



STATE OF CALIFORNIA - MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS
Camp San Luis Obispo
10 Sonoma Avenue, Building 1402
San Luis Obispo, California 93405-7605



CIRCULAR 010-2021-002

15 December 2020

ANNUAL GENERAL INSPECTION 2021

1. GENERAL: Due to the extreme circumstances of the Covid-19 Pandemic, the California Cadet Corps will conduct its Annual General Inspection program virtually in 2021. Per CR 1-6 (dated 1 JAN 2021 and currently issued in draft form) paragraphs 2-1 and 2-10, the inspection will be conducted at Brigade level and will be completely virtual, using a virtual platform of choice that works for both the Inspectors and the Unit. All units that were not inspected in 2020 must be inspected within the guidelines enclosed in this circular.

2. SCHEDULE: Brigade Advisors will coordinate with the brigade's Commandants to establish the inspection schedule. Coordinate with Operations@cacadets.org for potential participation by staff from HQ CACC. The schedule should be published by 15 JAN 2021 and must give units at least three weeks' notice prior to the inspection. All inspections must be complete by 31 MAR 2021. The inspection will count as a valid AGI, and units that undergo the inspection process (not exceptions per para 4) will not be inspected in 2022.

3. CR 1-6: The main portions of CR 1-6 (CACC Form 15 and Rubric) are suspended for the 2021 inspection and replaced by the enclosed CACC Form 15 (Covid) and its attached Rubric enclosed in this Circular. The CACC Form 15 (Covid) will be available on the Forms page of the CACC website. Useful documents will be posted on the AGI page (under Events)

4. EXCEPTIONS: For schools where the programs are not operating at a level where they can organize for the inspection (where no cadet leadership functions are taking place or more than 50% of the cadets are not virtually available for the CACC Knowledge section), the Brigade Advisor will fill out the Form 15 (Covid) noting Satisfactory on all categories. The Commandant and Principal should provide remarks, and the Brigade Advisor will complete the report. These schools will be scheduled for an AGI in the next operational school year.

5. FIRST YEAR PROGRAMS: Schools that are in their first year of Cadet Corps will not have a formal AGI but should go through the AGI process as an entry point to the system, as training for future AGIs, and to identify the areas in which the unit needs assistance. The Brigade Advisor will arrange assistance visits (virtual or in person) as time allows after the inspection.

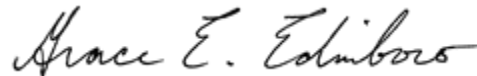
6. The meat of the inspection will be driven by the **Cadet Staff Briefing**, for which PowerPoint slides are available with the CACC Form 15 (Covid). The briefing is available in PowerPoint on the AGI page of the CACC website, under Events. Units update the sample briefing with their own pertinent information. Additional slides may be added as needed, but the order of the format should remain as in the sample. Units must also develop a way to give the inspectors access to available Form 13s, Orders/Permanent Orders, Training Schedules, Form 100s, the unit Property Book, and other documentation listed in the Rubric. This may be on a Google Drive, Teams files, Dropbox, or other File Share program. If documents are only available in paper format but ARE being updated, the holder of the documents should coordinate with the inspector to determine a possible way to review them.

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7. Uniform for the inspection for Commandants is Class B or CMU. If the unit has issued uniforms, cadets will be in Class B if issued; if not then Class C or PT. If the unit hasn't issued uniforms due to Covid restrictions, there's no penalty. The inspection should be conducted during the school day, and coordination should be made, as necessary, with the school administration to have Cadets available for the CACC Knowledge portion of the inspection.

8. Completed Form 15 (Covid) reports (signed by Commandants and Principals) will be forwarded to Operations@cacadets.org or uploaded to a TBD SharePoint drive NLT 31 MAR 2021.

9. POC for this program is the undersigned at (925) 405-7720, grace.edinboro@cacadets.org.



3 Encls (in 1 file):

1. Instructions & Guidelines for Inspection
2. CACC Form 15 (Covid)
3. Rubric

GRACE E. EDINBORO
COL, CACC
Executive Officer

Instructions and Guidelines for Inspection

The Annual General Inspection (AGI) will be conducted by the Brigade Advisor and other inspectors as the Bde Advisor needs. The ideal inspection team will consist of the Bde Advisor, a representative from HQ CACC (fulltime staff or HQ Staff), the Brigade Commander, and a 10th Corps Staff representative. It is encouraged to include the cadet leaders (Bde Cdr and 10th Corps) but may not be feasible due to their own school requirements. Two adult inspectors are sufficient for most schools; larger schools should have more adults on the inspection team or spread out the CACC Knowledge part to hit small groups of cadets logging on over a prolonged period (without overlap).

For schools where the programs are not operating at a level where they can organize for the inspection (where no admin, supply, or cadet leadership functions are taking place), the Brigade Advisor will fill out the Form 15 noting Satisfactory on all categories. The Commandant and Principal should provide remarks, and the Brigade Advisor will complete the report. These schools will be scheduled for an AGI in the next operational school year.

Schools that are in their first year of Cadet Corps will not have a formal AGI but should go through the AGI process as an entry point to the system and as training for future AGIs. Multiple inspectors aren't necessary. Go through the checklist and identify areas where the school needs training assistance. The Brigade Advisor should schedule some focused time with the Commandant and potentially Cadet Staff members to thoroughly go through the areas where they need training and assistance.

The inspection should start with the equivalent of a unit formation. This should consist of ALL the cadets enrolled in the program. This is a requirement that schools agree to when they stand up a cadet unit – that for the AGI the cadets will be available to participate for one class period, even if they must be excused from other classes to do so. In the virtual inspection, it's likely they'll only be there for 15 minutes or less. If the unit has issued uniforms, cadets should be in uniform. If cadets don't have uniforms, they're not required.

The AGI does not replicate a unit formation. The only requirement is to randomly select 5-9 cadets per company to represent their unit during the CACC Knowledge portion. If a school has multiple companies, each company should ideally have a separate channel to go to for their portion of the inspection. An inspector will take 5-9 cadets from the company and rotate through them to ask the questions in Section I: CACC Knowledge. After the finish the questions, they may be dismissed. Ideally, cadets will not be able to watch other cadets answer the questions prior to their turn.

I. CACC Knowledge. This should be rank and file cadets, not the Cadet Staff. Recommend gathering 9 cadets per Company with cameras on, asking each cadet a question from CACC Basics, the CACC Honor Code, CACC Core Values, Ranks/Insignia, Information Awareness (where can they find information about the CACC, activities, policies - and seeking examples of recent announcements about activities or updates that have been disseminated), the quality of the hand salute (have all cadets hold a salute on camera and assess it), and the quality of their use of military courtesy throughout the session. These are items 1-8 on the Rubric.

After the junior cadets have completed Category I, all cadets other than the battalion staff may be dismissed. At this point, the Battalion Commander starts the briefing. PowerPoint slides for the briefing are provided, and the unit should use that format. Battalion staff will prepare the brief for their unit by inserting the appropriate information in each slide. The remainder of the inspection will be based on the information provided by the Bn Staff during the briefing, along with certain files they must give the inspectors access to (on a Google Drive, SharePoint, etc.).

II. **Personnel / Admin** will be evaluated based on the apparent quality of the demographic information provided, the awards program, publication of orders/permanent orders (Orders files should be posted in Files or otherwise conveyed to the inspectors), explanation of the process being used to track individual information and complete Form 13s for all cadets, and the record of SARs submitted since FEB 2020 (Bde Advisor should get the SAR Report from HQ CACC S1 prior to the inspection). An active personnel section that is publishing orders, issuing awards, maintaining Form 13s, and submitting the monthly SAR is Superior, even if not perfect in every area. These are items 9-13 on the Rubric

III. **Supply / Logistics** will be evaluated based on the attempt by the unit at supply accountability - maintenance of the property book, conduct of inventories. If the Commandant or the Cadet Staff is unable to access school facilities to obtain uniforms and conduct inventories, this area will not be assessed (give them a Satisfactory grade). If the school was unable to recover uniform items that were issued prior to FEB 2020, a note should be made. These are items 14 & 15 on the Rubric.

IV. **Community Service** will be evaluated by assessing any community or school related service conducted, in person or virtually. There is only one item for this area on the Rubric (#16), and it is weighted due to its importance, with 8 points available.

V. **Training** will be evaluated by assessing the quantity and quality of the participation in virtual or in-person events offered by 10th Corps or Brigades, conduct of any virtual or in-person training events at unit level, and diversity of use of the CACC Curriculum. A basic schedule listing dates, class subjects and instructors is satisfactory for the Training Schedule, though preference is to use the published CACC Training Schedule format. Varied use of the curriculum and use of cadet instructors in teaching roles are evidence of a Superior program. These are items 17-20 on the Rubric.

VI. **Leadership** will be subjectively evaluated based on the quality of the briefing, command presence and professional demeanor throughout the inspection, and the extent to which cadets run the daily operations of the unit. These are items 21-24 on the Rubric.

Once the briefing is completed, the inspectors will collaborate as necessary to ensure the Scoresheet is completed, and then will brief the Commandant, Battalion Commander and Staff on the outcome. Ideally, the Principal will attend this outbrief. If not, the Brigade Advisor will brief the Principal separately (ideally with the Commandant) on the status of the program. The Bde Advisor will send the report to the Principal, asking for their remarks and signature. If not able to attain that, insert the date and time the principal was briefed in lieu of signature in the final report. If any remarks are received from the Principal, they will be included with the report.

CALIFORNIA CADET CORPS**ANNUAL GENERAL INSPECTION REPORT
2021 Pandemic Edition (Page 1 of 3)****Date of Inspection:**

BRIGADE	SCHOOL	UNIT/BN	CITY	UNIT RATING
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COMMANDANT**PRINCIPAL****TOTAL UNIT ENROLLMENT:****PRESENT VIRTUALLY:****PRESENT IN UNIFORM:****UNIT RATING** (based on the completed report, please enter the point total and check the appropriate rating)**PTS****SUPERIOR****EXCELLENT****SATISFACTORY****EXPLANATION OF RATING**

The point awarded for each inspection item in this report is based on the Pandemic AGI Rubric.

Due to the Covid-19 Pandemic, this is not a pass/fail inspection. No decisions about the future of the unit will be made during the current crisis. The rating is merely for feedback to the Battalion, the Commandant, the Principal, the CACC Executive Officer, the Director of Youth and Community Programs, the Adjutant General, and the Department of Education.

GRADING STANDARD

RATING	POINT AWARD	TOTAL POINTS	ACADEMIC GRADE
Superior	4	80-100	A
Excellent	3	50-79	B
Satisfactory	<3	<50	C

ANNUAL GENERAL INSPECTION REPORT 2021 PANDEMIC EDITION

(Page 2 of 3)

		PTS POSS	PTS AWARD	BN/SCHOOL:
CATEGORY	INSPECTED ITEM			COMMENTS
I. CACC Knowledge	1. CACC Basics	4		
	2. Honor Code	4		
	3. Core Values	4		
	4. Ranks/Insignia	4		
	5. Info Awareness	4		
	6. Salute	4		
	7. Military Courtesy	4		
	8. Commandant	4		
II. Personnel / Admin	9. Accountability	4		
	10. Awards	4		
	11. Orders/PO	4		
	12. Form 13s	4		
	13. SARs	4		
III. Supply / Logistics	14. Supply Accountability	4		
	15. Uniforms	4		
IV. Community Service	16. Participation (double weight)	8		
V. Training	17. Brigade/State Events	4		
	18. Miscellaneous Events	4		
	19. Training Schedules	4		
	20. Curriculum	4		
VI. Leadership	21. Briefing	4		
	22. Demonstrated Leadership	4		
	23. Professional Demeanor	4		
	24. Cadets in Applied Leadership	4		
Total Score		100		

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ANNUAL GENERAL INSPECTION REPORT
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Date of Inspection:

VII. SECTION SCORING

RATING	SECTION	POINTS
	I. CACC KNOWLEDGE	
	II. PERSONNEL / ADMIN	
	III. SUPPLY / LOGISTICS	
	IV. COMMUNITY SERVICE	
	V. TRAINING	
	VI. LEADERSHIP	
TOTAL POINTS (100 possible)		

Circle One

GRADE	POINTS
Superior	80-100
Excellent	50-79
Satisfactory	<50

VIII. INSPECTOR COMMENTS / RECOMMENDATIONS / SIGNATURE

Name of Inspector:

IX. COMMANDANT OF CADET COMMENTS / RECOMMENDATIONS / SIGNATURE:

X. PRINCIPAL'S COMMENTS / RECOMMENDATIONS / SIGNATURE:

**ANNUAL GENERAL INSPECTION RUBRIC
2021 PANDEMIC EDITION**

1. CACC Basics	Ask 4 questions (1 to each of 4 cadets): Founder (BG Edwin A. Forbes), Date (11 April 1911), Motto (Essayons! - Let Us Try), Chain of Command (Bn Cdr, Bde Cdr, Corps Cdr, Bde Advisor, CACC XO, Cdr YCPTF, or TAG)
4 - <i>Superior</i>	Cadets get all 4 questions correct
3 - <i>Excellent</i>	Cadets get 3 questions correct
2 - <i>Satisfactory</i>	Cadets get 2 or fewer questions correct
2. Honor Code	"A cadet will not lie, cheat, steal, or tolerate those who do."
4 - <i>Superior</i>	Cadet recites the Honor Code word for word
3 - <i>Excellent</i>	Cadet recites the Honor Code with small errors
2 - <i>Satisfactory</i>	Cadet is unable to recite the Honor Code
3. Core Values	"Selfless Service, Integrity, Respect"
4 - <i>Superior</i>	Cadet recites the Core Values word for word
3 - <i>Excellent</i>	Cadet recites two of the Core Values
2 - <i>Satisfactory</i>	Cadet unable to recite the Core Values
4. Ranks/Insignia	Ability to describe rank insignia from rank name or vice versa (cadet ranks only)
4 - <i>Superior</i>	Cadet accurately describes a cadet rank insignia or names the rank from the description of insignia
3 - <i>Excellent</i>	Cadet gets the question right after first answering incorrectly
2 - <i>Satisfactory</i>	Cadet is unable to identify cadet rank or insignia
5. Info Awareness	How does the unit disseminate information from Info Bulletins, OPORDs, Circulars, etc? Give an example of recent information announced in this way
4 - <i>Superior</i>	Cadet describes how info is disseminated AND can give an example
3 - <i>Excellent</i>	Cadet describes how info is disseminated OR can give an example
2 - <i>Satisfactory</i>	Cadet cannot discuss info dissemination within the unit
6. Salute	All cadets render and hold a salute on screen for evaluation. Flatness and cant of hand, proper placement of fingertips, upper arm parallel to ground
4 - <i>Superior</i>	80% of cadets on screen have a sharp salute within CACC standards
3 - <i>Excellent</i>	Half the cadets on screen have a sharp salute within CACC standards
2 - <i>Satisfactory</i>	Less than half the cadets on screen can properly salute
7. Military Courtesy	Assess cadets' use of military courtesy in all interactions during CACC Knowledge Quiz
4 - <i>Superior</i>	Cadets following military courtesy rules 90% of the time
3 - <i>Excellent</i>	Cadets following military courtesy rules 50-89% of the time
2 - <i>Satisfactory</i>	Cadets following military courtesy rules <50% of the time
8. Commandant	Military Drill Credential (preliminary is okay), BCTA, CLS/OCS/NCOES (any equivalent) graduation or enrollment, Wears CACC Uniform during most CACC classes
4 - <i>Superior</i>	Commandant has met all four requirements
3 - <i>Excellent</i>	Commandant meets three requirements
2 - <i>Satisfactory</i>	Commandant meets two or fewer requirements
9. Accountability	Based on Demographic information presented during briefing by S1
4 - <i>Superior</i>	Numbers are complete, add up to # enrolled, and make sense
3 - <i>Excellent</i>	Numbers are either complete, OR add up to # enrolled, OR make sense
2 - <i>Satisfactory</i>	Numbers are incomplete, don't add up, or don't make sense

**ANNUAL GENERAL INSPECTION RUBRIC
2021 PANDEMIC EDITION**

10. Awards	Based off the 14 awards listed on the PowerPoint slide in the Bn Staff Briefing:
<i>4 - Superior</i>	Battalion has awarded 7 (HS), 5(MS) of the 14 awards since FEB 2020 (to all eligible cadets)
<i>3 - Excellent</i>	Battalion has awarded 6(HS), 4(MS) of the 14 awards since FEB 2020 (to all eligible cadets)
<i>2 - Satisfactory</i>	Battalion has awarded fewer than 6(HS), 4(MS) of the 14 awards to cadets since FEB 2020
11. Orders/PO	Orders and Permanent Orders for personnel actions. Provide a file of orders published by the unit since FEB 2020. Query appointments, promotions, awards from staff present.
<i>4 - Superior</i>	Battalion has published Orders and Permanent Orders for 75% of personnel actions checked
<i>3 - Excellent</i>	Battalion has published Orders and Permanent Orders for 50% of personnel actions checked
<i>2 - Satisfactory</i>	Battalion has published fewer than 50% of required Orders/POs for personnel actions checked
12. Form 13s	Provide a file of Form 13s. Check records on cadets present (rank, duty position, awards, personal data)
<i>4 - Superior</i>	Rank, duty position, awards, personal data is correct for every cadet checked
<i>3 - Excellent</i>	Rank, duty position, awards, personal data is correct for half the cadets checked
<i>2 - Satisfactory</i>	Rank, duty position, awards, personal data is correct for less than half the cadets checked
13. SARs	Based off SAR Report provided by HQ CACC
<i>4 - Superior</i>	All SARs have been submitted on time and show number of cadets enrolled
<i>3 - Excellent</i>	75% of SARs have been submitted, not necessarily on time, number of cadets enrolled is shown
<i>2 - Satisfactory</i>	Fewer than 75% of SARs have been submitted or number cadets enrolled shown is 0
14. Supply Accountability	Looks at Property Book, Inventories
<i>4 - Superior</i>	Unit is maintaining Property Book AND conducting inventories
<i>3 - Excellent</i>	Unit is maintaining Property Book but hasn't conducted inventories
<i>2 - Satisfactory</i>	Unit hasn't maintained Property Book or conducted inventories
15. Uniforms	
<i>4 - Superior</i>	Unit has issued uniforms to 50% or more of the enrolled cadets
<i>3 - Excellent</i>	Unit has issued uniforms to 25% or more of the enrolled cadets
<i>2 - Satisfactory</i>	Unit has not been able to issue uniforms due to the Pandemic
16. Community Service (double pts)	Looks at participation in Community Service by cadets
<i>4 - Superior</i>	Unit Log shows 40%(HS), 25%(MS) of cadets participating in some type of community service
<i>3 - Excellent</i>	Unit Log shows 25%(HS), 10%(MS) of cadets participating in some type of community service
<i>2 - Satisfactory</i>	Cadets have not participated in Community Service due to the Pandemic

**ANNUAL GENERAL INSPECTION RUBRIC
2021 PANDEMIC EDITION**

17. Brigade/State Events	Based on participation in State or Brigade events listed on slide in Bn Staff Brief
4 - <i>Superior</i>	Unit has cadets who participated in at least five of the listed virtual events
3 - <i>Excellent</i>	Unit has cadets who participated in at least three of the listed virtual events
2 - <i>Satisfactory</i>	Unit cadets have participated in fewer than three of the listed virtual events
18. Miscellaneous Events	Refers to events hosted by the battalion or not covered under State/Bde Events
4 - <i>Superior</i>	Cadets have participated in at least three battalion events since FEB 2020
3 - <i>Excellent</i>	Cadets have participated in at least two battalion events since FEB 2020
2 - <i>Satisfactory</i>	Cadets have participated in fewer than two battalion events since FEB 2020
19. Training Schedules	Provide a file of Training Schedules since FEB 2020.
4 - <i>Superior</i>	Training Schedules done in the correct format, available for at least half the weeks since FEB 2020
3 - <i>Excellent</i>	Training Schedules done in any format, available for at least half the weeks since FEB 2020
2 - <i>Satisfactory</i>	Training Schedules not available for more than half the weeks since FEB 2020
20. Curriculum	Shows use of the CACC Curriculum and involvement of cadets in conducting training
4 - <i>Superior</i>	Unit has taught from at least five of the listed areas of CACC Curriculum AND cadets have conducted at least 25% of the training
3 - <i>Excellent</i>	Unit has taught from at least three of the listed areas of CACC Curriculum AND cadets have conducted at least 10% of the training
2 - <i>Satisfactory</i>	Unit is not conducting CACC Curriculum based training due to the Pandemic or no cadets are involved in training
21. Briefing	Bn Staff conducts briefing including command planning, unit strength, unit activities, and lessons learned/challenges
4 - <i>Superior</i>	Briefing is superior
3 - <i>Excellent</i>	Briefing is excellent
2 - <i>Satisfactory</i>	Briefing is satisfactory or staff was unable to conduct briefing with slides provided
22. Demonstrated Leadership	Commander and Staff show they are actively involved in running the unit
4 - <i>Superior</i>	Cadets are clearly in command of the unit, involved in all aspects of decisions, training, and planning
3 - <i>Excellent</i>	Cadets are partially in command of the unit, involved in some aspect of decisions, training, and planning
2 - <i>Satisfactory</i>	Cadets don't show involvement in command or running of the unit
23. Professional Demeanor	Commander and Staff relate to inspectors with a professional demeanor
4 - <i>Superior</i>	Cadets maintain a professional demeanor throughout the inspection
3 - <i>Excellent</i>	Cadets maintain a mostly professional demeanor throughout the inspection
2 - <i>Satisfactory</i>	Cadets don't show a professional demeanor
24. Cadets in Applied Leadership	Refers to the PowerPoint slide in Bn Staff Briefing as briefed by XO
4 - <i>Superior</i>	Cadets fulfilling 8 of the 12 leadership functions listed
3 - <i>Excellent</i>	Cadets fulfilling 5 of the 12 leadership functions listed
2 - <i>Satisfactory</i>	Cadets participating in fewer than 5 of the 12 leadership functions listed