - iii. Requirements about accountability (how often in the training schedule?)
  - iv. Awards commander wants given (when awards should be given, by whom)

- v. Religious services commander wants made available
- c. Security and Safety
  - i. Risk management concerns
  - ii. Security considerations
  - iii. Medical services considerations
  - iv. Cadet health concerns (sanitation, hygiene)
- d. Training and Operations
  - i. Specific classes commander wants taught
  - ii. Instructors commander wants to use
  - iii. Specific events commander wants on training schedule
  - iv. Training sites commander wants to use
  - v. PT commander wants to occur
- e. Supply and Logistics
  - i. Budget considerations
  - ii. Food service considerations
  - iii. Billeting considerations
  - iv. Transportation considerations
  - v. Facilities considerations
  - vi. Supply considerations
- f. Civic, Public and Military affairs
  - i. VIPs commander wants invited
  - ii. Media commander wants present
  - iii. Web site considerations
  - iv. Newsletter considerations
- g. Communications and Computers
  - i. Communications policies the commander wants
  - ii. Expectations commander has for computer operations

OFFICIAL:

Commander's Last Name  
Commander's Rank

ANNEXES:

- A: Command and Control
- B: Administration and Personnel
- C: Security and Safety
- D: Training and Operations
- E: Supply and Logistics
- F: Civic, Public, and Military Affairs
- G: Communications and Computers

DISTRIBUTION:

- HQ, CACC
- Commandant Personnel
- Bde Staff
- Bn Cdrs

Appendix B  
**California Cadet Corps**  
**Operation Plan/Order Format**

Issuing headquarters (CACC-\_\_\_\_)  
Date-time of issue

OPERATION PLAN \_\_\_\_\_  
(SY-#; e.g. 2016-2017-01)

4. SITUATION:

- a. Name of Event/Operation
- b. Date(s)
- c. Time(s)
- d. Location(s)
- e. Units participating (list schools with Bn numbers unless entire brigade is participating in which case list the Brigade #)
- f. Training units to be offered (basic, advanced, etc)
- g. Advance Party:
  - i. Who?
  - ii. When?
  - iii. Where?
  - iv. How will they get there?
- h. Rear detachment:
  - i. Who?
  - ii. Till when?
  - iii. How will they get back?

5. MISSION:

- a. Statement (one sentence): The mission for this event is for cadets to be safe, and learn \_\_\_\_\_, and have an enjoyable learning experience.
- b. Goals (usually no more than 3 listed): i.e.:
  - i. Goal 1 is for the cadets to be safe.
  - ii. Goal 2 is for the cadets to learn....
  - iii. Goal 3 is for the cadets to have an enjoyable experience.
- c. Objectives (measurable results you expect to see; use SMART Objective format: Specific, Measurable, Attainable, Realistic, and Time-driven; e.g. 75% or more of the cadets will pass the Basic Leadership Test with a score of 80% or higher by the end of Leadership School)

6. EXECUTION:

- a. Command and Control
  - i. How the commander wants units organized
  - ii. Commander's desires for how units will be identified (hats, shirts, guidons, etc)
  - iii. Commander's selections for cadets to hold particular leadership duty assignments
  - iv. Discipline problem management considerations
  - v. Orientation Plan
- b. Administration and Personnel
  - i. Anticipated strength by unit of assignment and gender
  - ii. Morale activities the commander wants to include



- iii. Requirements about accountability (how often in the training schedule?)
- iv. Awards commander wants given (when awards should be given, by whom)
- v. Religious Services the commander wants provided
- c. Security and Safety
  - i. Risk management concerns
  - ii. Security considerations
  - iii. Medical services considerations
  - iv. Cadet health concerns (sanitation, hygiene)
- d. Training and Operations
  - i. Specific classes commander wants taught
  - ii. Instructors commander wants to use
  - iii. Specific events commander wants on training schedule
  - iv. Training sites commander wants to use
  - v. PT commander wants to occur
- e. Supply and Logistics
  - i. Budget considerations
  - ii. Food service considerations
  - iii. Billeting considerations
  - iv. Transportation considerations
  - v. Facilities considerations
  - vi. Supply considerations
- f. Civic, Public and Military affairs
  - i. VIPs commander wants invited
  - ii. Media commander wants present
  - iii. Web site considerations
  - iv. Newsletter considerations
- g. Communications and Computers
  - i. Communications policies the commander wants
  - ii. Expectations commander has for computer operations

OFFICIAL:

Commander's Last Name  
 Commander's Rank

ANNEXES:

- A: Command and Control
- B: Administration and Personnel
- C: Security and Safety
- D: Training and Operations
- E: Supply and Logistics
- F: Civic, Public, and Military Affairs
- G: Communications and Computers

DISTRIBUTION:

- HQ, CACC
- Commandant Personnel
- Bde Staff
- Bn Cdrs

Issuing headquarters (CACC-\_\_\_\_)  
Date-time of issue

ANNEX A TO OPERATION PLAN \_\_\_\_\_  
(SY-#; e.g. 2016-2017-01)

#### COMMAND AND CONTROL

1. ORGANIZATION: Include a chart or explanation of how the brigade will be organized during the event (squads, platoons, companies, etc)
2. ORIENTATION: Outline/script the orientation program, if any, for the event. What will be said? by whom?
3. UNIT LEADERSHIP DUTY ASSIGNMENTS: List who will be assigned as leaders to these units (or how you will select persons to be in leadership positions)
4. UNIT IDENTIFICATION: How will units be identified during the operation (hats, shirts, guidons?)
5. DISCIPLINE PROBLEM MANAGEMENT: How will discipline problems be handled (specific plan – who, how, where)?
6. FORMATION PLAN: How will the unit(s) form? Where? Who will be in charge? When will this happen? (attach a diagram)

#### ACKNOWLEDGE:

NAME (last of primary staff officer)  
RANK

Issuing headquarters (CACC-\_\_\_\_)  
Date-time of issue

ANNEX B TO OPERATION PLAN \_\_\_\_\_  
(SY-#; e.g. 2016-2017-01)

#### ADMINISTRATION AND PERSONNEL

1. **ROSTER OF PARTICIPATING CADETS AND ADULTS:** Generally include last name, first name, MI, rank, grade, school name, battalion number, food allergies/limitations, medical notes, hat/shirt size, etc.
2. **MORALE ACTIVITIES:** Plans to encourage and maintain unit morale. Be specific (who, what, when, where, why, how)
3. **ACCOUNTABILITY PLAN:** Details of when, how, where, and by whom accountability checks will be taken. Is there a form to accomplish this? How will this intersect with the formation plan?
4. **IN-PROCESSING/OUTPROCESSING PLAN:** Details of when, how, where, and by whom the in-processing of cadets will be accomplished. (Follow templates provided). How will cadets who leave the event early be out-processed? At the end of the event, how will cadets be out-processed?
5. **AWARDS CEREMONY PLAN:** Detailed plan of when, how, where, and by whom awards will be distributed. (Follow templates provided). Specify which awards will be given; reference CR 1-1 for awards criteria.
6. **ORDERS PUBLICATION:** What orders need to be published? What is the schedule for when these will be "cut"? (examples: will orders be required temporarily assigning cadets to duty at the event? What about orders for cadet leadership positions? Awards? Promotions? Assignment to the status of OC?) Will certificates be produced? What will they look like?
7. **FILING:** What documents from this event will be placed in the Master Brigade Files (and in what specific file #s)?
8. **RELIGIOUS SERVICES:** What religious services, if any, will be provided? How? When? Where?

#### ACKNOWLEDGE:

NAME (last of primary staff officer)  
RANK

Issuing headquarters (CACC-\_\_\_)  
Date-time of issue

ANNEX C TO OPERATION PLAN \_\_\_\_\_  
(SY-#; e.g. 2016-2017-01)

#### SECURITY AND SAFETY

1. RISK ASSESSMENT: Complete the risk assessment form at Appendix C-1 to Operation Plan
2. SAFETY PLAN: What safety rules will cadets be told? How will cadets' safety be encouraged and protected?
3. SECURITY PLAN: What are the plans for "guard duty" or "parking lot patrol" or similar duty? Who will perform these? When? How will they be supervised? What "special orders" will they have? What schedule will they follow? Where is the nearest police/sheriff station? Who should be called in the event of an emergency? What is the plan in case of theft of personal property? Are weapons or ammunition being brought/used/stored? If so, how will they be transported, stored, accessed, accounted for, etc?
4. MEDICAL SERVICES PLAN: How will medication be managed/administered? When a cadet is ill or injured, how will they be treated? Who will treat them? Where and when will they be treated? Where is the nearest hospital to which trauma or emergencies could/should be transported? How do you get there? Sick call plan?
5. HYGEINE AND SANITATION: What considerations regarding hygiene and sanitation will need to be considered, mitigated (lessened), and how?
6. ROAD GUARD PLAN: Who, what, when, where, why, how of road guards, if applicable.
7. EMERGENCY EVACUATION PLAN: What is the plan to evacuate cadets and adults in the event of a flood, fire, similar emergency? What is the "rally point"?
8. WEATHER: What will the weather be for the event? Will the weather negatively impact the event plans? If so, how? What will other staff sections need to consider as it relates to weather contingencies? How will weather conditions and forecasts be monitored?

#### ACKNOWLEDGE:

NAME (last of primary staff officer)  
RANK

# RISK MANAGEMENT WORKSHEET

CALIFORNIA CADET CORPS FORM 21

1. Organization and Unit Location:							2. Page		of	
3. Mission/Task:					4. Begin Date:	5. End Date:		6. Date Prepared:		
8. Tasks	9. Identify Hazards	10. Initial Risk Level	11. Develop Controls		12. Residual Risk Level	13. Implement Controls ("How To")		14. Who/How Supervised		
15. Determine Overall Mission/Task Risk Level After Countermeasures Are Implemented: (Circle Highest Remaining Risk Level)										
<b>LOW (L)</b>				<b>MODERATE (M)</b>		<b>HIGH (H)</b>		<b>EXTREMELY HIGH (E)</b>		
16. Medical Support: Advanced Trauma Life Support (ATLS) is required within 1 hour. On-site Medical Support provided (Circle one):    Medic    Paramedic (EMT 2P)    ARC/NSC First-Aid Responder    None										
17. Prepared by: (Rank, Last Name, Duty Position)					18. Reviewed by Action Officer/Commander: (Rank, Last Name, Duty Position and Signature):					
19. Risk Decision Authority (Signature Block and Signature):					<b>Extremely High Risk:</b> Event disallowed <b>High Risk:</b> XO, CACC must approve <b>Moderate Risk:</b> Brigade Advisor or above must approve <b>Low Risk:</b> Commandant or above must approve					

## Risk Management CACC Form 21 Worksheet Instructions

### Blocks

1 – 8. Self explanatory

9. **Identify Hazards** – Review risk factors for the mission or task. Additional factors include historical lessons learned, experience, judgment, equipment characteristics and warnings, and environmental considerations.

10. **Initial Risk Level** – Assess hazard and determine initial risk for each hazard by applying risk assessment matrix – LOW(L), MODERATE (M), HIGH(H) or EXTREMELY HIGH (E)

11. **Develop Controls** – Develop one or more controls for each hazard that will either eliminate the hazard or reduce the risk (probability and/or severity). Specify who, what, where, why, when, and how for each control.

12. **Residual Risk Level** – Determine the residual risk for each hazard by applying the risk assessment matrix, assuming the controls are implemented.

13. **Implement Controls** – Decide how each control will be put into effect or communicated to the personnel who will make it happen (written or verbal instruction; tactical, safety, garrison SOPs, rehearsals).

14. **Who/How Supervised** – **Who and how will each control be monitored (continuous supervision, spot-checks).** Evaluate frequently and pass on lessons learned.

15. **Determine Overall Mission/Task Risk** – Select the highest residual risk level and circle it. This becomes the overall mission or task risk level. The commander decides whether the controls are sufficient to accept the level of residual risk. If the risk is too great to continue the mission or task, the commander directs development of additional controls or modifies, changes, or rejects the COA.

16. **Medical Support** – Select type of on-site medical support provided and circle it.

17 & 18. Self explanatory

19. **Risk Decision Authority** – The decision to accept or not accept the risk(s) associated with an action is made by the appropriate commander or leader responsible for performing that action.

Issuing headquarters (CACC-\_\_)  
Date-time of issue

ANNEX D TO OPERATION PLAN \_\_\_\_\_  
(SY-#; e.g. 2016-2017-01)

OPERATIONS AND TRAINING

1. TRAINING SCHEDULE (Can be published as its own Annex):

WHEN (Start and End Times)	WHO (unit being trained)	WHAT (Activity or class)	WHERE (location)	INSTRUCTOR/ TRAINER/ PERSON RESPONSIBLE	UNIFORM (to be worn by cadets/adults)	NOTES (including CACC Standard and objective if a class)

- LESSON PLANS/JUDGE ORIENTATION SCRIPT (Who is providing, when, how do instructors get them?; include copies or reference as a separate appendix)
- HANDOUTS AND INSTRUCTIONAL AIDS (Who is providing, what are they, when, how?; include copies or reference as a separate appendix)
- INSTRUCTORS/JUDGES (Who are they, what are they teaching or judging?)
- ASSESSMENT (How will the commander's stated mission, goals, and objectives be assessed before, during, and after training? What tests (written or performance) will be given, by whom, when, where? How will those tests be scored?)
- STANDARDS FOR "PASSING": What does it take to "pass" the course(s) being offered?
- RETESTING: Are there standards or methods to retest or allow cadets who do not "get it" the first time to retry?
- INCLEMENT WEATHER PLANS? What plans, if any, exist to deal with inclement weather?

ACKNOWLEDGE:

NAME (last of primary staff officer)  
RANK

Issuing headquarters (CACC-\_\_\_\_)  
 Date-time of issue

ANNEX E TO OPERATION PLAN \_\_\_\_\_  
 (SY-#; e.g. 2016-2017-01)

SUPPLY AND LOGISTICS

1. BUDGET: Include a chart showing all income and expenses for the event, broken down into as much detail as possible.

ITEM	EXPENSE	ITEM	INCOME
Food		Cadet fees	
Transportation to/from event		Donations	
Transportation at event		School/district budget	
Billeting		Adult fees	
Office Supplies		Grants	
Medical supplies		In-kind donations	
Personnel costs (Commandant stipends, etc)			
Admission/facility fees			
Awards and Decorations			
Portapotties, trash			
Vehicle rental			
Hospitality (judges, VIPs, etc)			
Cleaning Supplies			
Other			
Other			
Other			
Other			
Other			

2. FOOD SERVICE: What food will be served? When? By whom? How will it be prepared? How will the food service be accomplished (buffet, small groups, sit-down dinner, distribution station, meal packs?) What quantities of each foodstuff will be needed? If a Dining Facility (DFAC) is used, create a chart indicating which meals will be eaten there and quantities for each meal.
3. BILLETING: In what kind of arrangements will cadets be billeted? Where? How will cadets be assigned to their billeting location? Ideally include a diagram of billeting and “bunk” assignments or tent assignments. If possible, include photographs of billeting areas. What signage will be needed for billeting, if any?
4. TRANSPORTATION: How will cadets be transported to/from the training? While at training? Time schedule for transportation? Transportation provider? Drivers? Are other vehicles required for the event to support logistics or other aspects of the operation?



5. FACILITIES:
  - a. Check out:
    - i. What exact facilities will be used?
    - ii. Who will check them out and when?
    - iii. When?
    - iv. From whom?
  - b. Check in
    - i. How will they be turned back into the “base”?
    - ii. Who will do this?
    - iii. When?
    - iv. To whom?
6. LOGISTICS: How will all supplies and equipment get to/from the site? How will it be distributed once at the site? Will Form 101’s (Special Equipment Records) be used (hopefully the answer is YES)? If vehicles are being loaded with these supplies, how exactly will those supplies be loaded (detailed diagrams showing the load plan)?
7. ADVANCE PARTY TASKS: What tasks will the advance party need to accomplish to set up the sites, supply areas, etc? Who will accomplish these? Is there a priority to what gets accomplished?
8. POST CLEARING: How will post clearing be accomplished?

Part One: A chart similar to the following should be completed:

AREA TO BE CLEANED	START TIME	END TIME	CADET RESPONSIBLE	MATERIEL TO BE USED	DETAILED CLEANING STANDARDS	NOTES: Adult who will check
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Part Two: Turn in of supplies issued during the event:

WHAT SUPPLIES NEED TO BE TURNED IN?	WHEN SHOULD THEY BE TURNED IN?	CADET(S) RESPONSIBLE FOR TURNING IN ITEMS	STANDARDS AT TURN IN	WHERE TO TURN IN	NOTES: Adult who will check
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Part Three: Release of cadets and commandants (What are the requirements for cadets and commandants to be released to return to home station? When will this happen? Where will their personal gear be stored during post clearing? How will they get their gear? What protocol will be used to release to busses/vans/POVs?)

8. MASTER SUPPLY LIST: What supplies will be taken, brought back? What is the current location in brigade supply? Who needs them when we arrive at the event? How will they be issued? When? To Whom? How will those supplies be packaged for transport?

ACKNOWLEDGE:

NAME (last of primary staff officer)  
RANK

Issuing headquarters (CACC-\_\_\_\_)  
Date-time of issue

ANNEX F TO OPERATION PLAN \_\_\_\_\_  
(SY-#, e.g. 2016-2017-01)

#### CIVIC, PUBLIC, AND MILITARY AFFAIRS

1. **VIPS:** What VIPs will be invited? What are their names and contact information? To what activities during the event will these VIPs be invited? What functions will they be asked to perform? Include civic (governmental) VIPS, military VIPS, and other VIPS. How will they be managed during the event once they show up? By whom?
2. **MILITARY CONTACTS:** If a military base/facility will be used for this event, who are the points of contact (POCs) for the various base offices? What specific actions will be taken to ensure that the Cadet Corps' relationships with that base remain positive and effective?
3. **MEDIA:** What media will be invited to cover the event? What is their contact information? What will be the content of the press release or media advisory (draft)? How will they be managed during the event? By whom?
4. **PARENTS:** Will parents be invited? How will they be greeted, seated, and managed during the event?
5. **WEB SITE:** What will be included about this event on the web site?
6. **NEWSLETTER:** What will be included about the event in the newsletter?
7. **COMMUNITY SERVICE:** Are there any community service activities which can/should/will be performed at this event? Who will do them? When? Where? How?
8. **SCHOOL DISTRICT COMMUNICATIONS:** How will you notify the schools, school district administrators, and school board about the event both before and after it happens? How will you help them understand we occurs at the event?
9. **STATE ASSEMBLY AND SENATE, JFHQ, AND GOVERNOR CONTACT:** What specific steps will you take to ensure your state assembly member, state senator, The Adjutant General, and the Governor know about the event, its winners or top achievers, and the appreciation we have for their support of the California Cadet Corps?
10. **PHOTGRAPHY/VIDEOGRAPHY?** Who is responsible for photographing or videoing the event and how will those be archived?

ACKNOWLEDGE:

NAME (last of primary staff officer)  
RANK

Issuing headquarters (CACC-\_\_\_\_)  
Date-time of issue

ANNEX G TO OPERATION PLAN \_\_\_\_\_  
(SY-#; e.g. 2016-2007-01)

#### COMMUNICATIONS AND COMPUTERS

1. **RADIOS:** Who will have radios? What will their call signs be? What radio protocols will be used? When will they receive radios? How will you ensure that each radio is in working order when issued and returned (Pre Maintenance Check – PMC) and Post-Maintenance Check? How will batteries be exchanged when they lose power? What rules will be in place about operation of the radios?
2. **COMPUTERS:** What computers will be used at the event? Peripherals? Software needed? How will these items get to/from the event? What protocol will be followed in the event equipment is broken? What computer support will be needed during the event (data entry, copy duplication, etc)?
3. **ELECTRONIC EQUIPMENT:** What other electronic equipment is going to this event? What precautions can/should/will be taken to ensure that the equipment is used properly, maintained, and returned to the duty station in working order (PMC)?

#### ACKNOWLEDGE:

NAME (last of primary staff officer)  
RANK