

Establishing a California Cadet Corps Unit

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SUMMARY of CHANGE

CR 1-9
Establishing a California Cadet Corps Unit

*This is a minor revision of an existing regulation.

Establishing a California Cadet Corps Unit

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History. This is a minor revision to an existing regulation.

Summary. This regulation prescribes the policies, procedures, minimum requirements and the manner in which schools may apply to form units of the California Cadet Corps (CACC).

Applicability. This regulation applies to all schools requesting participation in and 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 man-day 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 – Youth Programs, California Cadet Corps, ATTN: Executive Officer, Building 1301, Camp San Luis Obispo, California.

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:

- a.* Prescribes policies for the establishment of the California Cadet Corps (CACC).
- b.* Applies to the California National Guard, institutions, and personnel associated with or applying for these programs.
- c.* Implements sections 500-520.1 and 530 and 531 of the California Military and Veterans Code which establishes the legal precedent for CACC in the schools of the state.

1-2. Authority.

California Military and Veteran's Code (CMVC), Sections 500-520.1, 530, and 531.

1-3. Responsibilities.

- a.* The Office of the Adjutant General is charged by law to:
 - (1) Formulate and prepare plans, policies, regulations, and instructions implementing statutory provisions pertaining to the CACC Program.
 - (2) Supervise the execution of pertinent laws relating to the CACC.
- b.* The Commander of the Youth and Community Program Task Force, Headquarters, California National Guard, exercises supervision and control over the CACC and delegates operational command and control to the Executive Officer, California Cadet Corps.
- c.* Participating schools within California, under the auspices of their governing bodies, will conduct CACC programs as prescribed by this regulation.

1-4. Mission, Goals, and Objectives.

The CACC is a state program authorized by laws enacted by the State Legislature and conducted by the State Military Department in cooperation with educational institutions in response to needs expressed by the people of the State.

a. Mission. The mission 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."

b. Goals. The Goals of the CACC are outlined in the tenets of the Cadet Code (spelling out the mnemonic device LEADERSHIP) which encourage:

- (1) Loyalty - to self, others, and civic and government institutions.
- (2) Education - The success of all cadets in academic endeavors, including staying in school and pursuing higher education.
- (3) Ambition – striving for excellence and lofty goals.
- (4) Duty - Lifelong habits of responsible behavior, excellent attendance and punctuality.
- (5) Enthusiasm – a zest for life's challenges.
- (6) Respect - cooperation with school and public policies, regulations, and laws and respect for the dignity of all persons as well as an appreciation for the rich heritage of America and California.
- (7) Service – to others, our state, and our nation and world.
- (8) Health – fitness, and wellness, including avoidance of gangs, illegal drugs, alcohol and tobacco .
- (9) Integrity - positive choices by cadets with regards to private and public behavior.
- (10) Personal courage – say no to that which is wrong and stand up for what is right.

c. Objectives. The six California Cadet Corps Objectives are to:

- (1) Develop LEADERSHIP.
- (2) Engender CITIZENSHIP.
- (3) Encourage PATRIOTISM.
- (4) Foster ACADEMIC EXCELLENCE.
- (5) Teach BASIC MILITARY KNOWLEDGE.
- (6) Promote HEALTH, FITNESS, AND WELLNESS.

d. Character of programs.

(1) The Cadet Corps program is designed for all interested students attending participating educational institutions. It provides meaningful leadership instruction of benefit to the student and of value to the state. The program can provide unique educational opportunities for the young citizens through their participation in a state-sponsored course while pursuing a traditional civilian education.

(2) Participants in the program are provided an opportunity to acquire relevant knowledge and to develop personally. Schools conducting a program will offer their students the challenge of intellectual inquiry under the direction of instructors who are experienced leaders. The program provides an atmosphere designed to develop the qualities of leadership. Through classroom and other instructional activities, the participants acquire the knowledge, self-discipline, patriotism, sense of responsibility, and respect for constituted authority that will better prepare them for the future. The program will enable cadets to better serve their country as leaders, citizens, and/or in the military service should they choose to enter it.

(3) The CACC creates favorable attitudes and impressions toward military service and toward careers in the Armed Forces. Cadets may qualify for an advanced placement in the Senior ROTC Program or in the Active or Reserve Components of the Armed Forces.

(4) Participation in CACC does not obligate the student to perform military or any other Federal service.

(5) Cadet Regulation 3 governs Cadet Corps Training and includes a listing of the CACC Content Standards which guide Cadet Corps instruction.

1-5. Definitions.

The following definitions apply to this regulation and related directives:

a. Commandant. An officer or enlisted member, appointed in the CACC by the Governor and employed to conduct the CACC at a school by the governing board of the applicable school district.

b. Office of the Adjutant General. The Headquarters of the California National Guard and the legislatively-mandated state agency responsible for oversight of the CACC.

c. Cadet. A student who is enrolled in the CACC.

d. Cadet officer/noncommissioned officer. A cadet appointed to a designated cadet rank or grade.

e. Assistant Commandant. A commissioned officer or enlisted member in the CACC who assists the commandant of cadets. Assistant commandants can be paid administrators, teachers or other school personnel; or they may be volunteers approved for commissioning under CR 1-4 by the governing board.

f. Unit. The organization comprising cadets and instructors at one school.

g. Brigade Advisor. An officer appointed by the Office of the Adjutant General given administrative and oversight authority for CACC affairs for the brigade.

h. Regimental Advisor. An officer appointed by the Office of the Adjutant General given administrative and oversight authority for CACC affairs for a portion of the schools in a brigade.

1-6. Channels of communication.

a. CACC units should correspond directly with designated Brigade Advisors on routine questions about program guidance, technical support, operational information, periodic reports, and policy application. All other matters or issues that require decisions will be directed to the Executive Officer, CACC.

b. Schools. While senior school officials are not restricted to military command channels, it is usually desirable and recommended for school problems to be presented first to designated Brigade Advisors. Courtesy copies of correspondence directed to the Executive Officer, CACC should be sent to the designated Brigade Advisors concerned.

Chapter 2

Unit Organization

2-1. General.

California Cadet Corps (CACC) organization, drill, and administration will conform as nearly as practicable to that prescribed by organizations of the California National Guard, and as prescribed in Cadet Corps regulations.

2-2. Organization.

The CACC is organized into units at public and private educational institutions, as follows:

a. Unit. The organized group of cadets and authorized faculty at one elementary, middle, junior, or high school, public or private, constitutes a unit. Each unit must maintain the minimum enrollment specified by local governing board in accordance with current state law; and.

(1) Meet prescribed standards and criteria.

(2) Provide a course of military instruction as outlined in CR 3-1.

(3) Limit membership in the unit to students, who, in the judgment of the instructional staff, maintain acceptable standards of academic achievement and conduct.

(4) Make available for the CACC unit's use adequate classrooms, administrative offices, office equipment, storage space, drill field, transportation, telecommunications, and required facilities in a fair and equitable manner in comparison with other departments of the institution (or other elements of the institution, if the institution does not have departments), and pay the costs of utilities and maintenance for these facilities.

b. Regiment. A group of two or more units of the CACC in the same geographic region. A regiment may be established to improve program administration and allow for the conduct of small-scale regional activities.

c. Brigade. Units are assigned to a brigade that serves as the regional administrative entity. Brigades conduct regional competitions in preparation for statewide competition and, as appropriate, conduct regional training encampments and exercises.

2-3. Selection of schools to host CACC units.

a. Funding restrictions and higher headquarters policies limit the total number of CACC units and dictate that new units be established in such a manner as to adhere to State Law. Selection of institutions that may participate will be based upon applicable statutes and criteria as determined by HQS, CA National Guard, which must include, but is not limited by, the following selection criteria:

(1) Receipt of signed applications and agreements.

(2) Enrollment potential.

(3) Capability of the institution to conduct and support the program.

(4) Accreditation status.

(5) Ability to comply with statutory and contractual requirements and requirements of this regulation.

(6) Fair and equitable distribution of units throughout the state.

(7) Willingness and ability to support requirements of 2-2a. above.

b. The various administrative and budgetary aspects of the school systems dictate that the selection process be conducted continuously. Accordingly, applications will be forwarded to HQ CACC year-round, but must be received NLT 1 April to be considered for establishment of units in the fiscal year that begins July 1 of that calendar year.

2-4. Establishment procedures.

a. A school that desires to establish a CACC unit must apply for participation in the program by completing CACC Form 1 (Application and Contract for Establishment of a CACC Unit). School administrators must also agree to the conditions of the contract and those prescribed by this regulation. Forms may be obtained from the HQ CACC. See Appendix A for a copy of CACC Form 1.

b. As part of the application process, representatives of the CACC may conduct a site survey and/or meet with representatives of the governing board and school administration.

c. The original application and notes from the accompanying site survey, if conducted, will be submitted through the Brigade Advisor of the area in which the school is located, to HQ CACC. An application must be submitted for each institution in which school authorities desire to conduct CACC instruction.

d. Applications will contain information concerning the date the school desires to commence course instruction and any former participation in CACC or JROTC programs, and if an application with another Service is pending.

e. Authority for establishment of a CACC program rests with the HQS, CA National Guard. Once a unit has been recommended for establishment, the HQ CACC staff will initiate action to assign a Unit Designation (a Battalion number unique to the school). The Executive Officer, CACC will inform the proper Brigade Advisor of the assigned unit and its battalion designation.

f. Establishment of CACC units will be announced by HQS, CACC on State Orders. Applications will be retained by HQS, CA National Guard. Copies will be furnished to the designated brigade advisor, the senior school official of the institution, and the commandant.

2-5. Enrollment Report.

In accordance with CMVC provisions, the Executive Officer, CACC will prepare, publish, and distribute a CACC Enrollment Report annually to the Adjutant General. Copies of the report are available from HQCACC.

2-6. Accreditation requirements.

A school that desires to participate in a CACC program must maintain current full accreditation by the Western Association of Schools and Colleges.

2-7. Staffing and Enrollment requirements.

a. CACC units will be staffed as follows:

(1) Any school qualifying for a CACC unit will employ at least one CACC commissioned officer or enlisted member at school expense. When necessary, and by mutual agreement between the Executive Officer, CACC, the individual Cadet Corps officer or enlisted member, and school authorities, the appointed Commandant of Cadets may be assigned in a non-paid status.

(2) Cadet enrollment is guided as follows:

(a) Cadets may receive academic credit for the Cadet Corps class to fulfill graduation requirements as authorized by local board policy. Generally, cadets in their first year of enrollment receive credit for a course entitled CACC 1(A/B to denote semesters). Cadets in their second and subsequent years earn credit for a course entitled CACC 2A/B, 3A/B and so on.

(b) Cadets may, with the approval of the commandant, enroll in more than one period of Cadet Corps and receive credit for different requirements (Physical Education, Elective, Career Education, Vocational Education, etc), but they may not take classes at different levels simultaneously (that is, Cadet Corps 1A first period and Cadet Corps 2A third period). Note: The practice of a cadet enrolling in more

than one period of Cadet Corps at a time has been beneficial for cadets in staff positions performing administrative support services for the Cadet Corps unit.

(c) Cadets may be enrolled in Cadet Corps and earn an additional credit for participation in an activity such as a drill team should the school permit it. However, they may be counted only one time for enrollment purposes.

b. Employment of additional Commandant personnel at no expense to the state is authorized provided the appointed individual is an appointed member of the CACC appointed on State Orders to the position of Assistant Commandant. Only one Commandant of Cadets is authorized for each school; multiple assistant commandants may be appointed at the discretion of the governing board of the school and/or district. Commandants of Cadets are considered direct line supervisors of any assistant commandants assigned to the same school.

c. If employed CACC instructors experience temporary absences, such as for illness or injury, the California Commission on Teacher Credentialing provides that schools may provide substitute teachers without the Basic Military Drill Credential for up to 30 days at no expense to the State. Using substitutes without the Basic Military Drill credential for a greater period of time must be approved by the governing board of the school district and must be in compliance with applicable state laws and teacher credential regulations.

d. Evaluation of Commandant personnel employed by school districts shall be undertaken by the school district. HQS, CA National Guard has the statutory obligation to inform school or community college district officials if the service of any commandant personnel assigned to that district is less than satisfactory in the opinion of TAG or the Executive Officer, CACC. Continued employment as a commandant is contingent upon the continued appointment of the individual as a commissioned officer or enlisted member in the CACC.

2-8. Other establishment criteria.

Educational institutions desiring to establish CACC units or to continue established units will:

a. Provide positive safeguards to prevent discrimination against students or instructors on the grounds of sex, race, religion, or national origin.

b. Provide credit for the required courses of instruction and maintain the standards prescribed by the CACC.

c. Provide adequate facilities for classroom instruction and administrative office space; storage space for office equipment; a drill field; transportation; and telecommunications, needed to support the CACC program.

d. Provide suitable safeguards for State property as prescribed in CR 4-2. Such safeguards shall include, but not be limited to:

(1) Supervision of the Commandant who will issue, account for, and maintain the State property.

(2) Bond or insurance (or both) to cover loss and damage of State property.

(3) Secure storage of any CACC target rifles, target pistols, and ammunition in the inventory of CACC units. CACC units that have received CANG weapons or have purchased such items (air rifles, demilitarized M1903s, demilitarized M1 or M14 drill rifles, .17 or .22 caliber target rifles, etc.) will secure them in accordance with AR 190-11 (standard racks and metal containers, that is, steel wall lockers). Target rifle bolts and bolts from other operable firearms will be stored in secure separate containers. The establishment of security standards for firearms and supply rooms will be emphasized.

2-9. Conditions for retention of programs.

Each school must, on a continuing basis:

a. Meet and maintain statutory requirements of the CACC program.

b. Maintain the enrollment requirements established by the local governing board

c. Maintain the standards and criteria for establishment.

d. Comply with provisions of this and other pertinent CACC regulations.

e. Support the program to a degree that will merit a rating of satisfactory on the Annual General Inspection Program.

2-10. Probation.

Programs that do not meet prescribed standards will be considered for probation and/or disestablishment.

a. If minimum enrollment is not obtained and maintained during the school year, Headquarters, CACC, may place the unit on probation. After a unit has been on probation for one year, the Executive Officer may continue the probation for another year or direct disestablishment of the unit. New units, however, will not be placed on probation at the end of their first year for enrollment deficiency.

b. In the case of a new unit that is unable to maintain the minimum requirements in its third year of operation, HQ CACC will:

(1) Provide information and guidance to aid the unit in maintaining the minimum enrollment.

(2) Recommend the unit for probation and formally notify the senior official of the institution that failure to maintain the minimum required enrollment by the end of the probationary period may result in disestablishment of the unit.

c. A program which receives an unsatisfactory on the Annual General Inspection Program will be considered for probation.

d. Units receiving a second consecutive unsatisfactory evaluation will be placed on probation.

e. If a unit is placed on probation, the CACC will promptly notify the senior school official of the probationary status. A copy of the letter will be provided to the Commandant and Superintendent, if applicable, and review the status of the unit during the next inspection.

f. A unit may not become a Superior Unit while on probation.

g. Any unit placed on probation for any reason twice during a 5-year period will be considered for disestablishment.

h. Units placed on probation may request removal after 2 years of compliance with the requirements for retention.

2-11. Disestablishment.

a. Basis.

(1) School request. Senior school officials desiring to terminate participation in the CACC Program should notify HQS, CA National Guard in writing.

(2) For cause. Disestablishment of a unit for reasons other than a request by the school officials will be made only after careful and studied consideration. The Executive Officer, CACC may recommend disestablishment of a unit based on the school's failure to meet applicable standards in this regulation, State law, directives, or other regulations. When a unit does not meet the standards specified in this or other appropriate directives (other than for enrollment), school authorities concerned will be notified that the unit has been placed in a one-year probationary status. If the reason for probationary status has not been resolved at the end of the probationary period, Executive Officer, CACC, may grant a waiver of disestablishment if reasonable cause exists or he or she may recommend disestablishment.

(3) For failure to satisfy enrollment requirements. HQ CACC will place on probation CACC units that are at the end of their third year of operation or beyond but do not meet enrollment requirements. HQCACC will evaluate the unit's potential to attain the minimum enrollment at the beginning of the next school year. If it is likely that the enrollment minimum will not be met or maintained, HQ CACC will encourage school authorities to agree to immediately disestablish the unit. However, after any year of probation, HQCACC will determine if the enrollment minimum has been met and will recommend disestablishment for any unit that fails to meet enrollment by the end of the year of probation. In each case where disestablishment is authorized for not attaining minimum enrollment, the Executive Officer, CACC will notify the school no later than December to permit an orderly phasing out and to permit the student body to become aware of the action before the end of that school year. If such notification has not

occurred by December, the school will be notified of disestablishment and physical termination will be scheduled for no later than the end of that academic year.

b. Final action. The Executive Officer, CACC, will inform HQS, CA National Guard, of the effective date CACC instruction was terminated and property returned to the HQCACC. When this information is received, HQS, CACC will announce the disestablishment of the unit in a State Order.

Chapter 3

Program Support

3-1. General.

The logistical support necessary to maintain California Cadet Corps (CACC) programs will be provided as authorized by this regulation and other appropriate regulations.

3-2. Financial assistance.

No state funds are disbursed directly to the schools for operation of the CACC units.

3-3. Equipment.

a. Equipment will be provided to CACC units as state funding levels permit. Examples of such equipment may include, but are not limited to, the following:

(1) Instructional materials, equipment, supplies, uniforms, and other items, as deemed necessary by CACC, to support and conduct the CACC Program.

(2) Spare parts, tools, cleaning materials, technical publications, and other materials necessary for maintenance of the equipment.

(3) Payment for equipment transportation charges, including packaging and handling, for shipment to and from the institution is incurred by the State within budget limitations. The institution shall pay all other costs incident to maintenance, local storage, and safeguarding of the property.

b. Brigade Advisors may direct the turn-in of clothing and equipment to the Brigade HQs when it is not needed permanently by the unit.

c. Schools may obtain equipment through the State Surplus Property Program which provides additional support for optional curriculum activities. Major items acquired through this program will not be maintained with appropriated funds authorized to support the CACC programs. Equipment authorized units by cadet regulations and other documents do not affect the allocation and procurement of Government surplus property by educational institutions. Refer to Defense Reutilization and Marketing Manual, [DOD 4160-21M](#) for additional guidance.

3-4. Transportation, subsistence, and billeting.

a. CACC cadets are authorized transportation, subsistence, and billeting while attending summer camp, brigade encampments, and State sponsored marksmanship, drill, and other competitions to the extent that the budget permits.

b. CACC cadets in uniform may with the school's approval be provided a local flight (orientation flight) as members of an organized CACC activity on California National Guard assets if approved by the local commander. Prior parental consent will be obtained for each cadet.

c. CACC instructors may accompany CACC cadets or students on Government transportation and be billeted in Government quarters, as appropriate. Instructors will identify themselves by presenting the CACC Identification Card.

d. Civilian officials of schools that offer CACC may be authorized Government transportation or billeting:

(1) If such transportation or billeting supports normal CACC training, or

(2) To permit dignitaries to visit military installations for orientation in connection with CACC activities.

Chapter 4

Instructional Personnel

4-1. Purpose and scope.

The success of the California Cadet Corps (CACC) Program depends upon qualified instructors. CR 1-4 and CR 1-10 govern the selection, appointment, promotion, and other personnel actions for commandant personnel in the CACC. The National Guard expects school authorities to use their own hiring procedures to employ instructors.

4-2. Authorized instructors.

Only instructors with appointments in the CACC and with the Designated Subjects Special Subjects Basic Military Drill Credential will conduct the CACC program as required by the Commission on Teacher Credentialing. These officers and enlisted members are subject to the provisions of this regulation and will be extended the rights and privileges of an instructor as prescribed herein. Continued association with the CACC Program is contingent upon the individual's meeting conditions as set forth in this and other applicable CACC regulations and guidance. At the sole discretion of the governing board, CACC instructors may be required to hold a Physical Education authorization to teach CACC courses for which cadets receive physical education credit.

4-3. Relationship between instructors and schools.

a. School. The school or school board is the employing agency of most CACC personnel; some CACC personnel function as volunteers under the auspices of schools or school boards. The Commandants and Assistant Commandants are responsible to school officials for the conduct of the program, and ensure that it meets school standards and CACC requirements. Individuals employed by the school have individual responsibilities to the school as stipulated in their respective contracts.

b. Individual, school, and California National Guard. The school and the individual CACC instructor negotiate contractual matters between them. The California National Guard is NOT a party to any aspect of the individual's contract with the school district.

4-4. Position vacancies and hiring.

Headquarters California Cadet Corps (HQCACC) will:

a. Publish position vacancy information and provide it upon request to personnel certified for employment in CACC.

b. Assist hiring actions by:

(1) Identifying, upon school request, certified personnel who have indicated a desire for employment.

(2) Within capabilities, screen certified personnel and recommend those best qualified for a position.

c. Verify, before approving employment, that an individual selected for hire is eligible to be recommended by TAG for the Designated Subjects Special Subjects Basic Military Drill Credential and is a duly commissioned officer or enlisted member in the CACC.

4-5. Rank and precedence.

The Executive Officer, CACC or his representative, will ensure that the Cadet Corps' position on rank and precedence is explained to appropriate school authorities and its members. A CACC unit should be staffed according to rank and precedence situations normally found in active service. All authorized instructors will be accorded the courtesy commensurate with their rank and with the customs and traditions of the California National Guard between members of different rank.

4-6. Instructor qualifications.

Each CACC instructor applicant must possess the following attributes:

- a.* Be of good moral character and have the mental ability, positive attitude, physical appearance and condition, and neatness required for favorable representation of the program and the National Guard in the school and civilian community.
- b.* Have general knowledge of course subject matter and demonstrated instructional ability.
- c.* Demonstrate the professional ability to lead, motivate, and influence children and young men and women to learn and develop leadership, self-reliance and discipline, responsiveness to constituted authority, and attributes of good citizenship and patriotism.
- d.* Be a citizen of the United States of America without ties that would reasonably influence the instructor to act in favor of a foreign country or a person bound to a country having basic or critical interests opposed to those of the United States.
- e.* Have a military and civil record that reflects, through evaluation reports and public records, a high degree of efficiency and effectiveness, and conduct that is above reproach. Records must reflect an overall manner of performance that would compare favorably with contemporaries if on active duty.
- f.* Have no personal habits or character traits that are questionable from a security, stability, or social standpoint such as, but not limited to, financial irresponsibility, excessive drinking or gambling, drug use, or emotional instability.
- g.* Have no record of conviction by court martial, no record of time lost-to-be-made-good under [Title 10, USC, Section 972](#) and no record of civil convictions except for minor traffic offenses. Exceptions may be granted by the HQS, CA National Guard, using [AR 601-210](#) as a guide.
- h.* Have been discharged under honorable conditions from all previous enlistments and prior service, if any.
- i.* Have writing and verbal skills appropriate to satisfactory performance in an academic environment. A command of English is important to teaching young Americans academic and life skills.
- j.* Possess sufficient medical, physical, and mental fitness, and be willing to perform, participate in, and supervise activities consistent with the conduct of the CACC program. Activities include, but are not limited to:
 - (1) Classroom-based and student-centered instruction.
 - (2) Marksmanship training.
 - (3) Conduct of drill and ceremonies.
 - (4) Leadership training.
 - (5) Water activities.
 - (6) Climbing (stairs and ladder).
 - (7) Ability to lift and move materials up to 50 pounds in weight.
 - (8) Physical training.
 - (9) Summer camp up to 2 weeks.
 - (10) Training and events outside of normal classroom hours and over weekends.

4-7. Credential procedures.

Cadet regulation 1-10 governs the process for an individual to apply for Adjutant General verification of experience and skills/knowledge for the Designated Subjects Special Subjects Basic Military Drill Credential.

4-8. Functions and responsibilities of Brigade Advisors and Commandants.

In addition to other provisions of this regulation:

- a.* The Brigade Advisor is the chief administrator of the regional Cadet Corps program. All CACC instructors and personnel employed by the school to support the CACC program will be directly under his or her guidance and supervision in all matters pertaining to program administrative duties and

responsibilities required by the CACC and the California National Guard. His or her primary responsibility is to ensure, on behalf of the National Guard, through proper instruction and supervision, that the CACC program is administered according to law, regulation, policy, and principles. The Brigade Advisor, where practical, relieves commandants of as many school district administrative duties as practical; these duties include securing necessary school board approvals, and compliance with local school policies.

b. The Commandant is the chief instructor of the CACC unit and is therefore responsible for the overall management of the CACC Program at the school.

c. Brigade Advisors will also work with commandants to:

- (1) Advise school authorities of laws and regulations affecting the program.
- (2) Maintain good relations with the school authorities, faculty, and student body.
- (3) Conduct a public affairs program in the local area; among school and community officials, civic groups, parent-teacher groups, and other individuals or groups, to further the understanding of the CACC program, the school, and the HQS, CA National Guard.
- (4) Enroll students in the CACC program and support school officials conducting these programs.
- (5) Ensure continuous evaluation of the program.

d. Brigade Advisors, in coordination with commandants and the senior school official, will establish procedures relating to the administration, control, and training of CACC cadets. These procedures will cover the appointment, promotion, and demotion of cadet officers and noncommissioned officers, and must be approved by the senior school official or school system according to CR 1-5.

e. Brigade Advisors:

- (1) Manage and coordinate brigade level programs.
- (2) Consolidate lesson plans and training schedules as appropriate.
- (3) Consolidate all logistical and supply procedures and functions as appropriate.
- (4) Draft plans, policies, and Standard Operating Procedures (SOPs) for all units (administrative function).
- (5) Assist Principals, if requested, with the evaluation of instructors in accordance with school district policies as appropriate.
- (6) Conduct periodic evaluations of all training and instruction.
- (7) Initiate and conduct a public relations program with local civic groups in the community and serve as the chief public affairs officer for the Brigade.
- (8) Set up a training program for instructors to keep them abreast of new initiatives and educational innovations.

4-9. Instructor training.

a. HQS, CA National Guard will provide training programs for CACC instructors.

b. Expenses related to travel and temporary lodgings may be paid by the Military Department as the budget permits.

c. New instructors will be required to attend an initial orientation conducted by CACC within 18 months of employment.

4-10. Professional development programs.

a. Individuals may request, or be requested, to participate in professional developmental programs.

b. Participation in school or other educational development programs on an individual basis is encouraged. Instructors are expected to adhere to those requirements imposed on other institutional faculty members by principals or superintendents and should participate in in-service activities.

Chapter 5

Support from Schools

5-1. General.

In addition to providing the full salary of instructors, schools are expected to provide certain “in kind” services to aid in the successful conduct of the Cadet Corps program. It is understood that individual circumstances will vary and that the support outlined below may not be possible in each school site. Commandants and school site administrators, working with appropriate school district personnel, should negotiate the specific support required for a particular situation.

5.2. Facilities.

a. Classrooms. Adequate classroom space is needed for the number of students enrolled in the largest class of the California Cadet Corps (CACC) program. Classrooms should contain adequate desks, audiovisual equipment, teacher’s desk(s), etc. for the anticipated enrollment.

b. Administrative Offices. The CACC program requires commandants to conduct a variety of administrative functions, including personnel record keeping, supply management, etc. Sufficient dedicated office space for these functions is generally equal to a minimum of 150 square feet in unit with enrollments between 32-100 cadets and 250 square feet in units with enrollments between 101-250 cadets. Units with larger enrollments require proportionally larger administrative space.

c. Computers. At least one dedicated computer or laptop for administrative functions with printing/scanning/internet capability as well as sufficient computers for online promotion testing.

d. Storage space. Adequate space to store uniforms and other equipment commensurate with the number of anticipated cadets enrolled in the program. Storage must allow for security of state property IAW CR 4-2.

e. Drill Field. Cadets require a flat, unobstructed surface of no less than 30 yards by 50 yards to conduct drill and ceremonies. This surface can easily be shared with other classes on a rotating basis to be negotiated between the CACC Commandant and other teaching personnel.

f. Telecommunications. Commandants should have access to a phone line, FAX services, and after-hours phone services because of the after school and weekend nature of events conducted by the CACC.

g. Facilities access. Given the fact that CACC units typically practice after school and in the evening and weekend hours for competitions, access to necessary security codes, keys, passes, gates, classrooms, buildings, etc. is necessary.

5.3. Cadet Activities.

a. Cadet Corps units typically participate in a number of events each school year. Depending on the interests of commandant personnel and cadets, these can include, but are not limited to:

- (1) Parades.
- (2) Community Service activities.
- (3) School Service activities.
- (4) Leadership schools.
- (5) Encampments.
- (6) Marksmanship training and competitions .
- (7) Bivouacs (camping trips).
- (8) Mountaineering training.
- (9) Survival training.
- (10) Specialized instructional programs.
- (11) Summer camp.

- (12) Color guards and honor guards.
- (13) Orientation flights on military aircraft.
- (14) Trips to military bases.
- (15) Drill instruction seminars.
- (16) Drill competitions.
- (17) Speech contests.

b. Transportation to/from these events is the responsibility of individual schools. Commandant personnel are encouraged to provide information to school site administrators about anticipated costs for transportation well in advance of their incurrence.

c. School districts may establish and implement policies regarding academic eligibility for cadet participation in such events and activities.

d. School administrator authorization and parent permission must be obtained before cadets are allowed to participate in any activity off campus or for extended periods outside the school day.

e. Costs of participating in such events, except those specifically sponsored by the HQCACC, must be borne by individuals and schools. These costs include, but are not limited to,

- (1) Food.
- (2) Transportation.
- (3) Billeting.
- (4) Insurance.
- (5) Admission fees.
- (6) Logistical support.
- (7) Miscellaneous supplies, uniform accouterments, and incentives.

5-4. Substitute Coverage.

Participation in the activities outlined in 5-3 above as well as participation in CACC-sponsored professional development seminars during school time may require schools and school districts to pay for substitute coverage for CACC Commandants.

5-5. Additional Duty Pay.

At the discretion of local school authorities, individuals employed as Commandants may be paid stipends for coaching after school activities and/or for supervising cadets on weekend and outside-of-school-time activities. Such stipends are solely at local school expense.

Appendix A

CACC Form 1: Application to Form a California Cadet Corps Unit

Name of School _____

Physical Address of school _____

City _____, Zip _____ School Phone (____) _____

Mailing address if different _____

City _____, Zip _____ School Phone (____) _____

School FAX (____) _____ School email _____

Principal/Site administrator's Name _____

Additional Administrator's Name _____

Proposed Date to Start Program _____ Anticipated Total enrollment _____

Anticipated number of CACC class sections/classes to be offered: _____

Anticipated room/location for CACC instruction: _____

The governing board of this school/district would like to offer an employment contract to the following individual to serve as Commandant: _____

(NAME AND RANK)

His/her Designated Subjects Special Subjects Basic Military Drill Credential Status is (check one):

Unknown

S/he has a C-19 for a Preliminary DSSS BMD Credential

Holds a Preliminary DSSS BMD Credential # _____

S/he has a C-19 for a Clear DSSS BMD Credential

Holds a clear DSSS BMD Credential # _____

If more than one Commandant will serve this school, please include additional name(s), rank(s), and credential information on the reverse of this form.

We have read, understood, and will comply with the provisions of CR 1-9, *Establishing a California Cadet Corps Unit*, and on behalf of the Governing Board of _____ School District (or Charter or Private) School request the establishment of a battalion at the above school.

Signed on behalf of the Governing Board _____

Title _____

Date _____