

Cadet Regulation 1-10

**Adult Personnel
Credentialing**

State of California-Military Department Joint
Force Headquarters Sacramento, California
15 July 2016

UNCLASSIFIED

SUMMARY of CHANGE

CR 1-10

Adult Personnel Credentialing

*Removes the provision to obtain a TAG letter solely based on credentialed teaching experience.

*Minor formatting changes throughout.

ADULT PERSONNEL CREDENTIALING

DAVID S. BALDWIN
Major General
The Adjutant General

Official:



GRACE E. EDINBORO
Colonel, CACC
Executive Officer

History. This regulation is a minor revision of a previously published regulation.

Summary. This regulation describes the requirements for the Designated Subjects Special Subjects Basic Military Drill Credential which authorizes public school instruction in 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 headquarters CACC 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 CACC 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 –California Cadet Corps, ATTN: Executive Officer, Building 1301, Camp San Luis Obispo, CA 93405-7605.

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.

Table of Contents (Listed by paragraph and page number)
Chapter 1

1-1. Purpose, *page 1*

1-2. Objective, *page 1*

1-3. Authority, *page 1*

1-4. Five-year Preliminary Credential, *page 1*

1-5. Clear Credential, *page 3*

1-6. One-year Preliminary Credential, *page 4*

1-7. Procedures, *page 4*

1-8. Physical Education Endorsement, *page 5*

Appendix A, CACC Form 16, Application for TAG Letter for the DSSSBMDC, page A-1

CHAPTER 1

GENERAL

1-1. PURPOSE.

This regulation explains the requirements for the State of California Military Department to recommend individuals for the Designated Subjects Special Subjects Basic Military Drill Credential (DSSSBMDC) which authorizes holders to teach the California Cadet Corps in grades K-12 and classes organized primarily for adults.

1-2. OBJECTIVE.

It is the objective of the Adjutant General that all instructors recommended for the DSSSBMDC be highly qualified and meet the highest standards of personal and professional preparation and conduct.

1-3. AUTHORITY.

a. Sections 502 and 502.1 of the California Military and Veterans Code gives the Adjutant General control over the appointment, commission, and promotion of California Cadet Corps officers.

b. Sections 44250-44279 of the California Education Code govern the issuance of teaching and service credentials for the State of California.

c. Section 44260.4 of the California Education Code states that the Commission on Teacher Credentialing (CTC) shall determine the requirements for the DSSSBMDC.

d. Section 44260.3 of the California Education Code states that the requirements for the clear DSSSBMDC shall include the study of health education and technology in the classroom.

e. CTC Leaflet CL-699 outlines the requirements established by the CTC for issuance of the preliminary and clear DSSSBMDC.

1-4. FIVE-YEAR PRELIMINARY CREDENTIAL.

The five- or one-year preliminary credential is the ONLY credential that may be issued for an applicant's initial credential application. Applicants may NOT apply for a clear credential as the initial credential. This rule also applies for individuals who hold other credentials. Applicants for the five-year preliminary DSSSBMDC must meet ALL of the following requirements.

a. Verification by the Adjutant General of four years of combined military and/or CACC experience, at least one year of which must have been within the three-year period

immediately preceding the issuance of the credential. The verification of experience also confirms that the credential holder has met “subject matter competency” in the CACC curriculum as outlined in 1-4(b) below. The Commander, Youth and Community Programs Task Force has been delegated authority to sign letters to the CTC verifying experience, commonly referred to as TAG letters (letters from the Adjutant General). In order for an applicant to qualify for a letter from the TAG verifying experience, the minimum requirements must be met in one of the following ways (or a combination thereof):

(1) Four years of service in the United States Army, Marine Corps, Air Force, Navy, Coast Guard, Reserves, National Guard, California State Military Reserve or U.S. Public Health Service, attaining the rank of E-4 or higher. At least one year of service must have been in the three-year period immediately preceding the issuance of the credential.

(2) Four years of service in the CACC as an adult member in the California Cadet Corps (as a brigade or regimental advisor, brigade support officer, commandant of cadets at any school, assistant commandant or special projects officer). At least one year of service must have been in the three-year period immediately preceding the issuance of the credential. Note that years of service as a cadet or CACC volunteer do NOT count toward this requirement.

(3) Four years of credentialed teaching experience with a preliminary or clear single subject or multiple if the applicant also has experience with the Reserve Officer Training Corps, National Defense Cadet Corps, Civil Air Patrol, U.S. Sea Cadets, Young Marines, or a similar organization.

b. Verification of mastery of the basic CACC curriculum as evidenced by BOTH of the following.

(1) A score of 80% or higher on a Commandant Basic Knowledge Test (CBKT) administered by HQCACC consisting of 200 multiple choice questions from the cadet promotion tests through C/SSG as well as questions from the California Standards for the Teaching Profession (CSTPs); and

(2) Passing scores on each of seven performance tasks (map and compass reading, first aid and CPR, drill and ceremonies, wear and appearance of the cadet and adult member uniform, lesson planning and methods of instruction, military courtesy and customs, and firearms safety and marksmanship).

(3) Mastery must be demonstrated prior to a request for the letter from the TAG verifying experience.

(4) The CBKT and accompanying performance tasks will be administered in conjunction with the annual Basic Commandant Training Academy (BCTA).

(5) The Commander, Youth and Community Programs Task Force may, at his or her discretion, issue a TAG letter for a one-year preliminary credential if the applicant misses the

window to complete the BCTA; however, the applicant must complete BCTA and the BCKT with performance tasks within that one year period. Should an individual not complete the BCTA and BCKT successfully within the one year period, the Commander, Youth and Community Programs Task Force reserves the right to send a letter to the CTC withdrawing the Adjutant General's recommendation for the credential and recommending the CTC withdraw the credential.

c. Possession of a high school diploma or GED or foreign equivalent.

d. Successful completion of the Basic Commandant Training Academy (BCTA), a 60-clock hour program of training sponsored by HQ CACC. This requirement may be temporarily waived if an applicant has completed at least 50% of the Commandant Training Academy and is enrolled in the remaining uncompleted portion(s).

e. Completion of a two-semester unit or three-quarter unit course in the Provisions and Principles of the U.S. Constitution at a regionally accredited college or university OR successful completion of an examination on the same given by a regionally-accredited college or university.

f. Sign a statement verifying awareness by the applicant of the requirements for the clear credential.

1-5. CLEAR CREDENTIAL.

All of the following must be met to apply for and be granted the Clear DSSSBMDC.

a. Possess a VALID preliminary DSSSBMDC.

b. Obtain verification by an Employing School District (or charter school) of two years of successful teaching experience in the CACC program (minimum of one course/section per semester and the renewal of an employment contract/agreement with one school district for a minimum of three of the four semesters).

c. Successful completion of nine semester units or 135 clock hours of personalized preparation as verified by one of the following agencies (note that each agency will establish its own requirements for completion of the "personalized preparation" requirement):

- (1) California State University at Long Beach
- (2) California State University at San Bernardino
- (3) University of California at Riverside (Extension)
- (4) Mendocino County Office of Education
- (5) Sacramento County Office of Education

(6) San Diego County Office of Education

(7) Metropolitan Education District, Santa Clara County

d. A course or courses in health education which include nutrition, adult, child, and infant CPR, the physiological and sociological effects of alcohol, narcotics, and drug abuse; and the use of tobacco.

1-6. ONE-YEAR PRELIMINARY CREDENTIAL.

A one-year preliminary DSSSBMDC may be issued to individuals who meet all of the requirements in 1-4 above EXCEPT the U.S. Constitution requirement listed in 1-4(e). Individuals who receive a one-year preliminary must complete the U.S. Constitution requirement within one-year from the date the initial credential is issued. It is the responsibility of the credential holder to fulfill this requirement in a timely manner. The Commander, Youth and Community Programs Task Force may, at his or her discretion, issue a TAG letter for a one-year preliminary credential if the applicant misses the window to complete the BCTA; however, the applicant must complete BCTA and the BCKT with performance tasks within that one year period.

1-7. PROCEDURES.

a. Individuals wishing to receive the recommendation of the Adjutant General for a DSSSBMDC must submit an application packet consisting of the following:

(1) A CACC Form 16, Application for TAG Letter for the DSSSBMDC (found in Appendix A).

(2) Copies of one of the following:

(a) A DD214 (or equivalent) showing evidence of at least four years of service in the United States Army, Marine Corps, Air Force, Navy, Coast Guard, Reserves, National Guard, California State Military Reserve, or U.S. Public Health Service, attaining the rank of E-4 or higher. At least one year of service must have been in the three-year period immediately preceding the issuance of the credential, OR

(b) State Orders verifying four years of service in the CACC as an adult member in the California Cadet Corps (as a brigade or regimental advisor, brigade support officer, commandant of cadets at any school, assistant commandant or special projects officer). At least one year of service must have been in the three-year period immediately preceding the issuance of the credential. Note that years of service as a cadet or CACC volunteer do NOT count toward this requirement, OR

(c) A copy of valid credential(s) verifying four years of credentialed teaching experience with a preliminary or clear single subject or multiple subject or service credential (other than an emergency permit) and proof of four years active membership in the Reserve Officer Training Corps, National Defense Cadet Corps, Civil Air Patrol, U.S. Sea Cadets,

Young Marines, or a similar organization, verifiable through transcripts, letter from commander, copy of ID card with start date, copy of service record, or similar documents.

(3) Verification of passing the CBKT and all seven CBKT Performance Tasks.

(4) Copies of certificate(s) and/or orders verifying successful completion of the CTA.

b. Packets must be sent through the HQ S-1, HQ CACC to the Executive Officer, CACC who will forward them to the Commander, Youth and Community Programs Task Force.

c. Allow 10-12 weeks for processing.

d. Incomplete packets will be returned to the originator.

e. Requests for waivers of any requirements must have the endorsement of the Executive Officer, CACC.

1-8. PHYSICAL EDUCATION ENDORSEMENT.

a. Individuals who already possess a DSSSBMD credential and wish to add a Physical Education Endorsement may do so, provided they provide evidence of:

(1) Passing the California Basic Educational Skills Test (CBEST), and;

(2) Passing all three physical education subtests of the California Subject Examination for Teachers (subtests 129, 130, and 131), or;

(3) Completion of a CTC-approved secondary physical education program from an approved Institution of Higher Education.

b. The endorsement authorizes individuals to teach a course in Physical Education only to cadets enrolled in a California Cadet Corps program, not to individuals in the general school population; in other words, a holder of a DSSSBMD with PE Endorsement credential cannot teach general PE courses to non-cadets.

c. See the current CTC Leaflet CL-699 on the Physical Education authorization for the JROTC/Basic Military Drill credentials for more details

**APPENDIX A
CALIFORNIA CADET CORPS FORM 16
APPLICATION FOR A TAG LETTER**

LAST NAME OF APPLICANT _____ FIRST NAME _____ MI _____
SOCIAL SECURITY NUMBER _____ - _____ - _____ RANK/GRADE _____

MAILING ADDRESS OF APPLICANT: _____
CITY _____ STATE _____ ZIP _____

HOME PHONE (_____) _____ WORK PHONE (_____) _____
CELL PHONE (_____) EMAIL _____

I am requesting the Commander, Youth and Community Programs Task Force to provide a verification letter for the Commission on Teacher Credentialing confirming my experience and subject matter competency to be issued a Designated Subjects Special Subjects Basic Military Drill Credential.

I have included the following documents with this application package:

___ Copy of a DD 214 (or equivalent) or
___ CACC Appointment Orders or
___ Clear Single or Multiple Subject Teaching Credential(s) copies and proof of membership in ROTC, NDCC, CAP, U.S. Sea Cadets, Young Marines, or a similar organization.

AND

___ Verification of successful completion of the Commandant Basic Knowledge Test and all seven performance assessments that accompany the CBKT

AND

___ Copies of certificate(s) and/or orders verifying successful completion of the Commandant Training Academy.

I would also like the following individual to receive copies of the TAG verification letter:

Name _____ Email _____
Mailing Address _____
City _____ Zip _____

Signed by Applicant _____ Date _____

Send this form to:
HQ CACC: Attn S-1, State of California - Military Department
Headquarters, California Cadet Corps
10 Sonoma Avenue, Building 1301
Camp San Luis Obispo, CA 93405

Or send electronically to S1@cadet.org

Allow 10-12 weeks for processing. The TAG verification letter, if deemed appropriate, will be sent electronically to the email listed above as well as a hard copy mailed to the addressee(s) listed above.