

Establishing a CACC Unit & Credentialing

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SUMMARY of CHANGE

CR 1-9 Establishing a New CACC Unit & Credentialing

*This is a consolidation of two former regulations:
CR 1-9, Establishing a New California Cadet Corps Unit
CR 1-10, Commandant Personnel Credentialing

This consolidation of two regulations brings two related tasks together. It includes minor changes to each of the former regulations, and publishes them both in one new regulation, CR 1-9.

Establishing a New CACC Unit & Credentialing

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History. This is a consolidation of two previously published regulations, combining CR 1-9 (Establishing a New California Cadet Corps Unit) and CR 1-10 (Commandant Personnel Credentialing). It contains minor changes from the previous regulations.

Summary. This regulation describes the requirements for schools to apply to form new units of the California Cadet Corps, and for commandants to apply for the Designated Subjects Special Subjects Basic Military Drill Credential which authorizes public school instruction in the California Cadet Corps (CACC).

Applicability. This regulation applies to all schools currently maintaining membership in the CACC.

Proponent and exception authority. The proponent of this regulation is the Executive Officer, CACC. The proponent has the authority to approve exceptions or waivers to this regulation

that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a field grade HQ CACC staff officer or State Projects Officer.

Activities or units may request a waiver to this regulation by providing full justification that includes a full analysis of the expected benefits. All waiver requests will be endorsed by the senior commandant officer of the requesting activity or unit and forwarded through their higher headquarters to the policy proponent.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval, in writing, from the Executive Officer, California Cadet Corps. Send a draft copy of each supplement to –California Cadet Corps, ATTN: Executive Officer, Building 1301, Camp San Luis Obispo, CA.

Suggested improvements. Users are invited to send comments and suggested improvements in memorandum form directly to the address listed above.

Distribution. This publication is available in electronic media only and is intended for all levels of the California Cadet Corps organization and is authorized for public distribution. Printed copies of this publication may be provided, within budget limitations, at the discretion of the Joint Force Headquarters, California.

Table of Contents (Listed by paragraph and page number)

Chapter 1, Introduction

- 1-1. Purpose, *page 1*
- 1-2. Explanations of Abbreviations, *page 1*
- 1-3. References, *page 1*
- 1-4. Responsibilities, *page 1*
- 1-5. Program approving authority, *page 1*

Chapter 2, The Program

- 2-1. The California Cadet Corps Program, *page 2*
- 2-2. Organization, *page 3*
- 2-3. Support from HQ CACC, *page 3*
- 2-4. Support from Schools, *page 4*

Chapter 3, Commandants

- 3-1. Commandant Appointment and Service, *page 6*
- 3-2. Functions and Responsibilities of Brigade Advisors and Commandants, *page 7*
- 3-3. Instructor Training, *page 8*

Chapter 4, How to Stand Up a New CACC Unit

- 4-1. Channels of Communication, *page 9*
- 4-2. Basic Criteria and Understandings of Establishing a CACC Unit, *page 9*
- 4-3. The Letter of Interest (LOI), *page 9*
- 4-4. Cooperative Agreement (CA), *page 9*
- 4-5. Other Documents, *page 10*
- 4-6. Activation Order, *page 10*

Chapter 5, Disestablishment of a Unit

- 5-1. Unit Probation, *page 11*
- 5-2. Unit Disestablishment, *page 11*

Chapter 6, Commandant Credentialing

- 6-1. Purpose, *page 12*
- 6-2. Objective, *page 12*
- 6-3. Authority, *page 12*
- 6-4. Five-year Preliminary Credential, *page 12*
- 6-5. Clear Credential, *page 13*
- 6-6. One-Year Preliminary Credential, *page 14*
- 6-7. Procedures, *page 14*
- 6-8. Physical Education Endorsement, *page 14*

Appendices:

- Appendix A, Glossary, *page 16*
- Appendix B, Sources and Regulations, *page 18*
- Appendix C, Letter of Interest, *page 19*
- Appendix D, Cooperative Agreement, *page 21*
- Appendix E: CACC Form 16, Application for TAG Letter for the DSSSBMDC, *page 25*

CHAPTER 1

INTRODUCTION

1-1. PURPOSE

This regulation prescribes the requirements for the establishment of a California Cadet Corps (CACC) program.

1-2. EXPLANATIONS OF ABBREVIATIONS

Abbreviations and special terms used in this regulation are explained in the glossary Appendix A.

1-3. REFERENCES

Required and related publications and prescribed and referenced forms are listed in Appendix B.

1-4. RESPONSIBILITIES

- a. The Office of The Adjutant General (OTAG) is charged by law to:
 - 1) Formulate and prepare plans, policies, regulations, and instructions implementing statutory provisions pertaining to the CACC program.
 - 2) Supervise the execution of pertinent laws relating to the CACC.
- b. The Commander of Youth and Community Programs Task Force, Headquarters, California State Military Department, exercises supervision and control over the CACC and delegates operational command and control to the Executive Officer, California Cadet Corps.
- c. The lead administrator, principal or like position, exercises operational and administrative control of their CACC unit.
- d. The CACC Instructor (Commandant), operating under the direction of the lead school administrator, carries out the day-to-day functions of conducting and instructing a CACC unit and mentoring cadet leaders.
- e. The Brigade Advisor provides military supervision to the Commandant, manages CACC resources and events for the brigade, liaises with the unit lead administrators within the brigade, and mentors the cadet Brigade Commander and Staff to provide cadet leadership within the brigade.

1-5. PROGRAM APPROVING AUTHORITY

The Executive Officer California Cadet Corps, or their appointed delegated officer, is the approval authority on the establishment of new programs.

CHAPTER 2

THE PROGRAM

2-1. THE CALIFORNIA CADET CORPS PROGRAM

a. The CACC is a state program authorized by laws enacted by the State Legislature and conducted by the State Military Department in cooperation with educational institutions in response to needs expressed by the people of the State.

b. Mission. The mission of the CACC is "to provide California schools and students with a quality educational and leadership development program that prepares students for success in college and the work force."

c. Objectives. The six California Cadet Corps Objectives are to:

- 1) Develop LEADERSHIP.
- 2) Engender CITIZENSHIP.
- 3) Encourage PATRIOTISM.
- 4) Foster ACADEMIC EXCELLENCE.
- 5) Teach BASIC MILITARY KNOWLEDGE.
- 6) Promote HEALTH, FITNESS, AND WELLNESS.

d. Goals. The Goals of the CACC are outlined in the tenets of the Cadet Code (spelling out the mnemonic device LEADERSHIP) which encourage:

- 1) Loyalty - to self, others, and civic and government institutions.
- 2) Education - The success of all cadets in academic endeavors, including staying in school and pursuing higher education.
- 3) Ambition – striving for excellence and lofty goals.
- 4) Duty - Lifelong habits of responsible behavior, excellent attendance and punctuality.
- 5) Enthusiasm – a zest for life's challenges.
- 6) Respect - cooperation with school and public policies, regulations, and laws and respect for the dignity of all persons as well as an appreciation for the rich heritage of America and California.
- 7) Service – to others, our state, and our nation and world.
- 8) Health – fitness, and wellness, including avoidance of gangs, illegal drugs, alcohol and tobacco .
- 9) Integrity - positive choices by cadets with regards to private and public behavior.
- 10) Personal courage – say no to that which is wrong and stand up for what is right.

e. Character of programs.

1) The Cadet Corps program is designed for all interested students attending participating educational institutions. It provides meaningful leadership instruction of benefit to the student and of value to the state. The program can provide unique educational opportunities for young citizens through their participation in a state-sponsored course while pursuing a traditional civilian education.

2) Participants in the program are provided an opportunity to acquire relevant knowledge and to develop personally. Schools conducting a program will offer their students the challenge of intellectual inquiry under the direction of instructors who are experienced leaders. The program provides an atmosphere designed to develop the qualities of leadership. Through classroom and other instructional activities, the participants acquire the knowledge, self-discipline, patriotism, sense of responsibility, and respect for constituted authority that will better prepare them for the future. The program will enable cadets to better serve their country as leaders, citizens, and/or in the military service should they choose to enter it.

3) The CACC creates favorable attitudes and impressions toward military service and toward careers in the Armed Forces. Cadets may qualify for an advanced placement in the Senior ROTC Program or in the Active or Reserve Components of the Armed Forces.

4) Participation in CACC does not obligate the student to perform military or any other Federal service.

5) Cadet Regulation 3 governs Cadet Corps Training and includes a listing of the CACC Content Standards which guide Cadet Corps instruction.

2-2. ORGANIZATION

a. The CACC is organized into units at public and private educational institutions, as follows:

1) Unit. The organized group of cadets and authorized faculty at one elementary, middle, junior, or high school, public or private, constitutes a unit. Each unit must maintain the minimum enrollment specified by local governing board in accordance with current state law, and

a) Meet prescribed standards and criteria.

b) Provide a course of cadet instruction as outlined in CR 3.

c) Limit membership in the unit to students, who, in the judgment of the instructional staff, maintain acceptable standards of academic achievement and conduct.

d) Make available for the CACC unit's use adequate classrooms, administrative offices, office equipment, storage space, drill field, transportation, telecommunications, and required facilities in a fair and equitable manner in comparison with other departments of the institution (or other elements of the institution, if the institution does not have departments), and pay the costs of utilities and maintenance for these facilities.

2. Regiment. A group of two or more units of the CACC in the same geographic region. A regiment may be established to improve program administration and allow for the conduct of small-scale regional activities.

3. Brigade. Units are assigned to a brigade that serves as the regional administrative entity. Brigades provide CACC supervision of units, commandants, and cadets, conduct regional competitions in preparation for statewide competition and, as appropriate, conduct regional training encampments and exercises. Brigades provide a venue for higher level leadership for cadets.

2-3. SUPPORT FROM HQ CACC

The logistical support necessary to maintain California Cadet Corps (CACC) programs will be provided as authorized by this regulation and other appropriate regulations, within the budget provided by the State of California.

a. Financial Assistance. No state funds are disbursed directly to the schools for operation of the CACC units.

b. Uniforms and Equipment.

1. Uniforms and equipment will be provided to CACC units as state funding levels permit. Examples of such equipment may include, but are not limited to, the following:

a) Uniforms and insignia, color guard equipment, drill rifles, supplies, instructional materials, and other items as deemed necessary by CACC, to support and conduct the CACC Program.

b) Spare parts, tools, cleaning materials, technical publications, and other materials necessary for maintenance of the equipment.

c) Payment for equipment transportation charges, including packaging and handling, for shipment to and from the institution is incurred by the State within budget limitations. The institution shall pay all other costs incident to maintenance, local storage, and safeguarding of the property.

2. Every effort will be made to provide uniforms and color guard equipment to new programs.

3. In low-budget years, uniforms and equipment will be maintained and reissued for as long as possible. If CACC uniforms are not available, units will work with HQ CACC to find alternatives.

4. Brigade Advisors may direct the turn-in of clothing and equipment to the Brigade HQs when it is not needed permanently by the unit.

5. Schools may obtain equipment through the State Surplus Property Program which provides additional support for optional curriculum activities. Major items acquired through this program will not be maintained with appropriated funds authorized to support the CACC programs. Equipment authorized units by cadet regulations and other documents does not affect the allocation and procurement of Government surplus property by educational institutions. Refer to Defense Reutilization and Marketing Manual, DOD 4160-21M for additional guidance.

c. Transportation, Subsistence, and Billeting.

1. CACC cadets are authorized transportation, subsistence, and billeting while attending summer encampment, brigade encampments, and State sponsored marksmanship, drill, and other competitions to the extent that the budget permits.

2. CACC cadets in uniform may with the school's approval be provided a local flight (orientation flight) as members of an organized CACC activity on California National Guard assets if approved by the local commander. Prior parental consent will be obtained for each cadet.

3. CACC instructors may accompany CACC cadets or students on Government transportation and be billeted in Government quarters, as appropriate. Instructors will identify themselves by presenting the CACC Identification Card.

4. Civilian officials of schools that offer CACC may be authorized Government transportation or billeting:

- a) If such transportation or billeting supports normal CACC training, or
- b) To permit dignitaries to visit military installations for orientation in connection with CACC activities.

2-4. SUPPORT FROM SCHOOLS

In addition to providing the full salary of instructors, schools are expected to provide certain “in kind” services to aid in the successful conduct of the Cadet Corps program. It is understood that individual circumstances will vary and that the support outlined below may not be possible in each school site. Commandants and school site administrators, working with appropriate school district personnel, should negotiate the specific support required for a particular situation.

a. Facilities.

1. Classrooms. Adequate classroom space is needed for the number of students enrolled in the largest class of the California Cadet Corps (CACC) program. Classrooms should contain adequate desks, audiovisual equipment, teacher’s desk(s), etc. for the anticipated enrollment.

2. Administrative Offices. The CACC program requires commandants to conduct a variety of administrative functions, including personnel record keeping, supply management, etc. Sufficient dedicated office space for these functions is generally equal to a minimum of 150 square feet in unit with enrollments between 32-100 cadets and 250 square feet in units with enrollments between 101-250 cadets. Units with larger enrollments require proportionally larger administrative space.

3. Computers. At least one dedicated computer or laptop for administrative functions with printing/scanning/internet capability as well as sufficient computers for online promotion testing.

4. Storage space. Adequate space to store uniforms and other equipment commensurate with the number of anticipated cadets enrolled in the program. Storage must allow for security of state property IAW CR 4-2.

5. Drill Field. Cadets require a flat, unobstructed surface of no less than 30 yards by 50 yards to conduct drill and ceremonies. This surface can easily be shared with other classes on a rotating basis to be negotiated between the CACC Commandant and other teaching personnel.

6. Telecommunications. Commandants should have access to a phone line and after-hours phone services because of the after school and weekend nature of events conducted by the CACC.

7. Facilities access. Given the fact that CACC units typically practice after school and in the evening and weekend hours for competitions, access to necessary security codes, keys, passes, gates, classrooms, buildings, etc. is necessary.

b. Cadet Activities.

1. Cadet Corps units typically participate in a number of events each school year. Depending on the interests of commandant personnel and cadets, these can include, but are not limited to:

- a) Parades
- b) Community Service activities
- c) School Service activities
- d) Leadership schools
- e) Encampments
- f) Marksmanship training and competitions
- g) Bivouacs (camping trips)
- h) Mountaineering training
- i) Survival training
- j) Specialized instructional programs
- k) Summer encampment
- l) Color guards and honor guards
- m) Orientation flights on military aircraft
- n) Trips to military bases
- o) Drill instruction seminars
- p) Drill competitions
- q) Speech contests

2. Transportation to/from these events is the responsibility of individual schools. Commandant personnel are encouraged to provide information to school site administrators about anticipated costs for transportation well in advance of their incurrence.

3. School districts may establish and implement policies regarding academic eligibility for cadet participation in such events and activities.

4. School administrator authorization and parent permission must be obtained before cadets are allowed to participate in any activity off campus or for extended periods outside the school day.

5. Costs of participating in such events, except those specifically sponsored by the HQCACC, must be borne by individuals and schools. These costs include, but are not limited to:

- a) Food
- b) Transportation
- c) Billeting
- d) Insurance
- e) Admission fees
- f) Logistical support
- g) Miscellaneous supplies, uniform accouterments, and incentives

c. Substitute Coverage.

Participation in the activities outlined in 2-4b above as well as participation in CACC-sponsored professional development seminars during school time may require schools and school districts to pay for substitute coverage for CACC Commandants.

d. Additional Duty Pay.

At the discretion of local school authorities, individuals employed as Commandants may be paid stipends for coaching after school activities and/or for supervising cadets on weekend and outside-of-school-time activities. Such stipends are solely at local school expense.

CHAPTER 3

COMMANDANTS

3-1. COMMANDANT APPOINTMENT AND SERVICE

a. Commandants are the state recognized instructors of a CACC program. CR 1-4 and 1-9 govern the selection, appointment, promotion, and other personnel actions for commandant personnel.

b. All school commandants, regardless of current military branch membership, must complete a commandant application through HQ CACC and fulfil all document requirements from CR 1-4.

c. CACC sanctioned programs must have a State Recognized CACC Instructor. Commandants with current military status should still 'join' CACC, and operate within the CACC environment as a CACC member. They should get a CACC email. They may continue to wear their current military rank. Commandants who are retired should wear the CACC uniform (military uniforms with CACC insignia).

d. School authorities use their own hiring procedures to employ instructors. The school and instructor negotiate contractual matters between them. The California Cadet Corps is NOT a party to any aspect of the individual's contract with the school district.

e. All Commandants will agree to follow all regulations as prescribed by the CACC and the CMVC.

f. Commandants must possess the appropriate credentials, as recognized by the California Commission on Teaching Credentials (CTC).

1) Commandants must possess, or be working towards, a Designated Subjects Special Subjects Basic Military Drill Credential (Chapter 6) while instructing a CACC program.

2) Commandants not already possessing a DSSSBMD credential, or have never attended the Basic Commandant Training Academy (BCTA), have one year, starting from the first day of opening the program, to attend the course and pass the Basic Commandant Knowledge Test (CR 3-1).

3) Other Types of Credentials are not recognized by CTC for the instruction of a CACC class. CTE or PE Credentials may qualify under certain circumstances, pending CTC, the relevant school district, and/or CACC approval. However, an instructor that is a candidate for a CACC program position must still adhere to the requirements of joining the CACC program (CR 1-4).

g. Non-Military waivers

1) Schools choosing to form a provisional platoon and only operating a single CACC class may utilize a single or multiple subjects clear credentialed teacher with no military experience as a temporary commandant.

2) To maintain State Recognition temporary commandants must follow all regulations and procedures of the CACC as well as completing the BCTA course requirements and pass the BCKT within one calendar year of initiating that position.

3) Programs using a Temporary Commandant status will have up to four (4) years to operate a temporary position; at the end of four years, starting at the beginning of the first semester of the program opening, the temporary commandant must apply for the DSSSBMD credential as outlined in Chapter 6.

4) The CACC Executive Officer or their delegated authority authorizes waivers for such temporary positions.

h. Schools or other institutes offering two or more classes of CACC, during school operating hours, must have a commandant with a Preliminary or Clear Designated Subjects Special Subjects Basic Military Drill Credential (CR1-10).

i. Headquarters California Cadet Corps (HQCACC) will, upon the request of a school or district

1) Publish position vacancy information and provide it upon request to personnel certified for employment in CACC.

2) Assist hiring actions by:

a) Identifying, upon school request, certified personnel who have indicated a desire for employment.

b) Within capabilities, screen certified personnel and recommend those best qualified for a position.

c) Verify, before approving employment, that an individual selected for hire is eligible to be recommended by TAG for the Designated Subjects Special Subjects Basic Military Drill Credential and is a duly commissioned officer or enlisted member in the CACC.

j. Each CACC instructor applicant must possess the following attributes:

1. Be of good moral character and have the mental ability, positive attitude, physical appearance and condition, and neatness required for favorable representation of the program and the National Guard in the school and civilian community.

2. Have general knowledge of course subject matter and demonstrated instructional ability.

3. Demonstrate the professional ability to lead, motivate, and influence children and young men and women to learn and develop leadership, self-reliance and discipline, responsiveness to constituted authority, and attributes of good citizenship and patriotism.

4. Be a citizen of the United States of America without ties that would reasonably influence the instructor to act in favor of a foreign country or a person bound to a country having basic or critical interests opposed to those of the United States.

5. Have a military and civil record that reflects, through evaluation reports and public records, a high degree of efficiency and effectiveness, and conduct that is above reproach. Records must reflect an overall manner of performance that would compare favorably with contemporaries if on active duty.

6. Have no personal habits or character traits that are questionable from a security, stability, or social standpoint such as, but not limited to, financial irresponsibility, excessive drinking or gambling, drug use, or emotional instability.

7. Have no record of conviction by court martial, no record of time lost-to-be-made-good under Title 10, USC, Section 972 and no record of civil convictions except for minor traffic offenses. Exceptions may be granted by the HQS, CACC; using AR 601-210 as a guide.

8. Have been discharged under honorable conditions from all previous enlistments and prior service, if any.

9. Have writing and verbal skills appropriate to satisfactory performance in an academic environment. A command of English is important to teaching young Americans academic and life skills.

10. Possess sufficient medical, physical, and mental fitness, and be willing to perform, participate in, and supervise activities consistent with the conduct of the CACC program. Activities include, but are not limited to:

a) Classroom-based and student-centered instruction

b) Marksmanship training

c) Conduct of drill and ceremonies

d) Leadership training

e) Physical training

f) Summer encampment up to 2 weeks

g) Training and events outside of normal classroom hours and over weekends

3-2. FUNCTIONS AND RESPONSIBILITIES OF BRIGADE ADVISORS AND COMMANDANTS

a. The Brigade Advisor is the chief administrator of the regional Cadet Corps program. All CACC instructors and personnel employed by the school to support the CACC program will be directly under his or her guidance and supervision in all matters pertaining to program administrative duties and responsibilities required by the CACC. His or her primary responsibility is to ensure, on behalf of the CACC, through proper instruction and supervision, that the CACC program is administered according to law, regulation, policy, and principles. The Brigade Advisor, where practical, relieves commandants of as many school district administrative duties as practical; these duties include securing necessary school board approvals, and compliance with local school policies.

b. The Commandant is the chief instructor of the CACC unit and is therefore responsible for the overall management of the CACC Program at the school.

- c. Brigade Advisors will also work with commandants to:
 - 1) Advise school authorities of laws and regulations affecting the program.
 - 2) Maintain good relations with the school authorities, faculty, and student body.
 - 3) Conduct a public affairs program in the local area; among school and community officials, civic groups, parent-teacher groups, and other individuals or groups, to further the understanding of the CACC program, and the school.
 - 4) Enroll students in the CACC program and support school officials conducting these programs.
 - 5) Ensure continuous evaluation of the program.
- d. Brigade Advisors, in coordination with commandants and the senior school official, will establish procedures relating to the administration, control, and training of CACC cadets. These procedures will cover the appointment, promotion, and demotion of cadet officers and noncommissioned officers, and must be approved by the senior school official or school system according to CR 1-5.
- e. Brigade Advisors:
 - 1) Manage and coordinate brigade level programs.
 - 2) Consolidate lesson plans and training schedules as appropriate.
 - 3) Consolidate all logistical and supply procedures and functions as appropriate.
 - 4) Draft plans, policies, and Standard Operating Procedures (SOPs) for all units (administrative function).
 - 5) Assist Principals, if requested, with the evaluation of instructors in accordance with school district policies as appropriate.
 - 6) Conduct periodic evaluations of all training and instruction, including Annual General Inspections (AGI) every other year.
 - 7) Initiate and conduct a public relations program with local civic groups in the community and serve as the chief public affairs officer for the Brigade.
 - 8) Set up a training program for instructors to keep them abreast of new initiatives and educational innovations.

3-3. INSTRUCTOR TRAINING.

- a. HQ CACC will provide training programs for CACC instructors, including BCTA, ACTA, CLS, BNCOC, and professional development courses. See CR 3-1, Chapter 8.
- b. Newly appointed commandants are required to attend BCTA within a year of starting a CACC unit.

CHAPTER 4

HOW TO STAND UP A NEW CALIFORNIA CADET CORPS (CACC) UNIT

4-1. CHANNELS OF COMMUNICATION

Aspiring CACC units should correspond directly with the primary point of contact they are given concerning the Cadet Corps. This may be the Brigade Advisor for their area or a Recruiting Officer from the CACC Headquarters. If confronted with issues they cannot solve with their point of contact, they may contact the CACC Executive Officer directly.

4-2. BASIC CRITERIA FOR ESTABLISHING A CACC UNIT

- a. There is no federally maintained JROTC unit established on the campus.
- b. Units must have a number of qualified students sufficient to constitute a unit of the strength prescribed by The Adjutant General (TAG) voluntarily enrolled.
- c. High Schools must have a Western Association of Schools and Colleges (WASC) accreditation.
- d. The Lead Administrator agrees to facilitate the purposes of the California Cadet Corps and its instruction by cooperating with the Adjutant General and CACC representatives.
- e. The Lead Administrator of a campus or institution agrees they shall always oversee the guidance, logistics, and control of the CACC program established at their site.
- f. Any school or institution that meets the above criteria is eligible to form a CACC unit.

4-3. THE LETTER OF INTEREST (LOI), CACC Form 1

- a. The LOI will be the first official initiating document for the purposes of establishing a unit.
- b. The LOI is to be completed by the Lead Administrator of the school, institution, or district.
 - 1) The Lead Administrator may appoint a designee to complete the LOI.
 - 2) The LOI will be forwarded to the HQ CACC designated Recruiter or Brigade Advisor.
- c. The HQ CACC Recruiter and the Brigade Advisor will actively assist the applying institution towards establishing the CACC unit at that site. Any CACC member can actively obtain the LOI for an institution, but the responsibility for guiding the institution to the point of activation rests on the HQ CACC and Brigade Advisor.
- d. Format is in Appendix C, and is in the CACC website Forms library

4-4. COOPERATIVE AGREEMENT (CA)

- a. The Cooperative agreement establishes the operational environment between the California Cadet Corps program and the applying institution.
- b. Signatures will vary depending on unit type. District level signatures are only required when a Memorandum of Understanding is involved in establishing the unit.
- c. Waivers may be provided at discretion of the California Cadet Corps Executive Officer
- d. HQ CACC will always be an authorizing member on any Cooperative Agreement.
 - 1) Cooperative Agreements may be altered prior to the initial signing and any modifications later will require a new agreement.
 - 2) Cooperative agreements are processed through the HQ CACC Recruiting Officer.
- e. Originals, emailed documents, and scanned copies are permitted.
- f. Format is in Appendix D.

4-5. OTHER DOCUMENTS

Depending on the nature of establishing a unit, either HQ CACC or the initiating institute may require other documents. All documents will be processed through HQ CACC or the appropriate California State Department.

4-6. ACTIVATION ORDER

- a. Activation Orders are an official order and gives State Recognition to a new unit at a specific institution.
- b. Once an Activation Order is established:
 - 1) The HQ CACC Recruiting Officer will notify the following:
 - a) The applying institute's Lead Administrator(s) or delegate(s)
 - b) The Commandant of the new program
 - c) The appropriate Brigade Advisor
 - d) The CACC Executive Officer
 - e) The pertinent HQ CACC Staff, to include Fulltime OIC, Personnel, Logistics, Information Technologies, as well as other staff members vital to the function of the new unit.
 - c. Activation Orders will be initiated only after the following criteria are met:
 - 1) The LOI is completed and submitted to the HQ CACC Recruiting Officer.
 - 2) The Cooperative Agreement is signed by all parties concerned and submitted to the HQ CACC Recruiting Officer.
 - 3) A Commandant has been specified as pending or assigned to the program by the school or institute.
 - d. Once notified, all CACC personnel will begin the process of supporting the new unit as their mission dictates.

CHAPTER 5

DISESTABLISHMENT OF A UNIT

5-1. UNIT PROBATION

A unit may be placed on probation by HQ CACC for one or more of the following issues.

- a. As stipulated in CR 1-6, a unit may be put on a probationary status by receiving an “Unsatisfactory” rating on their Annual General Inspection.
- b. Units in a probationary status, which fail to receive a “Marginal” or above rating on a subsequent AGI, will remain on probation or may have State Recognition withdrawn and be deactivated depending on, if any, improvements towards reconciliation of deficit issues.
- c. Units that are being operated by, or do not have, a State Recognized Instructor and are making no justifiable effort to obtain one, will be placed on a probationary status and be considered for disestablishment and the loss of State Recognition.

5-2. UNIT DISESTABLISHMENT

- a. At the Institutes request, senior school officials desiring to terminate participation in the CACC program should notify HQ CACC in writing.
- b. For Cause. Disestablishment of units other than at the school’s request will be made only after careful consideration and reasonable efforts have been made to assist the unit. The Executive Officer of the CACC may grant a waiver under certain circumstances if the unit, in good faith, is attempting to reconcile any deficiencies that mandate the disestablishment.
- c. Deactivation Orders. Units that are “Disestablished” will receive a copy of the Deactivation Order as well as coordinating with the school administration for the retrieval or reconciliation of CACC issued uniforms and equipment.

CHAPTER 6

COMMANDANT CREDENTIALING

6-1. PURPOSE.

This chapter explains the requirements for the State of California Military Department to recommend individuals for the **Designated Subjects Special Subjects Basic Military Drill Credential (DSSSBMDC)** which authorizes holders to teach the California Cadet Corps in grades K-12 and classes organized primarily for adults.

6-2. OBJECTIVE.

It is the objective of the Adjutant General that all instructors recommended for the DSSSBMDC be highly qualified and meet the highest standards of personal and professional preparation and conduct.

6-3. AUTHORITY.

- a. Sections 502 and 502.1 of the California Military and Veterans Code gives the Adjutant General control over the appointment, commission, and promotion of California Cadet Corps officers.
- b. Sections 44250-44279 of the California Education Code govern the issuance of teaching and service credentials for the State of California.
- c. Section 44260.4 of the California Education Code states that the Commission on Teacher Credentialing (CTC) shall determine the requirements for the DSSSBMDC.
- d. Section 44260.8 of the California Education Code states that the requirements for the clear DSSSBMDC shall include the study of health education and technology in the classroom.
- e. CTC Leaflet CL-699 outlines the requirements established by the CTC for issuance of the preliminary and clear DSSSBMDC.

6-4. FIVE-YEAR PRELIMINARY CREDENTIAL.

- a. The five- or one-year preliminary credential is the **ONLY** credential that may be issued for an applicant's initial credential application. Applicants may **NOT** apply for a clear credential as the initial credential. This rule also applies for individuals who hold other credentials. Applicants for the five-year preliminary DSSSBMDC must meet **ALL** of the following requirements.
 - b. Verification by the Adjutant General of combined military and/or CACC experience, at least one year of which must have been within the previous three-year period immediately preceding the issuance of the credential. The verification of experience also confirms that the credential holder has met "subject matter competency" in the CACC curriculum as outlined in 6-4(c) below. The Commander, Youth and Community Programs Task Force has been delegated authority to sign letters to the CTC verifying experience, commonly referred to as TAG letters (letters from the Adjutant General). In order for an applicant to qualify for a letter from the TAG verifying experience, the minimum requirements must be met in one of the following ways (or a combination thereof):
 - (1) Four years of service in the United States Army, Marine Corps, Air Force, Navy, Coast Guard, Reserves, National Guard, California State Military Reserve or U.S. Public Health Service, attaining the rank of E-4 or higher. At least one year of service must have been in the three-year period immediately preceding the issuance of the credential.
 - (2) Four years of service in the CACC as an adult member in the California Cadet Corps (as a brigade or regimental advisor, brigade support officer, commandant of cadets at any school, assistant commandant or

special projects officer, or member of the HQ CACC Staff). At least one year of service must have been in the three-year period immediately preceding the issuance of the credential. Note that years of service as a cadet do NOT count toward this requirement.

(3) Four years of credentialed teaching experience with a preliminary or clear single subject or multiple if the applicant also has experience with the Reserve Officer Training Corps, National Defense Cadet Corps, Civil Air Patrol, U.S. Sea Cadets, Young Marines, or a similar organization.

c. Verification of mastery of the basic CACC curriculum as evidenced by BOTH of the following.

(1) A score of 80% or higher on a Commandant Basic Knowledge Test (CBKT) administered by HQ CACC consisting of 200 multiple choice questions from the cadet promotion tests as well as questions from the California Standards for the Teaching Profession (CSTPs); and

(2) Passing scores on each of seven performance tasks (map and compass reading, first aid and CPR, drill and ceremonies, wear and appearance of the cadet and adult member uniform, lesson planning and methods of instruction, military courtesy and customs, and firearms safety and marksmanship).

(3) Mastery must be demonstrated prior to a request for the letter from the TAG verifying experience.

(4) The CBKT and accompanying performance tasks will be administered in conjunction with the Basic Commandant Training Academy (BCTA).

(5) The Commander, Youth and Community Programs Task Force may, at his or her discretion, issue a TAG letter for a one-year preliminary credential if the applicant misses the window to complete the BCTA; however, the applicant must complete BCTA and the BCKT with performance tasks within that one year period. Should an individual not complete the BCTA and BCKT successfully within the one year period, the Commander, Youth and Community Programs Task Force reserves the right to send a letter to the CTC withdrawing the Adjutant General's recommendation for the credential and recommending the CTC withdraw the credential.

d. Possession of a high school diploma or GED or foreign equivalent.

e. Successful completion of the Basic Commandant Training Academy (BCTA), a 60-clock hour program of training sponsored by HQ CACC. This requirement may be temporarily waived if an applicant has completed at least 50% of the Commandant Training Academy and is enrolled in the remaining uncompleted portion(s).

f. Completion of a two-semester unit or three-quarter unit course in the Provisions and Principles of the U.S. Constitution at a regionally accredited college or university OR successful completion of an examination on the same given by a regionally accredited college or university.

g. Sign a statement verifying awareness by the applicant of the requirements for the clear credential.

6-5. CLEAR CREDENTIAL.

All of the following must be met to apply for and be granted the Clear DSSSBMDC.

a. Possess a VALID preliminary DSSSBMDC.

b. Obtain verification by an Employing School District (or charter school) of two years of successful teaching experience in the CACC program (minimum of one course/section per semester and the renewal of an employment contract/agreement with one school district for a minimum of three of the four semesters).

c. Successful completion of nine semester units or 135 clock hours of personalized preparation as verified by one of the following agencies (note that each agency will establish its own requirements for completion of the "personalized preparation" requirement):

(1) California State University at Long Beach

(2) California State University at San Bernardino

(3) University of California at Riverside (Extension)

(4) Mendocino County Office of Education

(5) Sacramento County Office of Education

(6) San Diego County Office of Education

(7) Metropolitan Education District, Santa Clara County

d. A course or courses in health education which include nutrition, adult, child, and infant CPR, the physiological and sociological effects of alcohol, narcotics, and drug abuse, and the use of tobacco.

6-6. ONE-YEAR PRELIMINARY CREDENTIAL.

A one-year preliminary DSSSBMDC may be issued to individuals who meet all of the requirements in 6-4 above EXCEPT the U.S. Constitution requirement listed in 6-4(f). Individuals who receive a one-year preliminary must complete the U.S. Constitution requirement within one-year from the date the initial credential is issued. It is the responsibility of the credential holder to fulfill this requirement in a timely manner. The Commander, Youth and Community Programs Task Force may, at his discretion, issue a TAG letter for a one-year preliminary credential if the applicant misses the window to complete the BCTA; however, the applicant must complete BCTA and the BCKT with performance tasks within that one year period.

6-7. PROCEDURES.

a. Individuals wishing to receive the recommendation of the Adjutant General for a DSSSBMDC must submit an application packet consisting of the following:

(1) A CACC Form 16, Application for TAG Letter for the DSSSBMDC (found in Appendix E).

(2) Copies of one of the following:

(a) ADD214 (or equivalent) showing evidence of at least four years of service in the United States Army, Marine Corps, Air Force, Navy, Coast Guard, Reserves, National Guard, California State Military Reserve, or U.S. Public Health Service, attaining the rank of E-4 or higher. At least one year of service must have been in the three-year period immediately preceding the issuance of the credential, OR

(b) State Orders verifying four years of service in the CACC as an adult member in the California Cadet Corps (as a brigade or regimental advisor, brigade support officer, commandant of cadets at any school, assistant commandant, special projects officer, or member of the HQ CACC Staff). At least one year of service must have been in the three-year period immediately preceding the issuance of the credential. Note that years of service as a cadet do NOT count toward this requirement, OR

(c) A copy of valid credential(s) verifying four years of credentialed teaching experience with a preliminary or clear single subject or multiple subject or service credential (other than an emergency permit) and proof of four years active membership in the Reserve Officer Training Corps, National Defense Cadet Corps, Civil Air Patrol, US Sea Cadets, Young Marines, or a similar organization, verifiable through transcripts, letter from commander, copy of ID card with start date, copy of service record, or similar documents.

(3) Verification of passing the CBKT and all seven CBKT Performance Tasks.

(4) Copies of certificate(s) and/or orders verifying successful completion of BCTA.

b. Packets must be sent through the HQ S-1, HQ CACC to the Executive Officer, CACC who will forward them to the Commander, Youth and Community Programs Task Force.

c. Allow 10-12 weeks for processing.

d. Incomplete packets will be returned to the originator.

e. Requests for waivers of any requirements must have the endorsement of the Executive Officer, CACC.

6-8. PHYSICAL EDUCATION ENDORSEMENT.

a. Individuals who already possess a DSSSBMD credential and wish to add a Physical Education Endorsement to the DSSSBMD credential may do so, provided they provide evidence of

(1) Passing the California Basic Educational Skills Test (CBEST), and

(2) Passing all three physical education subtests of the California Subject Examination for Teachers (subtests 129, 130, and 131), or

(3) Completion of a CTC-approved secondary physical education methods course from an approved Institution of Higher Education.

b. The endorsement authorizes individuals to teach a course in Physical Education only to cadets enrolled in a California Cadet Corps program, not to individuals in the general school population; in other words, a holder of a DSSSBMD with PE Endorsement credential cannot teach general PE courses to non-cadets.

c. See the current CTC leaflet CL-699 on the Physical Education authorization for the JROTC/Basic Military Drill credentials for more details.

Appendix A Glossary

Adjutant General: Senior military officer for the California State National Guard and de facto commander of all the state's military forces, including California Cadet Corps. The Adjutant General abbreviation is **TAG**.

AGI: Annual General Inspection. Yearly inspection of CACC units. *See CR 1-6.*

AO: Activation Order: Official order establishing a State Recognized CACC unit at a specific site or institution.

BCKT; Basic Commandant Knowledge Test: Comprehensive exam for curriculum taught during BCTA. Passing this exam is a requirement to officially pass the course.

BCTA: Basic Commandant Training Academy: No less than 60 hours of classroom and field based instruction to prepare potential CACC instructors and school administrators in the operation of a CACC unit at their site. Passing this course is required to obtain a DSSSBMD credential.

Brigade Advisor: An appointed CACC officer that provides professional guidance and training opportunities to CACC units and instructors in a specified regional area.

CA: Cooperative Agreement: Official document between a school, institute, or district and the CACC in the operational aspects of conducting a CACC program.

CACC: California Cadet Corps

CDE: California Department of Education

CMVC: California Military and Veterans Code: State legislation establishing the law in regards to the State's armed forces and militia, including the California Cadet Corps.

Commandant: The main instructor of a CACC program at a school or institute. Also a term that is sometimes used for all Adult CACC members.

CR: Cadet Regulation *see* <https://cacadets.org/Regulations> for an index of all CACC regulations.

CTE: Career and Technical Education

CTC: Commission on Teacher Credentialing. *see* <https://www.ctc.ca.gov/>

Delegated Officer: Any person authorized by the lead administrating officer to represent and speak for that authority.

Deputy Director CACC: Full time officer-in-charge at HQ CACC; appointed by the State Military Department with the mission of supporting the CACC.

DSSSBMD: Designated Subject Special Subject Basic Military Drill Credential: Required credential to instruct a CACC course. (CL-699 12/2016)
https://www.ctc.ca.gov/docs/default-source/leaflets/cl699.pdf?sfvrsn=3beb02f_0

Executive Officer CACC: Senior officer and administrator of the California Cadet Corps.

HQ CACC: Headquarters California Cadet Corps. Administrative and Logistical support for all CACC units. *See* <https://cacadets.org/> for more details.

Institution/Institute: Any educational based school, academy, charter, or private organization recognized by the CDE.

Lead Administrator: Any superintendent, principal, CEO, or like position who is the senior official for that organization with final authority for that site.

LOI: Letter of Interest: Non-binding document for the purposes of facilitating the prerequisites for opening a CACC program at a particular campus or location. CACC Form 1.

Potential Commandant: An individual who is considered or applying for a position to instruct a CACC program at a specific school or site.

Provisional Platoon: A trial unit or unit under a total enrollment of 60 cadets.

State Recognition/ Recognized: Acknowledgment by the State Military Department and the Department of Education as an official CACC unit, and thus being entitled to the class credit, support and equipment offered by the CACC program.

Temporary Commandant: A unit instructor authorized by the CACC as an interim commandant; usually because of a deficit in military experience in qualifying for a DSSSBMD credential.

Youth and Community Programs Task Force: Division of the California Military Department that sponsors community-based youth programs; to include the California Cadet Corps. <https://calguard.ca.gov/youth/>

Appendix B
Sources and Regulations

1. California Military and Veterans Code (CMVC): Division 2, Part 2, Chapters 1 and 2, sections 500- 520.1 and 530-532

2. California Cadet Corps Publications: <https://cacadets.org/Regulations>
 - CR 1 *General Administration*
 - CR 1-2 *Adult Code of Conduct and Ethics*
 - CR 1-3 *Wear & Appearance of Adult Personnel CACC Uniforms & Insignia*
 - CR 1-4 *Commandant Personnel Management*
 - CR 1-6 *Annual General Inspection*
 - CR 3 *Training*
 - CR 3-1 *Leadership Training Schools*
 - CR 3-22 *California Cadet Corps Organization*

3. California Cadet Corps Forms: <https://cacadets.org/Forms>
 - CACC Form 1 *Letter of Interest/Application to Form a Cadet Corps Unit*
 - CACC Form 2 *Commandant Application for Appointment Checklist/Cover Sheet*
 - CACC Form 6 *Brigade Advisors Recommendation for Appointment*
 - CACC Form 7 *Application for Appointment*
 - CACC Form 9 *Identification Card / Personnel Data Sheet*
 - CACC Form 10 *Oath of Office*
 - CACC Form 11 *School Board Recommendation*

4. Commission on Teachers Credentialing: <https://www.ctc.ca.gov/> CL- 699
Requirements for DSSSBMD Credential https://www.ctc.ca.gov/docs/default-source/leaflets/cl699.pdf?sfvrsn=3beb02f_0

Appendix C Letter of Interest



INFORMATIONAL SHEET FOR ESTABLISHMENT OF A CALIFORNIA CADET CORPS (CACC) UNIT



Schools or Districts interested in developing a CACC program must submit this form as soon as possible to their CACC Program Coordinator or send electronically to: Recruiting@cacadets.org. For more information, go to <https://cacadets.org/> or contact a CACC Program Coordinator at Recruiting@cacadet.org.

INITIAL ELIGIBILITY SCREEN

Instructions: This page is for the school to assess their ability to conduct the CACC program, and for CACC to determine the effectiveness and viability of new program's location. Schools should fill this form to the best of their ability; we realize some information will be speculation or "best guess;" This is not a contract.

Requirements

(All must be checked to be eligible)

- | | |
|--|--|
| <input type="checkbox"/> School is WASC Accredited (H.S. only) | <input type="checkbox"/> Classroom Available |
| <input type="checkbox"/> School does not have JROTC Program | <input type="checkbox"/> Storage Space Available |
| <input type="checkbox"/> At least 25 Cadets Intended to start | |

Competitive Attributes

- How many classes/sections of CACC will be conducted? _____
- Type of program:
 - Elective _____
 - PE _____
 - Before/Afterschool Program _____
 - Other (Explain) _____
- Will Cadets be volunteers or compelled to attend CACC classes? _____
- Name of feeder School _____
- Number of CACC programs at schools within District? _____
- On a scale of 1-10; 10 is best, what is the level of district support for the Program: _____
- Has the school identified a potential Commandant? YES _____ NO _____ MAYBE _____
- Does the potential commandant have current Basic Drill Credential? _____
- Does the potential commandant have prior military experience? _____
Branch/ years Served: _____
- Other related commandant's skill, experience, or credentials held: _____

- Will the new commandant be given time to attend an eight-day Commandant training course, in January or July, at Camp San Luis Obispo? _____
- On a scale of 1-10; 10 being best, what is the level of community support for the program: _____



**INFORMATIONAL SHEET
FOR ESTABLISHMENT OF A CALIFORNIA CADET CORPS (CACC) UNIT**



This form is **non-binding**. This form allows the CACC to evaluate the proposal and plan for uniforms, equipment, and personnel to facilitate in the school's requested start date.

<u>Basic Info</u>
Name of school: _____
School grades: _____ School type: <input type="checkbox"/> Public <input type="checkbox"/> Charter <input type="checkbox"/> Private <input type="checkbox"/> Other
Address of school: _____
City _____, Zip _____ School Phone (____) _____
Student enrollment (#): _____ ASC WASC Accreditation Code: _____
Principal/Site administrator's name: _____
Principal's phone: _____ Principal's email: _____
Additional administrator's name: _____

<u>Goals</u>
Program Priorities: <input type="checkbox"/> Mil. Discipline <input type="checkbox"/> College Prep <input type="checkbox"/> Vocational <input type="checkbox"/> Physical Ed. <input type="checkbox"/> Social/Citizenship <input type="checkbox"/> Other (_____)
What do you want the program to accomplish: _____ _____ _____ _____
Requested Start Date: _____ Anticipated Cadet enrollment: _____
Potential Commandant Name: _____
Email/phone: _____

Please fill out the below *completely* before submitting

Typed Name _____ Position _____

Signature: _____

Date: _____, 20____ (must be filled out)

Appendix D Cooperative Agreement

COOPERATIVE AGREEMENT BETWEEN THE CALIFORNIA CADET CORPS

and

(SCHOOL NAME)

Type of Unit: Provisional Company Battalion

1. Authority: sections 500-520.1 and 530 and 531 of the California Military and Veterans Code
2. Reference: CR's: 1-2, 1-3, 1-9, 1-10, 1-11, 3-1, 4-2 <https://cacadets.org/Regulations>

General Dispositions

1. Each unit (school site) must agree to maintain the minimum enrollment as prescribed by the Adjutant General:
 - a) Meet prescribed standards and criteria as set forth by CR 1-9
 - b) Provide a course of instruction as outlined in CR 3 and CR 1-6.
 - c) Provide a minimum of three hours per week of classroom instruction, unless otherwise previously agreed.
2. Wear of the CACC uniform is at a minimum once a week.
3. CACC representatives conduct annual inspections and periodically assist with facilitating the program during business hours; representative access to Commandant Classroom is necessary to achieve the objective.
4. Units shall have all enrolled CACC cadets available to support the Annual General Inspection, as well as an administrator ready to meet with the Inspectors on an appointed date and time.
5. HQCACC will provide the main source of curriculum for the program.

Credit and Accreditation

1. A school that desires to participate in a CACC program must maintain current full accreditation by the Western Association of Schools and Colleges (WASC) if applicable.
2. CACC students may receive academic credit towards graduation requirements and may be enrolled in more than one course period so long as a student receives credit for different course subjects. Physical Education courses may be offered in secondary institutions or A-G certified high schools.

1

Student Materials, Equipment, and Events:

1. **Equipment and materials** are provided for the CACC units as state funding levels permit. Examples of such equipment may include, but are not limited to, the following: uniforms, uniform accessories and accoutrements, varied instructional materials, and other equipment deemed necessary to assist in the support and conduct a CACC program.
2. **Materials** for California Cadet Corps classrooms operate under a basic learning environment and utilize the same or similar materials as other classroom settings. Examples of those materials are pencils, paper, and staplers.
3. **Events** conducted at the local, brigade, or state level, are critical to the success of the program. Cadet Corps units typically participate in a number of extracurricular events each school year. See CR 3 through CR 3-22.

Facilities

1. The School site will provide **adequate classroom and storage space** as needed for the number of students enrolled. Storage allows for security of state property. Provisions of suitable safeguards for State property are as prescribed in CR 4-2.
2. **Computers/Printer** At least one dedicated computer or laptop with WiFi access for administrative functions and online promotion testing.
3. **Drill Area.** A large flat area is needed for Cadets to conduct drill and ceremonies.

Instructors, Staff and School

The success of the California Cadet Corps (CACC) Program depends upon qualified and motivated instructors. The CACC will train, promote, inspect yearly, and assist in the certification process through CTE for appointed Commandants.

1. **Authorized Instructors.** Commandants must possess the appropriate credentials, as recognized by the California Commission on Teaching Credentials (CTC).
2. To be qualified at a basic level for a **Preliminary Designated Subjects Special Subjects Basic Military Drill Credential**, CACC instructors must meet the following:
 - a) Successfully complete a CACC certified Basic Commandants Training Academy within 12 months of appointment
 - b) Be a participating member of the California Cadet Corps or affiliated with California State Military Department
 - c) Obtain a TAG qualification letter (The Adjutant General)
 - d) Submit the appropriate packet to California Teaching Credentialing
 - e) This preliminary credential is good for 5 years and is not renewable by the CTC. If the credential is not cleared within the 5 years, the school will be required to obtain a new commandant and restart the process. Commandants must seek to clear their credential to continue classroom instruction.
3. **Maintaining and clearing the Military Drill Credential.** As with all CTC Credentials, the individual instructor is responsible for obtaining and maintaining the proper coursework and following CTC procedures to obtain a credential. This includes the clearance of their Preliminary Drill Credential (5 years from issuance of

preliminary credential). The program will assist in this venture but is not responsible for the attainment of qualifications or documentation.

4. **Non-Military Waivers.** Schools choosing to use instructor without DSSSMBD shall refer to CR 1-9 Section 2-6.
5. **Substitute Coverage for official Events/Activities.** Participation in cadet activities, trips, or events, as well as participation in CACC-sponsored professional development seminars during school time, may require schools and school districts to pay for substitute coverage for CACC Commandants. This is handled as any school educator requiring time for a like purpose.
6. **Commandant Uniforms.** Commandants will wear at minimum a comparable uniform as cadets and be in compliance with Cadet Corps Regulation 1-3.

Cooperative Agreement Stipulations

1. The cooperative agreement will be effective when the school administration has officially been notified with an activation issued through the HQCACC.
2. For functionality, if the CACC program at the school is not reaching standards or expectations as set forth by the Annual General Inspection (AGI). That HQCACC reserves the right to place said unit on probation (see CR 1-9 section 3-1). Failure to correct deficiencies and/or the inability to rectify the issues may lead to the disestablishment of the unit.
3. All stipulations in this agreement are conditional in relation to the fiscal budget or monetary funding for both parties by either the state or district.
4. Both parties shall adhere to any agreed modification to the cooperative agreement through Memorandum of Understanding, amendments, or addendums.
5. CACC provides procedures through the above-mentioned regulations; CACC and school institution agree to operate under defined guidelines.

FOR THE DISTRICT*:

DATE SIGNED: _____

TYPED NAME AND TITLE

SIGNATURE

FOR THE SCHOOL:

DATE SIGNED: _____

TYPED NAME AND TITLE

SIGNATURE

FOR THE CALIFORNIA CADET CORPS:

DATE SIGNED: _____

TYPED NAME AND TITLE

SIGNATURE

* District signature only required if Memorandum of Understanding has been established between CACC and the district.

**APPENDIX E
CALIFORNIA CADET CORPS FORM 16
APPLICATION FOR A TAG LETTER**

LAST NAME OF APPLICANT _____ FIRST NAME _____ MI _____
SOCIAL SECURITY NUMBER _____ - ____ - _____ RANK/GRADE _____

MAILING ADDRESS OF APPLICANT: _____
CITY _____ STATE _____ ZIP _____

HOME PHONE (_____) _____ WORK PHONE (_____) _____
CELL PHONE (_____) EMAIL _____

I am requesting the Commander, Youth and Community Programs Task Force to provide a verification letter for the Commission on Teacher Credentialing confirming my experience and subject matter competency to be issued a Designated Subjects Special Subjects Basic Military Drill Credential.

I have included the following documents with this application package:

___ Copy of a DD 214 (or equivalent) { **verifying 4 years of experience and 1 total year within previous 3 years** }
or
___ CACC Appointment Orders or
___ Clear Single or Multiple Subject Teaching Credential(s) copies and proof of membership in ROTC, NDCC, CAP, U.S. Sea Cadets, Young Marines, or a similar organization

AND

___ Verification of successful completion of the Commandant Basic Knowledge Test and all seven performance assessments that accompany the CBKT

AND

___ Copies of certificate(s) and/or orders verifying successful completion of the Commandant Training Academy.

I would also like the following individual to receive copies of the TAG verification letter:

Name _____ Email _____
Mailing Address _____
City _____ Zip _____

Signed by Applicant _____ Date _____

Send this form to:
HQ CACC: Attn S-1, State of California - Military Department
Headquarters, California Cadet Corps
10 Sonoma Avenue, Building 1402
Camp San Luis Obispo, CA 93405

Or send electronically to: personnel@cacadets.org

Allow 10-12 weeks for processing. The TAG verification letter, if deemed appropriate, will be sent electronically to the email listed above as well as a hard copy mailed to the addressee(s) listed above.

(Rev. 08/2020)