



STATE OF CALIFORNIA – MILITARY DEPARTMENT
 HEADQUARTERS, CALIFORNIA CADET CORPS
 CAMP SAN LUIS OBISPO
 10 SONOMA AVENUE, BUILDING 1301
 SAN LUIS OBISPO, CALIFORNIA 93405-7605

REPLY TO
 ATTENTION OF

CACC-10-AXO

22 May 2020

CIRCULAR 010-1920-009

10TH CORPS COMMAND AND STAFF SELECTIONS SY 2020-2021

1. GENERAL: Application process for the 2020-2021, school year, 10th Corps Cadet Staff is beginning immediately. All interested cadets must submit a letter of intent with supporting documentation (refer to checklist at the bottom of this circular). Unavailability of documents requested because of schools not being open will not preclude a cadet from applying if interested, please mention if that is the case in your letter of intent. **All documentation is to at HQCACC COB NLT 15 June 2020.**

- a. Please view the following video on YouTube regarding what to expect as a 10TH Corps Staff member: <https://youtu.be/jEIA9FIVR2U>
- b. All documentation can be filled out through the following link: <https://bit.ly/367EjG8>

2. AVAILABLE POSITIONS: All requirements and job descriptions from CR 3- 22 will apply. The following positions are available to all eligible cadets for the 2020-2021 school year.

<u>Element/Position</u>	<u>Authorized Grade</u>
1. Commander	C/COL
2. Deputy Commander	C/COL
3. Executive Officer	C/COL
4. Command Sergeant Major	C/CSM
5. S-1/Adjutant	C/LTC
a. Assistant S-1/Personnel	C/MAJ
b. Assistant S-1/Administration	C/MAJ
c. Administration NCOIC	C/MSG
6. S-2 Security & Safety Officer	C/LTC
a. Assistant S-2 Safety and Security	C/MAJ
b. Security & Safety NCO	C/MSG
7. S-3 Operations/Training Officer	C/LTC
a. Assistant S-3 Training & Evaluations	C/MAJ
b. Assistant S-3 Ranges	C/MAJ
c. Operations/Training NCO	C/MSG
8. S-4 Logistics/Supply Officer	C/LTC
a. Assistant S-4 Supply Officer	C/MAJ
b. Assistant S-4 Facilities & Transportation	C/MAJ
c. Supply Sergeant	C/MSG
d. Supply Clerk	C/SGT
9. S-5 Civic, Public & Military Affairs Officer	C/LTC
10. S-6 IT/Communications & Computer Support Officer	C/LTC
a. IT/Communications & Computer Support NCO	C/MSG
11. HHC Commander	C/CPT

3. APPLICATION PACKETS:

- a. All applications will be required to arrive to HQCACC or sent electronically to personnel@cacadets.org NLT 15 June 2020.
- b. If you fill out the Google forms please make sure you still send an email as mentioned above

- stating that you submitted your application through google forms.
- c. Packets must be organized and include the following:
 - i. A signed 10th Corps Staff Application Contract. This must be signed by the Cadet, a parent, the Cadet's Commandant, verifying understanding of the expectations and certifying eligibility for assignment to the 10th Corps staff.
 - ii. Responses to the questions outlined in PART TWO of the application.
 - iii. Letter of recommendation from the Commandant and/or Brigade Advisor describing suitability for the 10th Corps Staff position being applied for and that the applicant complies with all requirements of this Circular and Cadet Regulations.
 - iv. Any other supporting documentation the cadet believes will assist in evaluating her/his qualifications.
 - d. IF AVAILABLE:
 - i. a picture in uniform of cadet in Class A/B uniform attached to application packet.
 - ii. A complete "**True Copy**", Form 13.

4. **REQUIRED ATTENDANCE:** In order to be selected as a member of the 10th Corps Staff, it is expected that a cadet will attend ALL of the following meetings/events:

- a. Monthly Drill Weekends as specified
- b. Telecommunication Calls
- c. Any special or emergency meetings (advance notice will be given)
- d. All State Activities scheduled in the 2020-2021 YTC.
- e. **Expectation for applicant to attend and participate in summer encampment and ADVON in June 2021.**

5. **JOB DESCRIPTION:** Please view the following YouTube link for the 2019-2020 10th Corps Staff experience.

- a. **Commander:** Responsible for ensuring that cadet leaders are provided the right assistance to meet the Corps' Objectives. Able to contribute and assist in the Corps organization, future, policies, and structure of different programs the State organizes. Reports to the 10th Corps Advisor and the Executive Officer of the California Cadet Corps.
- b. **Deputy Commander:** Responsible for creating communication within the different Brigades in the Corps. Facilitates monthly Brigade and Corps conference calls to review developments of Cadet Leadership throughout the Corps. Reports to the 10th Corps Commander.
- c. **Executive Officer:** Responsible for the management of the 10th Corps Staff. Coordinates communication between the 10th Corps Staff to meet the Commander's Intent in accomplishing the California Cadet Corps activities, with the culminating event of Summer Encampment. Reports to the 10th Corps Commander.
- d. **Command Sergeant Major:** Influences the motivation and development of the 10th Corps Staff. Advises the 10th Corps Commander, Executive Officer, and Deputy Commander when needed.
- e. **S-1/Adjutant:** Responsible for managing cadets at State Activities, ensuring cadets are accounted for on rosters. Facilitates in-processing, out-processing, and awards ceremonies.
 - i. Assistant S-1/Administration: Responsible for creating and publishing order for awards and promotions. Assists the Adjutant with any responsibilities that need to be carried out.
- f. **S-2 Security & Safety Officer:** Responsible for creating and maintaining Risk Assessments for every State Event. Responsible for networking with certified Cadet Medics throughout the Corps who successfully completed the Summer Encampment Medic course so that they can assist in events as cadet medics. Must be able to speak on the Cadet Protection Policy in any organizational planning process.
 - i. Assistant S-2 Safety and Security: Responsible for ensuring that Cadet Medics have the proper equipment to respond in the field during CACC activities. Must be able to recognize what medical supplies are needed so cadet medics can

- adequately respond to medical emergencies.
- g. **S-3 Operations/Training Officer:** Responsible for executing the command's intent for events by coordinating the operations and training plans. Facilitates the execution of an event through training schedules and produces necessary training resources for activities.
 - i Assistant S-3, Training & Evaluations: Responsible for inspecting training areas and ensuring all facilities used will meet the command's intent.
 - h. **S-4 Logistics/Supply Officer:** Responsible for ensuring that parties have their required equipment and facilities to conduct training. Coordinates logistical support during CACC activities. Maintains inventory of CACC equipment, primarily the awards issued at CACC activities.
 - i Assistant S-4: Responsible for collecting and staging supply that is issued out. Assists Logistics/ Supply Officer with any responsibilities previously stated.
 - ii Supply Sergeant: Responsible for maintaining supply inventory.
 - i. **S-5 Civic, Public & Military Affairs Officer:** Responsible for creating the advertisements of CACC Activities. Work with their adult counterpart to create media releases and to create relationships with local community representatives. Ensures the Corps is informed and motivated.
 - j. **S-6 IT/Communications & Computer Support Officer:** Responsible for providing an ease of communication methods in CACC Activities. Needs to serve as an expert in electronics.
 - k. **HHC Commander:** Responsible for gathering and managing support personnel to conduct training activities. Ensures cadets assigned to jobs fulfill their responsibilities. Responsible for preparing and planning any special Corps activities (I.e Virtual leadership seminars, State NCO/ OCS, State Dining-in)
6. **LOGISTICS:** Transportation to/from the activities and meetings outlined in paragraph 4 above will be arranged at no expense to the cadet. Failure to attend three scheduled meetings and/or events may result in the cadet being dismissed from the staff. Breakfast, lunch, and dinner will be provided on the Drill Saturday.
7. **BOARDS:** Those applying for Commander, Deputy Commander, Executive Officer, HHC Commander and Command Sergeant Major must go before a personnel board to be held virtually on a date to be determined in June 2020. Applicants must provide a "**True Copy**" of their Form 13. They will appear before the board in Class A/B.
8. **POINT OF CONTACT:** Point of contact regarding this circular is CPT Tate Burns via email at Tate.Burns@cacadets.org

FOR THE EXECUTIVE OFFICER:

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

PART ONE: General Candidate Information

Last Name _____ First Name _____ MI _____
Rank: _____ Brigade: _____ Years Enrolled in CACC: _____ Grade: _____
Position Applying For: 1. _____ 2. _____ 3. _____
Home Phone: (____) _____ Cell Phone: (____) _____
Primary Email: _____@_____

PLEASE FILL OUT PART ONE USING THE FOLLOWING LINK:

<https://bit.ly/367EjG8>

PART TWO: Supporting Documentation

1. I meet the requirements in CR 3-22 for the position I am applying for.
2. I have attached a signed 10th Corps Staff Contract to my application.
3. I have attached a letter of recommendation from my commandant and/or Brigade Advisor.
4. I have a picture of myself in my Class A or B uniform (no headgear).
5. I have a "**TRUE COPY**" (as stated in CR1) of my Form 13.
6. I have included my responses to each of the questions outlined below on a separate page. **WE ARE NOT LOOKING FOR LENGTH WE ARE LOOKING FOR ABILITY TO EFFECTIVELY COMMUNICATE. BE PRECISE, GIVE AN ACTION PLAN.**
 - a. Can you pitch an idea on improving the 10th Corps Staff functions and how you would aid that improvement?
 - b. Name a goal you have to improve the CACC, and the steps you will take on 10th Corps Staff to meet that goal?
7. When all items of the application are complete, please submit the application electronically to personnel@cacadets.org

10th Corps Staff Expectations

10th Corps Staff will conduct themselves professionally. In an environment where collaboration is constantly taking place, the 10th Corps Staff is expected to contribute to the mission by providing scholarly discussions and insight relevant to the mission at hand.

10th Corps Staff is expected to show professionalism and dedication to the team centered growth mindset. “Together we know the answer” and “We grow together to lead and leave a Legacy of L.E.A.D.E.R.S.H.I.P.” should be leading mantras of 10th Corps Staff.

10th Corps Staff will refrain from posting anything that is not considered “school appropriate” on any personal social media. Your online conduct reflects the Cadet Corps Values and on 10th Corps staff you are always expected to be a leader, even online. This includes depictions of drugs/drug paraphernalia, alcohol, provocative actions, political affiliations, excessive displays of affections, etc.

10th Corps Staff will adhere to the chain of command by keeping in constant contact with shop-heads, adult counterparts, and the 10th Corps Executive Officer to answer any questions and gain any information in relation to completing the mission.

10th Corps Staff will adhere to the guiding principles of the Cadet Codes, Leadership Traits and Principles. Said guidelines should encourage Staff members to have an eager mindset for self-leadership.

10th Corps Staff will understand their duties and assignments and follow through to completion.

10th Corps Staff will constantly seek self-improvement and will be willing to actively contribute to peer mentorship.

10th Corps Staff will complete assignments by the scheduled date posted. If unable to complete the task by that time, the cadet will contact the 10th Corps Executive Officer. When problems arise, all Staff members will look for articles, research, or videos of proposed or sustainable solutions within a short period of time as active contributors. The staff will remember to attack the proposed problem and never a person.

10th Corps Staff will attend all meetings unless a serious issue arises. If the cadet is unable to attend a meeting, the cadet will contact the 10th Corps Executive Officer five days in advance. If transportation is the only issue the staff member must be willing to attend the drill through a virtual platform.

10th Corps Staff will refrain from the practice of hazing or any form of harassment (cyber, emotional, physical, racial, religious, sexual, verbal, etc.) through ANY means of communication.

10th Corps Staff will not publish, transmit electronically, or distribute information or letters concerning the 10th Corps staff without prior approval of the 10th Corps Advisor.

10th Corps Staff applied for the staff position because they are cadet leaders, know the job description, and will always find a way to carry out the tasks at hand.

You are expected to be a leader and strive on, no excuses.

10th Corps Staff Application Contract

I, _____, agree to the following contract and expectations and will uphold its values in highest regards.

I understand that I am in a position of great responsibility, and therefore should act in a way that reflects positively to the cadets.

I will ensure that my cadets are my prime concern; anyone under my scope will have their welfare a priority.

I make the goals of my cadets a high priority. If I have the ability to, I will aid cadets in accomplishing their goals, long term or short term.

I understand that I will act in accordance with the commander's intent as well as the goals of the California Cadet Corps.

I will be fair and honest. There will be no signs of favoritism when a situation arises. I will analyze the situation accordingly and make a fair and honest decision.

I understand that failure to meet these expectations will result in removal of 10th Corps staff by the Cadet Command Team's discretion. If I lack initiative to be an active contributor on staff, I will have a development meeting with the 10th Corps advisor and if I do not take initiative for self-development, I put my position in jeopardy.

I have reviewed the "10th Corps Staff Expectations" document and agree to conduct myself accordingly.

By signing this form, the cadet and parent agree that, if selected, the cadet must attend all the meetings and events outlined in the 10th Corps staff selection circular. The cadet and parent acknowledge that if a cadet anticipates any conflict(s) with the meetings and events outlined in this circular, the 10th Corps Executive Officer must be notified one week prior to a drill weekend and one month prior to a state event. It is also understood that the cadet must maintain a "C" or higher in all classes and uphold the components of the cadet codes "LEADERSHIP" at all times. It is understood that the cadet will also follow all the rules and guidelines of the 10th Corps Staff Contract and SOPs. Violation of these agreements may/will result in a board of review and/or dismissal from staff.

(If the cadet is not eligible for any reason, please do not sign)

Signed by Cadet: _____ Date: _____

Signed by Parent: _____

Signed by Commandant: _____