

WARNING ORDER 2017-2018-007

1. SITUATION:

Name of Event/Operation: 2018-2019 10th Corps Staff Selection

Date: 12 May 2018

Start and End Times: N/A

Location: Los Alamitos Joint Force Training Base

Units Participating: All units in the California Cadet Corps

Participation Requirements: All eligible cadets, in their respective units in the CACC in good standing, and have parental and commandant permission may apply.

Concept of Operations: Cadets must accurately complete the application. Application must be filed in either a manila folder and given to state staff personnel or submitted electronically via email.

2. MISSION:

The mission of the 10th Corps Staff is to gather, organize, and carry out all events in a well planned manner to increase unit participation and improve esprit de corps in the California Cadet Corps.

3. EXECUTION:

Commander's Intent: An application process that enables HQ CACC to select the best potential candidates to serve on 10th Corps Staff.

Positions: The positions available as a part of the 10th Corps Staff are as follows;

<u>Grade</u>	<u>Element/Position</u>	<u>Authorized</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

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|---|--------------|
| 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 |
| 12. HHC Clerk/Guidon Bearer | C/SSG |

Application Requirements: Applications will include the following:

- i. Properly completed application. See Appendix A.
- ii. A letter of intent that clearly states qualification for top 3 position choices, why you want the position, and why you would be the best choice.
- iii. A certified true copy of the cadet's Form 13.
- iv. A color photograph from the waist up either in the Class A or B uniform. No headgear will be worn in this photograph.

Expectations of 10th Corps Staff once selected:

- v. 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; Failure to attend three scheduled meetings and/or events may result in the cadet being dismissed from the staff.
- vi. Monthly Drill Weekends (See 2018-2019 YTC at cacadets.org)
- vii. Telecommunication Calls
- viii. Any special or emergency meetings (advance notice will be given)
- ix. All State Activities scheduled in the 2018-2019 YTC

Logistics: Transportation to/from the activities and meetings and events is to be arranged by the cadet's commandant. By signing the applications commandants are acknowledging that it is their responsibility to arrange transportation for the apply cadet if s/he is selected. Breakfast, lunch, and dinner will be provided on the Drill Saturday, and breakfast on Sunday morning.

Interview Boards: Boards will be performed only for those applying for the Commander, Deputy Commander, Executive Officer, and Command Sergeant Major positions. After the Command Team is selected, it will review applications for staff applications.

Incumbents will be notified by a member of the command team date TBD.

- x. All eligible cadets applying for a position within the Command Team must interview during the 2018 State Individual Major Awards. Applicants who cannot be present must contact MAJ Archer at david.archer@cadet.org to set up a phone interview.
- xi. Interviews will be conducted in either Class A or B uniform. Those unable to attend will have the option of a telephonic interview on the same date. Those applicants requesting a telephonic interview. The time given for this interview is non-negotiable. Cadets unable to partake at the time given them will not be considered for a command team position.

Application Process: Cadets will individually submit an application with the permission of their parents and commandant. Cadets must complete the application packet and submit it electronically to MAJ Archer at david.archer@cadet.org. Sending photos of the forms is acceptable, though scanned copies are preferred. If a packet cannot be sent electronically, please contact MAJ Archer NLT 8 May 2018 at david.archer@cadet.org to arrange alternate means of submitting.

Key Suspense Dates:

- i. Application Deadline: 11 May 2018
- ii. Command Team Boards: 12 May 2018
- f. Point of Contact: The point of contact regarding this WARNO is MAJ Archer @ david.archer@cadet.org.

4. SUSTAINMENT:

- a. Meals will not be provided at this event (food available at PX)
- b. Transportation will not be provided for this event. Cadets must find their own transportation to and from this event if applying for a Command Team position.
- c. Billeting will not be provided for this event.

5. COMMAND AND CONTROL:

- a. MAJ Archer is the 10th Corps Advisor

ACKNOWLEDGE:

David A. Archer
MAJ, CACC
10th Corps Advisor

DISTRIBUTION:

All CACC Units and Individuals



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

Appendix A

APPLICATION FOR 2018-2019 10TH CORPS COMMAND AND STAFF

PART ONE: General Candidate Information (print NEATLY)

Last Name _____ First Name _____ MI _____

Current Rank _____ Brigade _____ Years Enrolled in CACC _____ Current Grade _____

Position(s) Applying for: 1st Choice: _____

2nd Choice: _____

3rd Choice: _____

4th Choice: _____

Home phone () _____ Cell phone () _____

Primary E-Mail Address: _____

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 picture of myself in my Class A uniform, wait up with no headgear.
4. I have attached a complete “**True Copy**” (as stated in CR 1) of my Service Record, Form 13.
5. I have attached a letter of intent stating my qualification for my top 3 position choices.

10th Corps Staff Expectations

1. 10th Corps Staff will conduct themselves professionally.
2. 10th Corps Staff will refrain from posting anything that is not considered appropriate on any personal social media.
3. 10th Corps Staff will adhere to the chain of command.
4. 10th Corps Staff will adhere to the cadet honor code and conduct themselves professionally.
5. 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.
6. 10th Corps Staff will attend all meetings unless a serious issue arises. In the event that the cadet is unable to attend a meeting, the cadet will contact the 10th Corps Executive Officer five days in advance.
7. 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.
8. 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 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 California Cadet Corps.

I will ensure that the accomplishment of my mission and welfare of my cadets is my primary concern.

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”. 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.

Commandants signing this acknowledge that it is their responsibility to arrange transportation to and from all state events and meetings.

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

Cadet Signature: _____ Date: _____

Parent Signature: _____

Commandant Signature: _____