



**California Cadet Corps**

*Developing leaders since 1911*



CALIFORNIA CADET CORPS  
Headquarters, 10th Corps  
Camp San Luis Obispo  
10 Sonoma Avenue, Building 1301  
San Luis Obispo, California 93405

HQ CACC  
28 MARCH 2022

**WARNING ORDER: 010-2122-100**

**1. SITUATION:**

- a. Summer Basic Commandant Training Course
- b. BCTA Dates will be in two phases:
  - i. Phase 1: an online phase from 01 JUN 22 through 03 JUL 22
  - ii. Phase 2: CACC Orientation Course offered on 11 July 22. And in-person BCTA will be at Camp SLO 11 JUL through 16 JUL.
- c. Travel days for those attending just BCTA are 11 and 16 July. Travel days for those attending COC only is 10 July.
- d. Start and End Times: 0730 - 2000hrs. 11 July and 1200 hrs. 16 July (11 July is a Travel Day)
- e. Location: Camp San Luis Obispo
- f. Units participating: All individuals needing to obtain a Preliminary Drill Credential or new to adult membership in CACC
- g. Participation Requirements: Ability to attend the entire length of the program.
- h. Training events planned: CSTP's, Curriculum & Planning, Basic Drill, Cadet Management, Instruction, etc. A detailed schedule of activities will be e-mailed to participants.
- i. Uniform is CMU or its equivalent
- j. BCTA is a course required for all newly appointed CACC adult personnel that will **be in-classroom instructors**, contributing to their professional development, promotion qualification, and knowledge of the curriculum, policies, and regulations of the organization.
- k. BCTA is required within 18 months of appointment into the California Cadet Corps.

- 2. MISSION:** 11-16 July 2022, California Cadet Corps conducts the Basic Commandant Training Academy at Camp San Luis Obispo to give new commandants for in-classroom instructor knowledge and skills to run or support a Cadet Corps program in their school. The Basic Commandant Knowledge Test is to demonstrate knowledge and acquire the TAG Letter for credential, and professional development for future promotions.

### 3. EXECUTION:

- a. To offer a training academy to ensure all commandants teaching the course are better prepared to meet the challenges of instruction, operations, and inspections in the CACC program.
- b. The Commandant Training Academy will focus on the criteria of operations as per Cadet Regulation CR 3-1, Chapter 8, see the CACC website (<https://cacadets.org/Regulations>).
- c. Each day will consist of approximately 8 hours of class time and 2 hours of lab/test time.
- d. Class Hours will be from 0730 until 2000 hrs.
- e. Attendees will be given 1-hour each for lunch and dinner.
- f. Classes will consist of instruction, application, drill, and group work.
- g. The Basic Commandant's Knowledge Test will be administered in sections during lab time. The hours of 1800-2000 will be used for lab work or testing.
- h. Attendees not completing the entire course AND/OR not passing the Commandant Knowledge Test will not be approved for The Adjutant General Letter.

### 4. SUSTAINMENT:

- a. Participants will be provided contract meals at no cost to the participants beginning with the evening meal, from 5 pm – 6:30 pm, on 11 July 2022 and ending with the morning meal on 16 July 2022.  
\*\* For those participants that will be eating with us at the Dining Hall at SLO on their travel day (COC 10 July or BCTA 11 July) need to notify Tate Burns NLT 30 June or you will have to self pay or supply your own meal.
- b. Participants will be provided with open bay billets at no cost to the participants the evening of 11 July 2022 through the morning of 16 July 2022. For individuals that would like private billeting you will need to contact billeting at 805-594-6500. NOTE: **Private billeting or is at the expense of the participants.** See Annex 1 Summer Basic Commandant Training Academy July 2022.  
\*\* Students should explore requesting school site funds to pay for a billet, try to request BCTA as a school conference for professional development funds from your site or potential reimbursement.
- c. **Applicants are highly encouraged to apply and be members of the Cadet Corps prior to attending the BCTA.** Members of the CACC can be paid for their time at BCTA.
  - o Please go to <https://cacadets.org/node/113> and complete the "Commandant Application Package", see link at the bottom. **Packages must be completed and approved prior to BCTA in order to obtain these benefits.**
- d. Transportation to and from CSLO and while at CSLO is the responsibility of the participant and will not be reimbursed at state expense.
- e. Individuals not yet appointed in the California Cadet Corps will wear a black polo shirt and khaki trousers. The black CACC polo shirt can be purchased in advance by going to [www.cadetstore.org](http://www.cadetstore.org) shirt prices are \$25.

- f. All attendees who are officially appointed members of the California Cadet Corps or members of an Armed Forces Reserve, California Army/Air National Guard, or CalGuard will be expected to wear the regulation ACU uniform IAW CR 1-3 and AR 670-1 or the Commandant Multipurpose Uniform (CMU) IAW Change 2 to CR 1-3 to all classes and activities during the academy.
- g. **Registration: Persons interested in enrolling in BCTA, Summer 2022 must fill out this form by 15 MAY 2022:** <https://forms.office.com/r/6kvp4uYNAW>
  
- h. **KEY SUSPENSE DATES:**
  - i. 15 May 2022: Instructor/Assignment request to CPT. Burns
  - ii. 15 May 2022: Student participant request to CPT. Burns
  - iii. 30 June, Meal request for Dining Hall at 1700 at SLO on travel day.
  - iv. 11 July 2021: First Day of Instruction
  - v. 16 July 2021: Last Day of BCTA
- i. **If a minimum number of attendees are not confirmed by the 01 July 2022 cut off- then the training will be canceled and postponed to a later date.**

**5. COMMAND & SIGNAL:**

- a. The Project Officer for this BCTA is CPT. Tate Burns. Email: [tate.burns@cacadets.org](mailto:tate.burns@cacadets.org)
- b. Instructors & Assignments: TBD (Any already qualified Commandant, teacher, or academic coach wishing to participate as a BCTA instructor please contact CPT. Burns (tate.burnst@cacadets.org). Instructors will be assigned on a case by case basis. Those wishing to instruct will email CPT Burns with full contact information, area of expertise, topic of instruction.  
\*\* Instructor request form link: <https://forms.office.com/r/xYtb7Kmcpcw>

**ACKNOWLEDGE:**

Burns, Tate  
CPT, CACC

**DISTRIBUTION:**

Brigade Advisors  
Uncredentialed Commandants  
Principals  
School Staff Prospective Members

**ANNEX A:** (General instructions / Packing List) to Summer Basic Commandant Training Academy (SBCTA)

1. General (Resident Courses)
  - a. Billeting is available throughout the course. Billeting will be available at no cost, but students may choose their own lodging at their own expense. NO REIMBURSEMENT from CACC.
  - b. Location – Camp San Luis Obispo, 10 Sonoma Ave. Bldg 1402, San Luis Obispo, CA 93405
  - c. Arrival – Travel day 11 July 2021
  - d. Report – 0730 @ Bldg TBD, email updates will be sent out.
  - e. Dining – Meals are provided and per diem will not be authorized during specified dates.
  - f. Packing List
  
2. The following packing list details the requirements for the Basic Commandant Course (BCTA). Required:
  - a. Valid Driver's License, Valid Auto Insurance, Valid Vehicle Registration
  - b. **Prior to arrival, have a Google Drive and Google Docs set up, preferably from your school, please email CPT. Tate Burns for assistance.**
  - c. Lap Top/Chrome Book, or Tablet with WiFi capability and USB compatible
  - d. Note taking materials (Pens, pencils, paper)
  - e. Thumb Drive
  - f. Uniform: OCP, CMU, or approved military organization
  - g. Hygiene Kit
  - h. Bath towel, wash cloth
  - i. Shower shoes
  - j. Sleeping Bag and Pillow
  - k. Laundry bag
  
3. **Highly Recommended:**
  - a. Book bag
  - b. Water Bottle
  - c. Ear plugs
  - d. Civilian Clothes
  - e. Single bed size sheets and Air Mattress if you desire.