



REPLY TO  
ATTENTION OF

**STATE OF CALIFORNIA – MILITARY DEPARTMENT  
HEADQUARTERS, CALIFORNIA CADET CORPS**

CAMP SAN LUIS OBISPO  
10 SONOMA AVENUE, BUILDING 1301  
SAN LUIS OBISPO, CALIFORNIA 93405-7605

CACC-10

11 July 2019

CIRCULAR 010-1920-003

**11<sup>TH</sup> BRIGADE ADVISOR SELECTION**

1. **GENERAL:** HQS, CACC is currently inviting interested adult CACC members to apply for appointment as the 11<sup>th</sup> BDE Advisor. The 11<sup>th</sup> BDE is located in San Bernardino Unified School District.

2. **AVAILABLE POSITIONS:**

a. Excerpts from CR 1-4: **Brigade Advisor (BA):** A senior officer in the California Cadet Corps who has been selected by Headquarters, California Cadet Corps to oversee, direct, and advise commandants, assistant commandants, and project officers assigned to a brigade. Brigade Advisors are chosen and assigned by the Executive Officer based on factors to include, but not limited to, their education, general California Cadet Corps knowledge, and experience as a teacher/commandant. The duties of a Brigade Advisor include, but are not limited to the following:

- (1) Ensuring compliance with CACC Regulations and guidance.
- (2) Managing Brigade Supply Accounts and monitoring subordinate unit supply accounts.
- (3) Assisting commandants with the implementation of the CACC Curriculum.
- (4) Planning and implementing Brigade Activities such as drill competitions, leadership schools, bivouacs, rifle matches, individual major awards, and other brigade-wide trainings and operations.
- (5) Providing monthly brigade strength, activity, and personnel reports.
- (6) Cadet Officer personnel management.
- (7) Commandant Officer personnel management of individuals assigned to the brigade.
- (8) Public relations management within the brigade.
- (9) Maintaining brigade files and historical documents.
- (10) Selection and management of the cadet brigade staff.
- (11) Providing staff development to commandant and cadet personnel.
- (12) Evaluating subordinate units of the brigade.

3. **APPLICATION PACKETS:**

- a. A memorandum of interest will suffice as an application. The memorandum should contain at least the following information:
  - (1). Interest in appointment as the 11<sup>th</sup> BDE Advisor.
  - (2). A summary of your CACC experience.
  - (3). A statement your plan to improve communications and cooperation amongst 11<sup>th</sup> BDE commandant staff, the SBCUSD, and HQS CACC.
  - (4). Your plan to improve cadet leadership at the brigade level, engagement in 10<sup>th</sup> Corps Cadet Staff, and participation at summer encampment.
- b. Applications are due to LTC Smith NLT 05 August 2019.

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SUBJECT: 11<sup>th</sup> Brigade Advisor Selection

**4. SELECTION PROCESS:**

- a. Application will be received and compiled by the Assistant Executive Officer, LTC (CACC) Michael J. Smith, who will forward to Mr. Warman (SBCUSD Administrator) for his feedback. The comments and recommendations of LTC Smith and Mr. Warman will then be forwarded HQS CACC for their review.
- b. The CACC Executive Officer will make the final determination on appointment of the 11<sup>th</sup> Brigade Advisor, and an announcement will be made on State Orders.

**6. POINT OF CONTACT:** Point of contact regarding this circular is the undersigned via email at [Michael.Smith@cacadets.org](mailto:Michael.Smith@cacadets.org)

FOR THE EXECUTIVE OFFICER:

*/s/ signed electronically*  
MICHAEL J. SMITH  
LTC, CACC  
Assistant Executive Officer