

California Cadet Corps Organization

State of California-Military Department
Joint Forces Headquarters
Headquarters, California Cadet Corps
Camp San Luis Obispo, California
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SUMMARY of CHANGE

CR 3-22
California Cadet Corps Organization

- * Minor formatting and grammatical changes
- * Update Battalion, Regimental, and Brigade Tables of Organization to reflect the senior NCO as the Battalion/Regimental/Brigade Command Sergeant Major
- * Added training of drill & ceremonies to Squad Leader and Platoon Sergeant responsibilities
- * Added training of company level drill to First Sergeant responsibilities

CALIFORNIA CADET CORPS ORGANIZATION

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Major General
The Adjutant General

Official:



GRACE E. EDINBORO
Colonel, CACC
Executive Officer

History. This regulation is a minor update to the existing CACC Organization regulation. It includes changes noted in the Summary of Changes above.

Summary. This regulation defines the structure, tables of organization, and authorize personnel for brigades, regiments, and units of the California Cadet Corps (CACC).

Applicability. This regulation applies to all organizations within the California Cadet Corps (CACC) structure, including schools, programs, and Headquarters, California Cadet Corps (HQ 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 man-day 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 – Youth Programs, 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.

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CHAPTER 1

GENERAL

1-1. **Purpose.** The purpose of this regulation is to prescribe the organization of the California Cadet Corps, chain of command, and activation and inactivation of Cadet units.

1-2. **Authority.**

a. Section 500.1, California Military and Veterans Code, provides that: Except as hereinafter provided, each college, community college, or school in this state in which there is not maintained a JROTC or ROTC unit may establish a California Cadet Corps company or companies under the rules and regulations as the governing body of the schools and the Adjutant General may prescribe. A California Cadet Corps company or companies shall be of such strength as shall be prescribed by the Adjutant General. A California Cadet Corps company or companies is not required to be established in a school, college, or community college unless a number of qualified students sufficient to constitute a company or companies of the strength prescribed by the Adjutant General voluntarily enroll therein.

b. Section 520.1, California Military and Veterans Code authorizes the establishment of the Program in any private educational institution or military academy with the approval of the Adjutant General.

c. Sections 503, 504, and 505, California Military and Veterans Code, provide that the Adjutant General will provide rules and regulations pertaining to the organization of Cadet units with Tables of Organization conforming generally to that of the California National Guard.

1-3. **Definition of Terms.** For the purpose of this regulation, the following explanations of terms apply:

a. **Adult Member** - Any member of the CACC not a Cadet. An adult member may serve as a commandant, assistant commandant, support officer, brigade advisor, member of HQ CACC, etc. An adult member must hold a paid or volunteer position at a school, brigade, or HQ CACC.

b. **Battalion** – A Cadet unit composed of a headquarters and two or more companies charged with both administrative and training functions. Battalions may be organized at a single school or may be split between multiple schools within the same district, as specifically authorized by the Joint Force Headquarters (JFHQ). Every unit will have a battalion number designation regardless of actual unit size.

c. **Brigade** – A Cadet unit geographically organized by the Military Department primarily for the conduct of training activities beyond the scope of smaller size units.

d. **Brigade Advisor** – A state recognized officer, appointed and serving at the option of the Adjutant General, to assist the Executive Officer in the conduct of the California Cadet Corps program, within a defined geographical area. The brigade advisor mentors the Cadet brigade commander and staff. The brigade advisor has approval authority for certain promotions, demotions, assignments, awards, and administrative actions. The brigade advisor supervises commandants and manages available CACC resources within his/her brigade.

e. **Cadet** - A student or recently graduated student member of the California Cadet Corps, usually enrolled in a school that offers the Cadet Corps program as a class or after school activity. See also Reserve Cadet.

f. **California Military Department (CMD)** – A department within the Executive Branch of State government charged with the supervision and administration of military and military-related programs assigned to the department. The Military Department includes the Joint Force Headquarters (JFHQ) and its operating divisions: the Joint Staff, Army National Guard, Air National Guard, State Guard, and the Youth & Community Programs Task Force.

g. **Chain of Command** – The succession of individuals through which authority passes and commands are given.

h. **Command** – The authority and responsibility for the planning, organizing, directing, coordinating and controlling of units to effectively accomplish the assigned unit missions. Echelons of command in the California Cadet Corps are HQ CACC, brigade, regiment, battalion, company, and platoon. A school is identified as a battalion whether or not it is actually organized as a battalion.

i. **Commandant of Cadets** – State recognized commissioned officer, warrant officer, or enlisted member appointed for duty with the California Cadet Corps. Each school enrolled in the Cadet Corps may have only one Commandant of Cadets appointed regardless of the size of the unit or number of Cadets enrolled. All other officers, warrant officers, or enlisted members appointed for duty at that school are Assistant Commandants of Cadets. The Commandant is the person designated by the school as the direct representative of the school principal and authorized to act for the principal in matters related to the Cadet Corps program.

j. **Commandant Corps** - A general term used to include all adult members of the CACC.

k. **Commander** – An individual appointed to exercise command over his or her subordinates by virtue of rank, or position, or assignment.

l. **Company** – The basic administrative and training unit of the California Cadet Corps, consisting normally of at least 32 Cadets and on a command level below a battalion. A company shall consist of a headquarters and two or more platoons.

m. **Executive Officer (XO), CACC** – The XO, CACC administers the CACC program under the authority of California Military & Veterans Code sections 500-520.1 and 530-532.

n. **Headquarters** – The command and administrative element of a unit.

o. **Headquarters, California Cadet Corps** – A branch of the Military Department under the direction of the Executive Officer, California Cadet Corps charged with the direction, supervision, and conduct of the California Cadet Corps operating under the policy guidance of the Commander, Youth and Community Programs Task Force.

p. **Headquarters Company** – The administrative and support element of a brigade, regiment or battalion with personnel assigned to staff sections in support of the personnel and administration, safety and security, training and operations, logistics, communications, and other necessary functions of a brigade, regiment or battalion during an organized training activity.

q. **Military Institute** – A school that uses a military model for organizational structure. All students are part of the corps of cadets, and conform to set standards of rank authority, customs and courtesies, and uniform wear.

r. **Platoon** – A unit composed of two or more squads.

s. **Regiment** – A consolidated unit composed of three or more schools within one school district, with separate Cadet units organized for the conduct of joint administration and/or training functions; subordinate to a brigade. It may also be a single school where enrollment includes both middle and high school Cadets and whose strength makes organization into a battalion impractical.

t. **Reserve Cadet** - Cadets who attend a school without a CA Cadet Corps program, but who participate locally and state-wide as a member of a brigade. See para 3.5.

u. **Squad** – A unit composed of at least five and no more than eleven Cadets.

v. **State Recognition** – The act of extending the rights and privileges of Sections 500 to 530, California Military and Veterans Code to Cadet units and enrolled educational institutions.

w. **Training Headquarters** – A headquarters organization activated by JFHQ periodically when needed for the conduct of special state level events. For example, see paragraph 3-2 The 10th Corps, below. Staff assignments are all on an additional duty basis and such units revert to zero strength upon completion of their specified mission. Assignment is normally for one school year.

x. **Training Regiment** – a regimental size organization activated by a brigade periodically when needed to provide administrative, training and logistics support for the

conduct of special training or special events. Staff assignments are all on an additional duty basis and such units revert to zero strength upon completion of their specified mission.

1.4. Abbreviations Related to Cadet Corps Unit Organization.

a. Size of Unit Terms & Abbreviations:

CDT	-	Cadet
SQD	-	squad
PLT	-	platoon
CO	-	company
BN	-	battalion
RGT	-	regiment
BDE	-	brigade
HQ	-	headquarters

b. Cadet Ranks:

C/COL	-	Cadet Colonel
C/LTC	-	Cadet Lieutenant Colonel
C/MAJ	-	Cadet Major
C/CPT	-	Cadet Captain
C/1LT	-	Cadet First Lieutenant
C/2LT	-	Cadet Second Lieutenant
C/CSM	-	Cadet Command Sergeant Major
C/SGM	-	Cadet Sergeant Major
C/1SG	-	Cadet First Sergeant
C/MSG	-	Cadet Master Sergeant
C/SFC	-	Cadet Sergeant First Class
C/SSG	-	Cadet Staff Sergeant
C/SGT	-	Cadet Sergeant
C/CPL	-	Cadet Corporal
CFC	-	Cadet First Class
CDT	-	Cadet
RCT	-	Cadet Recruit
GZ4	-	Grizzly 4
GZ3	-	Grizzly 3
GZ2	-	Grizzly 2
GZ1	-	Grizzly 1

CHAPTER 2

COMMAND AND AUTHORITY

2-1. **Philosophy.** The California Cadet Corps is a leadership training program in an educational environment. Cadet Corps training is conducted on a local level and local school authorities make final decisions on curriculum matters. This principle is not altered by structuring the organization of the Cadet Corps in a traditional military framework, including a formal “chain of command.”

2-2. **Responsibilities.** The responsibility of each echelon of command is as outlined below:

a. The Joint Force Headquarters. The Adjutant General, State of California, is responsible for the promotion and recognition of officers, the recognition of Cadet units, the development of regulations and policies governing Cadet Corps operations, and the management of state funds allocated for the Cadet Corps.

b. Youth and Community Programs Task Force (YCPTF). The Commander, YCPTF, CA Military Department, is responsible for supervising outstanding California Military Department educational support programs including the California Cadet Corps, the CHalleNGe programs, supported Military Institutes, the STARBASE program, and others.

c. Headquarters, California Cadet Corps (HQ CACC).

(1) The Executive Officer (XO), California Cadet Corps, under the supervision of the Commander, YCPTF, is the agent of the Adjutant General for administering the California Cadet Corps program. He/she deals directly with brigade advisors, commandants, and school officials in developing policies and guidelines for the program. He/she also administers the Annual General Inspection (AGI) program.

(2) When assigned, the fulltime Deputy XO (or Deputy Director) administers the program on a daily basis as the XO’s representative, in close coordination with the XO, AXO, CSM, and staff.

(3) The Assistant XO (AXO) serves as chief of staff for HQ CACC.

(4) The CACC Command Sergeant Major (CSM) teams closely with the XO to provide leadership to the adult and Cadet chains of command in administering the CACC program, with specific emphasis on adult enlisted personnel and all Cadets.

(5) The 10th Corps Commander and Staff serve as leaders for the Cadet chain of command, in a leadership laboratory that spans the school year culminating, ideally, in Summer Encampment. Cadet focus is primarily planning and executing activities. They also serve as ambassadors to the adult state staff, representing the Cadet point of view in strategic planning at the state level.

d. **Brigades.** A brigade advisor will be appointed by the XO to provide guidance to regiments, battalions, and companies within a specified geographical area, and provide mentorship to a Cadet brigade headquarters staff. The brigade advisor will administer the brigade awards program, govern the appointment and promotion of Cadet officers of company grade within the brigade, and generally administer the Cadet program as the intermediate command between HQ CACC and Cadet regiments, battalions, and companies assigned to the brigade. The brigade advisor coordinates district-wide Cadet Corps activities to most effectively conduct the training program. The Cadet brigade commander and staff will provide Cadet leadership to the regiments and battalions within the brigade, will ensure required reports are submitted to state, and will represent the brigade's members to the 10th Corps Commander and staff.

e. **Regiment.** A regimental advisor, when used, will be recommended by the brigade advisor and appointed by the XO to provide guidance and assistance to commandants in the school district and liaison with district administration. The regimental advisor coordinates regimental Cadet Corps activities to most effectively conduct the training program.

f. **Schools.**

(1) The principal is the person responsible for the conduct of the Cadet Corps program at his/her school. The commandant of Cadets will coordinate all aspects of the program with the principal on an ongoing basis.

(2) Commandants are responsible to their school principals for the development and conduct of individual school programs within the guidance and regulations published by HQ, CACC and the California Military & Veterans Code. The commandant exercises direct supervision over assistant commandants assigned to the school, and over the Cadet chain of command at the school.

(3) Cadet leadership at each school, whether at the brigade, regimental, battalion, company, or platoon level, execute their duties under the supervision of both their Cadet chain of command and the mentorship of their commandant.

2-3. Chain of Command. The command, supervision, direction, and communications within the California Cadet Corps shall be exercised through the Chain of Command shown in Charts 2-1 and 2-2.

Chart 2-1

CALIFORNIA CADET CORPS CHAIN OF COMMAND

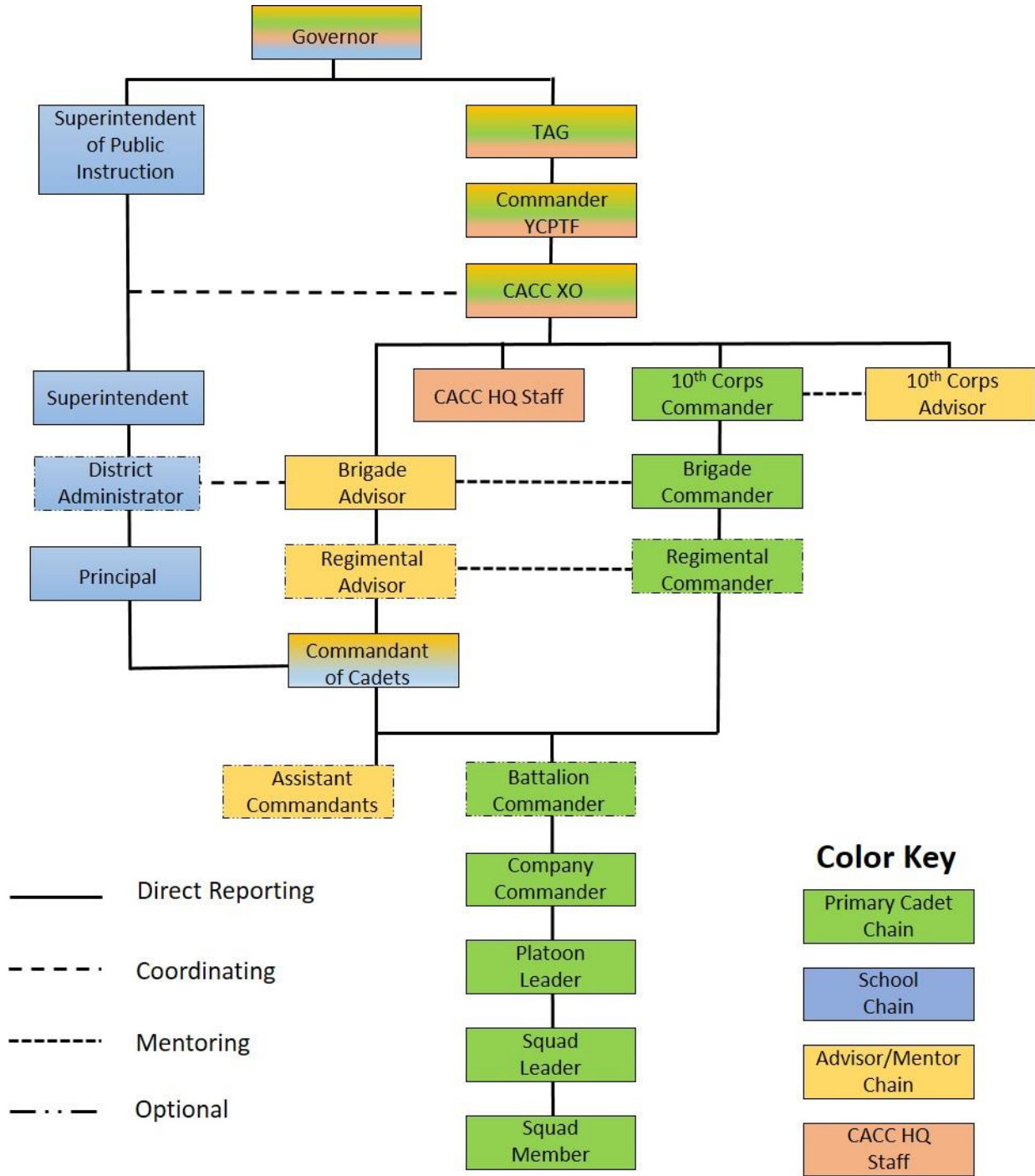
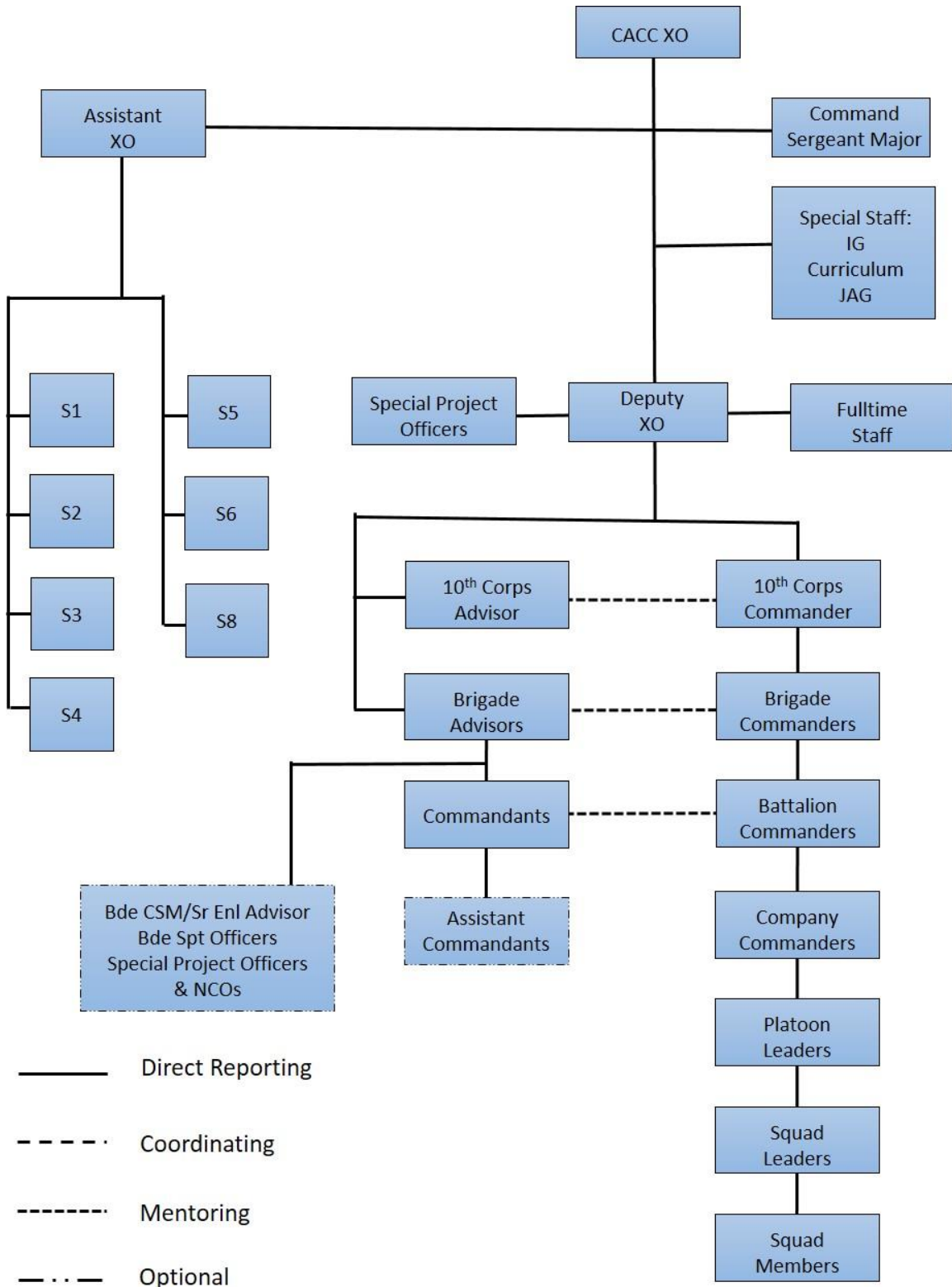


Chart 2-2

CALIFORNIA CADET CORPS ORGANIZATIONAL CHART



CHAPTER 3

CADET UNITS

3-1. Authorized Units.

a. Each school accepted into the California Cadet Corps shall be assigned a Battalion Number for simplicity of reference throughout the Corps and will retain that number for the duration of its existence; however, the number of Cadets actually enrolled shall determine the number and size of platoons and companies and headquarters element to be formed within each school. Schools that meet minimum strength levels may organize as a battalion, regiment, or brigade. Promotions, etc., shall be based upon the Table of Organization corresponding to actual unit strength.

b. Two or more geographically convenient schools (each maintaining enrollment supporting company level organization but with an aggregate total of more than 77 Cadets) may apply to the XO, California Cadet Corps to be organized as a battalion and thus be authorized to establish a battalion headquarters. Should enrollment fall below 77 Cadets the battalion headquarters may be continued, with Cadets assigned to the headquarters on an additional duty basis, but promotions would be based on the company Table of Organization (and not promotable upon battalion staff assignment).

c. Three or more schools with separate Cadet units, or a single school with both middle school and high school Cadets and sufficient enrollment, may, with the approval of the CACC XO, organize into a Cadet regiment. School units forming regiments may be battalions or separate companies, or any combination approved by the CACC XO. Cadet regiments may function under the guidance of a regimental advisor (if assigned).

(1) Regiments which reach a combined strength level of at least 170 Cadets may request authority to establish a separate regimental headquarters section.

(2) Regiments which do not exceed 170 Cadets may organize a provisional headquarters section with personnel assigned on an additional duty basis (and not promotable based upon regimental staff assignment).

d. Cadet Brigades may be organized for the purpose of providing training activities which are beyond the scope of smaller units. Cadet Brigades will normally consist of at least 400 Cadets, but may be smaller if geographically remote. Units will be assigned to Cadet brigades by HQ CACC. Cadet brigades will function under the guidance of a brigade advisor. Brigade advisors will appoint a Cadet brigade commander and staff. The brigade commander will report to the 10th Corps Commander, and receive direct guidance and mentoring from the Brigade Advisor.

e. CACC Permanent Orders will establish the unit designations and home stations (schools of assignment) of all Cadet brigades, regiments, and battalions. Locally assigned designations or re-designations are not authorized.

3-2. The 10th Corps Headquarters.

a. Cadet personnel will be selected and assigned to the 10th Corps Headquarters on an annual basis. Selection will take place during the summer for the following school year (to conclude at Summer Encampment graduation, if conducted). The process used to select the 10th Corps Commander and Staff will be published and open to all Cadets with the approval of their commandant and brigade advisor. Cadets may be assigned to the 10th Corps staff in addition to other duties. Their 10th Corps Staff position will serve as the Table of Organization position qualifying their maximum allowable rank, unless their battalion or brigade position authorizes a higher rank. The 10th Corps Commander will serve as Cadet Commander for the state, and as the top Cadet in the Cadet chain of command.

b. The 10th Corps HQ is responsible for planning and executing, with HQ, CACC guidance, support and oversight, all state level activities.

c. The 10th Corps HQ will be augmented with sufficient Cadet regiments, battalions and specialized units (e.g., Survival Training Unit) to provide significant training opportunities during such events as the annual summer encampment.

d. Once established; such units may be maintained at zero strength when not employed at a state event. Cadet personnel may be assigned on an additional duty basis at any time.

3-3. Activation of Cadet Units and Extension of State Recognition.

a. The governing body of any college, junior college, secondary School, private educational institution, or military academy, may apply to the Military Department for permission to establish a California Cadet Corps program. Procedures are published in Cadet Regulation 1-9. JFHQ may authorize the probationary activation of Cadet units conditional upon the availability of funding.

b. State Recognition will be extended to all schools accepted into the California Cadet Corps program. State Recognition shall be extended annually to Cadet units maintaining satisfactory enrollment, a satisfactory training program, and meeting other minimum requirements prescribed by the Military Department.

3-4. Inactivation of Cadet Units and Withdrawal of State Recognition.

a. Schools not maintaining minimum CACC standards may have State Recognition withdrawn. Units having State Recognition withdrawn will be inactivated and shall return all State property to the Military Department as directed by proper authority. Units so inactivated may request reinstatement of recognition in accordance with paragraph 3-3a of this regulation above and Cadet Regulation 1-9.

b. Headquarters, California Cadet Corps may recommend probationary retention of Cadet units failing to maintain satisfactory enrollment until the next scheduled AGI period, where good cause for such retention can be shown.

3-5. Reserve Cadets. When circumstances allow, the CACC welcomes Cadets who attend a school without a CA Cadet Corps program, but who participate locally and state-wide as a member of a battalion or brigade. Reserve Cadets are allowed to train and promote within the systems at battalion or brigade level. This includes Cadets who attended a CACC program at a middle school, graduated and go to a high school without a CACC program, or home-schooled students who wish to participate in the CACC program. Reserve Cadets may maintain their affiliation with CACC through a school with CACC, may be issued a uniform, attend activities, and promote. When accepting Reserve Cadets, Commandants should put in writing what is expected of the Cadet (i.e. attendance at certain functions or activities, after-school events, care of the Cadet uniform). Schools will include Reserve Cadets in their strength reports. Commandants will ensure their principal approves the assignment of Reserve Cadets to a cadet unit, and this should involve approval by the cadet's assigned school principal.

CHAPTER 4

TABLES OF ORGANIZATION (TO)

4-1. **Structure and Reorganization.**

a. The Tables of Organization (TO) shown in Appendix A prescribe the structure of all California Cadet Corps units. Units shall reorganize annually as necessary to conform to these Tables.

b. Where a unit could reorganize and reach the minimum level required for the next larger organization, (but, without reorganization the unit would remain within the maximum authorized for the current organization), the prerogative rests with the school principal/ commandant of cadets as to the level at which the unit is organized. For example, a unit of 32 Cadets meets the minimum requirement for a Cadet company, but is still within the maximum authorized for a platoon. The local school authorities shall determine how the unit will be structured, taking into account increased leadership opportunities available at the higher level and rate of participation of the unit's cadets.

4-2. **Flexible Assignment.** Since the California Cadet Corps is a leadership training program, ranks authorized for positions indicated in the Tables of Organization are maximum authorized and are not required for such an assignment. As an example, a Cadet lieutenant can be assigned any position from platoon leader to brigade commander. Unqualified Cadets should never be promoted to the next higher grade, regardless of TO billet vacancies.

4-3. **Military Institutes.** The CACC has a growing number of military institutes within its structure, and their organizational needs are often unique. The intent of HQ, CACC is to be flexible in authorization of positions within the military institute table of organization, which is shown in A-10. Military institutes, depending on their size, may have a battalion, regimental or brigade organizational structure. They are authorized a specified number of positions at each senior grade (SFC and above, 2LT and above). The Commandant of Cadets may determine the desired organizational structure to be used by the school, as long as it does not exceed the maximum number of each senior rank. The Commandant will submit the school's Table of Organization for approval to the HQ, CACC S1. If no TO is submitted, the school will use the appropriate TO for its size in Appendix A.

4.4. **Tables of Organization.** Appendix A to this regulation contains all standard TO for the California Cadet Corps.

APPENDIX A

TABLES OF ORGANIZATION

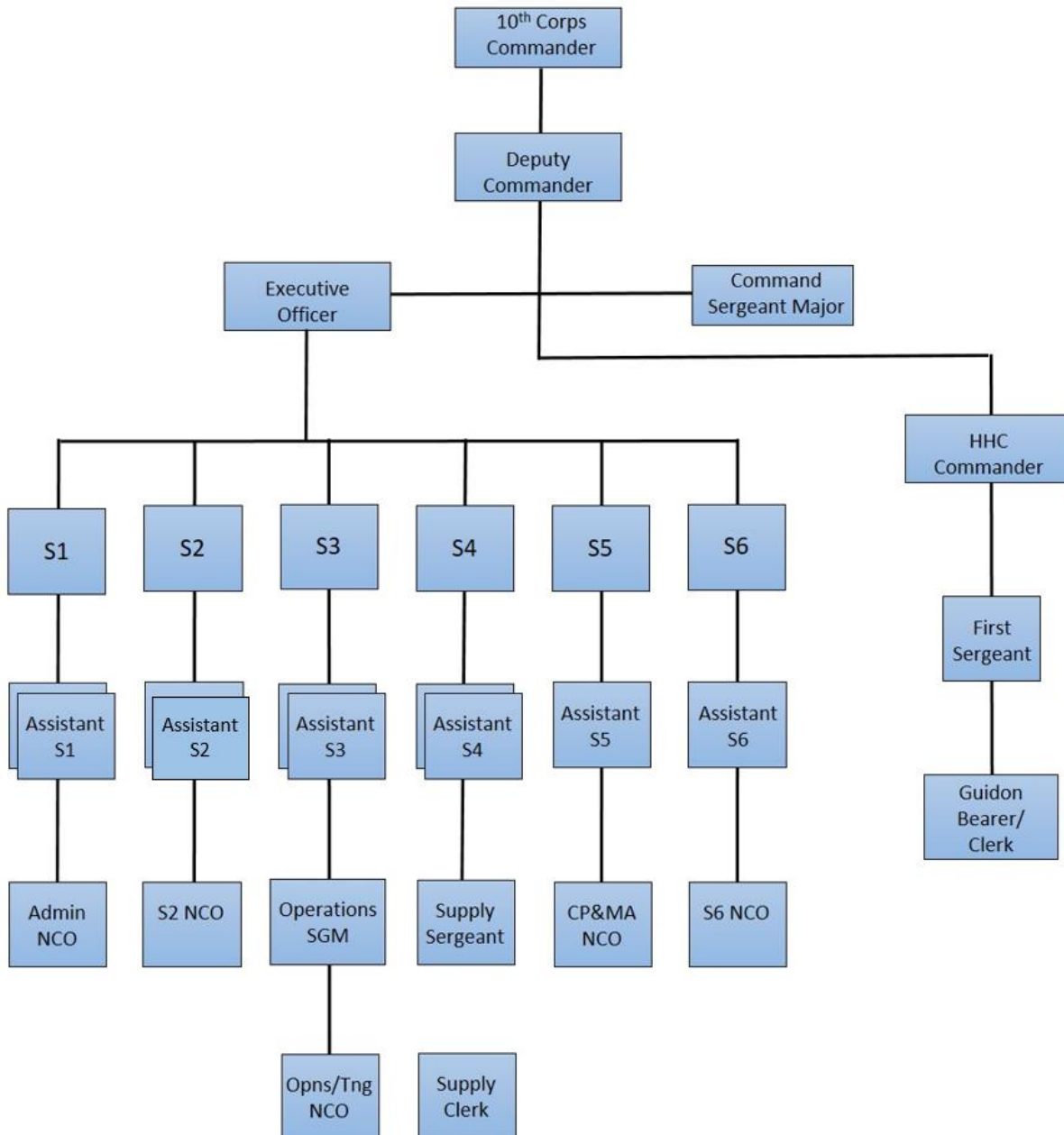
A-1. Table of Organization Number 102-2 (TO 102-2)

HEADQUARTERS AND HEADQUARTERS COMPANY (HHC), 10TH CORPS

HHC 10th Corps is a state level headquarters located at Camp San Luis Obispo. The Commander and staff are appointed on an annual basis to offer senior leadership positions to Cadets. HHC 10th Corps plans and executes state level activities and provides command and control over brigades within the purview and supervision of Cadet operations.

<u>Element/Position</u>	<u>Authorized Grade</u>
Corps Command Element	
Corps Commander	C/COL
Deputy Commander	C/COL
Executive Officer	C/COL
Corps Command Sergeant Major	C/CSM
Primary Staff	
Corps S-1, Adjutant	C/LTC
Corps S-2, Safety and Security Officer	C/LTC
Corps S-3, Operations/Training Officer	C/LTC
Corps S-4, Logistics/Supply Officer	C/LTC
Corps S-5, Civic, Public & Military Affairs Officer	C/LTC
Corps S-6, Communications and Computers Officer	C/LTC
Staff Sections (More than one of each of the following positions is authorized.)	
Assistant S-1, Administration	C/MAJ
Assistant S-1, Personnel	C/MAJ
Assistant S-2, Safety	C/MAJ
Assistant S-2, Security	C/MAJ
Assistant S-3, Training & Evaluations	C/MAJ
Assistant S-3, Operations	C/MAJ
Assistant S-4, Supply Officer	C/MAJ
Assistant S-4, Facilities & Transportation	C/MAJ
Administration NCOIC	C/SGM
Safety and Security NCO	C/SGM
Operations Sergeant Major	C/SGM
Operations/Training NCO	C/MSG
Corps Supply Sergeant	C/SGM
Supply Clerk	C/SSG
CP&MA Support NCO	C/SGM
IT/Communication & Computer Support NCO	C/SGM
Headquarters Company	
HHC Commander	C/CPT
HHC First Sergeant	C/1SG
HHC Clerk/Guidon Bearer	C/SSG

A-2. Organizational Chart – TO 102-2.



Note that subordinate brigade, regimental, battalion, company, and detachment level organizations may be temporarily activated in support of 10th Corps activities with the approval of the adult 10th Corps Advisor.

A-3. **Table of Organization Number 102-1 (TO 102-1)**

HEADQUARTERS AND HEADQUARTERS COMPANY (HHC), CADET BRIGADE

Brigade HHC are geographically assigned throughout California. Brigades are authorized where total strength exceeds 400 Cadets, or when otherwise designated by XO, CACC.

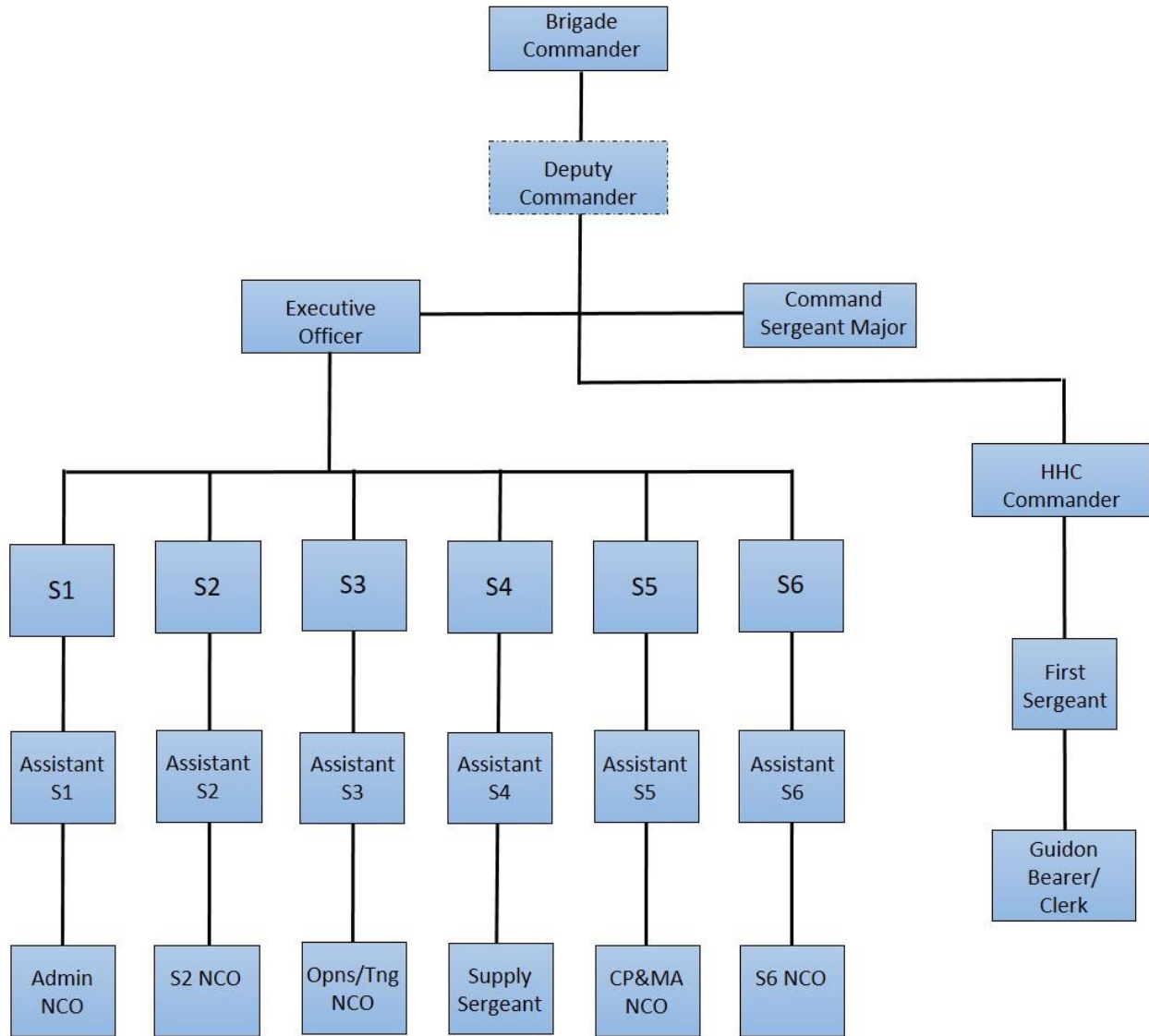
<u>Element/Position</u>	<u>Authorized Grade</u>
Brigade Command Element	
Brigade Commander	C/COL
Deputy Commander*	C/LTC
Executive Officer	C/LTC
Brigade Command Sergeant Major	C/CSM
Primary Staff	
Brigade S-1, Adjutant	C/MAJ
Brigade S-2, Security & Safety Officer	C/MAJ
Brigade S-3, Operations/Training Officer	C/MAJ
Brigade S-4, Logistics/Supply Officer	C/MAJ
Brigade S-5, Civic, Public & Military Affairs Officer	C/MAJ
Brigade S-6, IT/Communication & Computer Officer	C/MAJ
**Staff Sections	
Assistant S-1, Personnel	C/CPT
Administration NCOIC	C/MSG
Assistant S-2, Safety and Security	C/CPT
Safety and Security NCO	C/MSG
Assistant S-3, Training Officer	C/CPT
Brigade Operations/Training NCO	C/SGM
Assistant S-4, Supply Officer	C/CPT
Brigade Supply Sergeant	C/MSG
Assistant S-5, CP&MA Officer	C/CPT
CP&MA Support NCO	C/MSG
Assistant S-6, IT/C&C Officer	C/CPT
IT/Communication & Computer Support NCO	C/MSG
Brigade Headquarters Company	
HHC Commander	C/CPT
***HHC First Sergeant	C/1SG
***HHC Clerk/Guidon Bearer	C/SSG

*Authorized in brigades exceeding 1,000 Cadets.

**Optional, as determines by Brigade Commander and Brigade Advisor. Additional assistants may be assigned as needed for efficient management of workload in larger brigades.

***Optional.

A-4. Organizational Chart – TO 102-1.



A-5. **Table of Organization Number 102-3 (TO 102-3)**

HEADQUARTERS SECTION, CADET REGIMENT

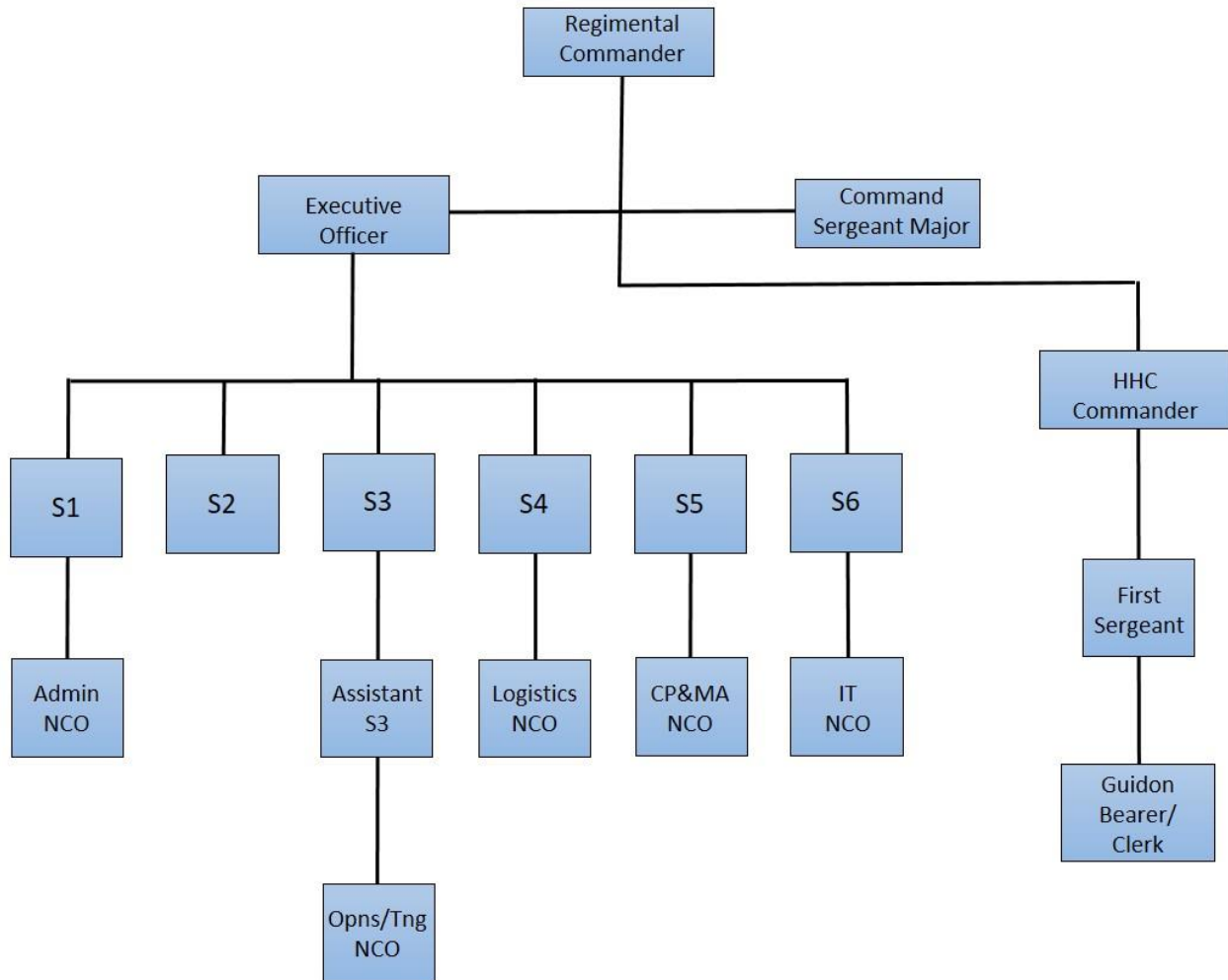
Regiments are geographically assigned where needed. Regiments are authorized where total strength exceeds 170 Cadets, and when specifically designated by XO, CACC. ***

<u>Element/Position</u>	<u>Authorized Grade</u>
Regimental Command Element	
Regimental Commander	C/LTC^
Executive Officer	C/MAJ
Regimental Command Sergeant Major	C/CSM
Regimental Primary Staff	
Regimental S-1, Adjutant	C/MAJ
Regimental S-2, Security & Safety Officer	C/MAJ
Regimental S-3, Operations/Training Officer	C/MAJ
Regimental S-4, Logistics/Supply Officer	C/MAJ
Regimental S-5, Civic, Public & Military Affairs Officer	C/MAJ
Regimental S-6, IT/Communications & Computer Officer	C/MAJ
Staff Sections	
Administration NCOIC	C/SGM
Assistant S-3, Training Officer	C/CPT
Operations/Training NCO	C/SGM
Logistics NCO	C/MSG
Civic, Public & Military Affairs Support NCO	C/SFC
IT/Communications & Computer Support NCO	C/SFC
Headquarters Company	
HHC Commander	C/CPT
HHC First Sergeant	C/1SG
HHC Clerk/Guidon Bearer	C/SSG

***Cadet Regiments may be authorized by HQ CACC when combined strength of 170 Cadets has **not** been reached. In such cases, this TO will be used as a guide for assignment of all personnel on an additional duty basis, without activation of a regimental headquarters as a separate unit.

^Summer Encampment Regimental Commanders may hold the rank of C/COL

A-6. Organizational Chart – TO 102-3.



A-7. **Table of Organization Number 102-3A** (TO 102-3A).

MILITARY INSTITUTE ORGANIZATION AUGMENTATION

Menu. Military Institutes may develop their own TO per para 4-3. In addition to the positions authorized in TO 102.3, military institutes with at least 170 Cadets may select extra staff positions from the menu below. Multiples of the same position are authorized (i.e. add 2 C/CPT Asst Regt S-1s). The number of total positions may not exceed those authorized in the appropriate paragraph, A-10.1 through A-10.3.

Position & Authorized Grades in Addition to TO 102-3

- Deputy Regimental Commander - C/LTC
- Regimental Honor Council Chair - C/MAJ, C/CPT, C/1LT, C/CSM, C/MSG, C/SFC
- Assistant Regimental S-1 - C/CPT, C/1LT
- Assistant Regimental S-2 - C/1LT
- Regimental Sergeant of the Guard - C/MSG, C/SFC
- Assistant Regimental S-3 - C/CPT, C/1LT
- Regimental S3 NCO - C/SGM, C/MSG, C/SFC, C/SSG
- Assistant Regimental S-4 - C/CPT, C/1LT
- Assistant Regimental S-4 - C/SFC
- Assistant Regimental S-5 - C/CPT, C/1LT
- Assistant Regimental S-5 NCO - C/SSG
- Assistant Regimental S-6 - C/CPT, C/1LT
- Assistant Regimental S-6 NCO - C/SSG
- Regimental S8 - C/MAJ, C/CPT, C/1LT
- Assistant Regimental S8 – C/CPT, C/1LT
- Regimental Band Commander - C/MAJ, C/CPT
- Regimental Band Senior Enlisted Advisor - C/SGM
- Regimental Band S1 - C/CPT
- Regimental Band S3 - C/CPT
- Regimental Band S4 - C/CPT
- Regimental Band S5 - C/CPT
- Regimental Band S1 NCO - C/MSG, C/SFC
- Regimental Band S2 NCO - C/MSG, C/SFC
- Regimental Band S3 NCO - C/MSG, CSFC
- Regimental Band Supply Sergeant - C/MSG, C/SFC
- Regimental Band CPM NCO - C/MSG, C/SFC

A-10.1. Military institutes with at least 170 but fewer than 500 Cadets may add the following number of staff positions (from the menu above) to their regimental structure.

C/MAJ	C/CPT	C/1LT	C/SGM	C/MSG	C/SFC	C/SSG
1	6	4	1	5	3	2

A-10.2. Military institutes with at least 500 but fewer than 1000 Cadets may add the following number of staff positions (from the menu above) to their regimental structure.

C/MAJ	C/CPT	C/1LT	C/SGM	C/MSG	C/SFC	C/SSG
2	12	7	2	11	5	4

A-10.3. Military institutes with at least 1000 Cadets may add the following number of staff positions (from the menu above) to their regimental structure.

C/LTC	C/MAJ	C/CPT	C/1LT	C/SGM	C/MSG	C/SFC	C/SSG
1	4	14	7	3	14	8	5

A-8. **Table of Organization Number 102-4 (TO 102-4).**

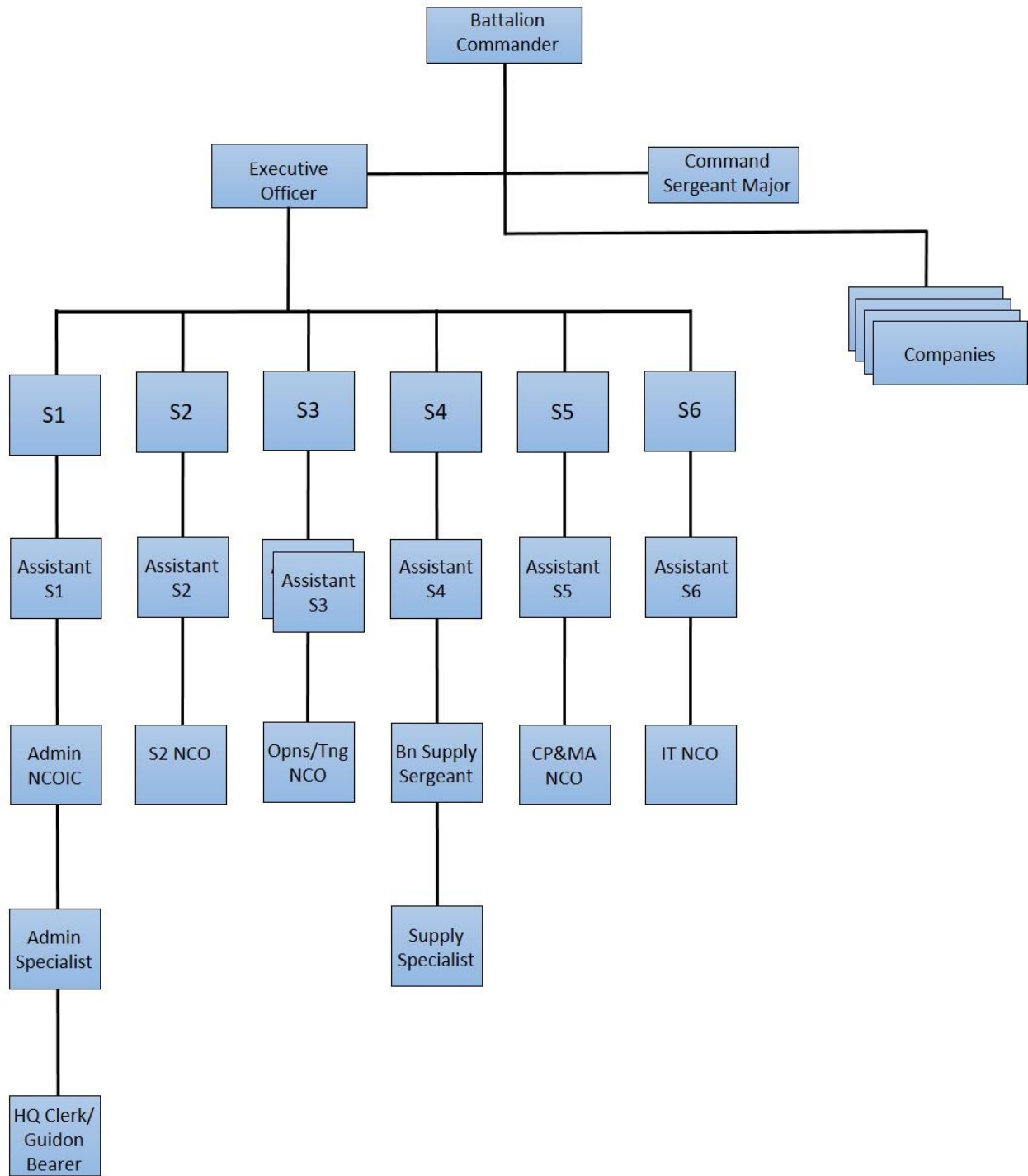
BATTALION HEADQUARTERS SECTION, CADET BATTALION

Battalion HQ are assigned to a school or within a brigade if large numbers justify an intermediate headquarters. A battalion is authorized where total Strength is at least 77 Cadets.)

<u>Element/Position</u>	<u>Authorized Grade</u>
Command Element	
Battalion Commander	C/LTC
Executive Officer	C/MAJ
Battalion Command Sergeant Major	C/CSM
Primary Staff	
Battalion S-1, Adjutant	C/CPT
Battalion S-2, Safety and Security Officer	C/1LT
Battalion S-3, Training Officer	C/CPT
Battalion S-4, Supply Officer	C/CPT
Battalion S-5, Civic, Public & Military Affairs Officer	C/CPT
Battalion S-6, Communications and Computers Officer	C/1LT
Staff Sections	
*Assistant S-1, Personnel Administration NCOIC	C/1LT
Administration Specialist	C/MSG
Headquarters Clerk/Guidon Bearer	C/SFC
	C/SSG
*Assistant S-2, Safety & Security	C/1LT
*Safety and Security NCO	C/SFC
Assistant S-3, Test & Evaluations	C/CPT
*Assistant S-3, Range Officer	C/1LT
Battalion Operations/Training NCO	C/SGM
*Assistant S-4, Assistant Supply Officer	C/1LT
Battalion Supply Sergeant	C/MSG
Supply Specialist	C/SFC
*Civic, Public & Military Affairs Support NCO	C/SFC
*Communication & Computer Support NCO	C/SFC

*Optional, as determined by Battalion Commander and Commandant of Cadets.

A-9. Organizational Chart – TO 102-4.



A-10. **Table of Organization Number 102-5** (TO 102-5).

COMPANY, PLATOON AND SQUAD ORGANIZATION

<u>Position</u>	<u>Authorized Grade</u>	<u>Number of Positions Authorized</u>
Company Commander	C/CPT	1
Executive Officer	C/1LT	1
**Administrative Officer	C/2LT	1
**Admin NCO	C/SSG	1
**Safety & Security Officer	C/2LT	1
**Training Officer	C/2LT	1
**Supply Officer	C/2LT	1
**Civic, Public & Military Relations Officer	C/2LT	1
**Communications/IT Officer	C/2LT	1
First Sergeant	C/1SG	1
*Supply Sergeant	C/SFC	1
Company Clerk/Guidon Bearer	C/SSG	1
*Armorer/Support NCO	C/SGT	1
Platoon Leader	C/2LT	1 for each platoon
Platoon Sergeant	C/MSG	1 for each platoon
Squad Leader	C/SSG	1 for each squad
Assistant Squad Leader	C/SGT	1 for each squad

**Optional. Only authorized for companies in schools with less than 77 Cadets and no battalion headquarters.

*Optional, as determined by Company Commander and Commandant of Cadets.

Squads consist of between 5 and 11 Cadets and one Squad Leader (Assistant Squad Leaders are considered part of the 5-11 Cadets).

Platoons consist of at least two squads and a platoon headquarters, and therefore consist of at least 14 Cadets.

Companies consist of at least two platoons, and a company headquarters with at least 4 Cadets, and therefore companies consist of at least 32 Cadets.

Since the California Cadet Corps is a leadership training program, ranks authorized for positions indicated in the Tables of Organizations are the maximum authorized and are not required for such an assignment. As an example, a Cadet lieutenant can be assigned any position from platoon leader to brigade commander. Cadets are not to be promoted to authorized TO billet ranks unless and until they have met all promotion requirements specified in CR 1-5.

APPENDIX B

PERSONNEL DUTIES AND RESPONSIBILITIES

1. Corps/Brigade/Regimental/Battalion/Company Command Element

a. Commander

- (1) Commands the unit
 - conducts unit formations
 - leads the unit in accomplishment of assigned missions/projects
 - prioritizes assigned missions of subordinate units
 - takes action to insure maintenance of high morale throughout the unit
 - determines scope of unit command inspection programs; conducts command inspections
- (2) Implements unit discipline policy and program
- (3) Provides instruction and counseling to subordinate commanders concerning command and leadership

b. Executive Officer

- (1) Is prepared to assume command of the unit in the absence of the Commander or Deputy Commander (if assigned)
- (2) Supervises staff operations and activities
 - provides instruction and counseling to assigned staff officers on scope of staff functions and effective staff communications
 - insures proper lateral staff coordination and communications are employed
 - designates appropriate staff section to conduct project planning or to coordinate actions of subordinate units during project planning and execution
 - makes recommendations to unit commander on staff officer appointment and retention
- (3) Coordinates command inspection program
- (4) Assists unit commander as required

c. Corps/Brigade/Regimental/Battalion Command Sergeant Major

- (1) Senior non-commissioned officer representative and advisor to the commander, especially in matters of training and discipline
- (2) Designs and implements unit NCO development programs
- (3) Responsible for day-to-day management of the headquarters office
- (4) Assists S-2 in proper implementation of the safety program
- (5) Administrative assistant to the unit commander as required
- (6) Manages accountability activities
- (7) Manages formations and ceremonies

2. Corps/Brigade/Regimental/Battalion/Company S-1 Section:

a. Adjutant

- (1) Performs duties of adjutant in formations
- (2) Authenticates orders and permanent orders

(3) Reviews for policy and format correspondence initiated by the unit headquarters and releases correspondence as directed by the commander

(4) Manages awards and decorations program

(5) Organizes and executes morale development/morale and religious/chaplain support activities

b. Personnel Services

(1) Supervises maintenance of personnel records

(2) Obtains from S-3 section the estimated personnel requirements to support brigade activities and takes action to fill requirement

(3) Receives, consolidates and prepares for submission to higher headquarters monthly strength and activities report

c. Administrative Services

(1) Prepares and publishes orders and permanent orders

(2) Prepares correspondence originating from command group and S-1; assists other staff sections in preparation of correspondence

(3) Responsible for reproduction of necessary materials to support the HQ

(4) Maintains headquarters functional filing system

d. S-1 Section Responsibilities

(1) Provides staff assistance visits to support subordinate units in maintenance of personnel and administrative records

(2) Conducts/participates in workshops on administrative/personnel management functions within the brigade

3. Corps/Brigade/Regimental/Battalion/Company S-2 Section:

a. Advise the commander on matters of security and safety

(1) Safety Services

- Perform risk assessments for field operations and events
- Develop and implement safety plans for Cadet Corps events
- Develop and implement medical service plans at events, including sick call procedures, medication management/administration protocols, and plans for treatment of minor and major injuries and illnesses at events
- Coordinate Cadet Corps personnel for school and community emergency response teams for natural disasters and other crises

(2) Security Services

- Develop and implement guard duty/Cadet patrol at Cadet Corps events
- Provide for security of Cadet Corps uniforms, supplies, and equipment and storage areas, training areas, ranges, and logistics equipment

4. Corps/Brigade/Regimental/Battalion/Company S-3 Section:

a. Operations Services

(1) Conducts planning/coordination necessary to implement unit competitive programs, field activities and leadership schools

(2) Produces necessary training resources (aids) for activities

(3) Drafts/produces training schedules for programs and activities

(4) Obtains use of training areas, facilities and ranges as required to support training activities

(5) Identifies support personnel requirements for activities

b. Training Services

- (1) Provides guidance to assigned units to implement State Curriculum
- (2) Provides guidance to assigned units for utilization of training resources
- (3) Plans, conducts training management seminars/workshops

c. S-3 Section Responsibilities

- (1) Coordinates with XO on schedule for command inspections of subordinate units

5. Corps/Brigade/Regimental/Battalion/Company S-4 Section:

a. Supply Services

- (1) Conducts periodic inventories of property
- (2) Requisitions, receives, and stores supplies issued to the organization
- (3) Prepares staff recommendations for unit commander regarding lateral transfer of supplies from one subordinate unit to another
- (4) Requisitions and stocks the awards necessary to implement the awards program
- (5) Maintains headquarters personnel individual clothing records (if not already maintained by the home unit)
- (6) Maintains unit property book stock records
- (7) Maintains Voucher File
- (8) Maintains Temporary Hand Receipts

b. Logistics Services

- (1) Plans, coordinates, and executes the logistics support necessary to support unit activities

c. S-4 Section Responsibilities

- (1) Makes staff assistance visits to subordinate units to give advice concerning supply records and inventorying
- (2) Conducts workshops for subordinate units in supply management

6. Corps/Brigade/Regimental/Battalion/Company S-5 Section:

a. Section Responsibilities

- (1) Prepares and releases (at order of commander) Press/Media Releases for activities
- (2) Invites distinguished guests/press to unit activities
- (3) Coordinates support of community service activities
- (4) Develops/maintains a listing of local press/media and other appropriate community contacts
- (5) Conducts community service program workshops and press/distinguished guest invitation workshops for subordinate units
- (6) Manages unit social media presence (Facebook, Twitter, Instagram, YouTube, etc)
- (7) Takes photos or videos of cadet operations and activities and maintains an archive for historical purposes

7. Corps/Brigade/Regimental/Battalion/Company S-6 Section:

a. Section Responsibilities

- (1) Advise the commander on Information Technology, Communication Electronics and Computers

(2) Develop and implement radio communication protocols, including radio issuance, turn-in, and maintenance

(3) Set up, maintain, trouble shoot, repair, transport and ensure the safety of computers and peripherals

(4) Serve as the staff “expert” on computer hardware, software, and peripherals

(5) Maintain the unit web site as appropriate

(6) Ensure security of data maintained on computers

(7) Maintain and manage other electronic equipment as appropriate/ required (copiers, FAX machines, camcorders, PDAs, etc.)

8. HHC Commander

a. Responsibilities

(1) Manage support personnel assigned to the commander to conduct training activities

(2) Strength accountability

(3) Unit morale

(4) Ensure Cadets assigned to specific support duties are fulfilling assigned duties

(5) Ensure Cadets assigned to the HHC have required billeting/meals

(6) Leads HHC in brigade formations

(7) Functions as staff planning officer in S-3 section during preparation/ planning for brigade activities

9. Cadet Company Executive Officer

a. Responsibilities

(1) Second in command; assumes command responsibilities in the Company Commander's absence

(2) Assigns tasks appropriately to company staff sections

(3) Supervises company awards program and promotes company honor unit point attainment

(4) Oversees accountability of Company Staff

(5) Ensures dates and timelines are met by the platoon leaders

(6) Responsible for the safety and risk assessment of all company events

(7) Performs all other duties as assigned by the company Commander

10. Cadet First Sergeant

a. Responsibilities

(1) Oversees Cadet welfare & safety

(2) Initiates company formations

(3) Maintains Cadet accountability at all times

(4) Ensures company timelines are kept

(5) Supervises NCO (Squad Leader, Platoon Sergeant) Support Channel and promotes proper use of military courtesy at all times

(6) Ensures Cadet compliance with appearance and grooming standards at all times

(7) Encourages Cadets to seek out promotional opportunities

(8) Trains company leaders on company level drill & ceremonies

11. Cadet Platoon Leader

a. Responsibilities

- (1) Oversees Cadet welfare & safety
- (2) Promotes mission accomplishment at the platoon level
- (3) Promotes Cadet knowledge attainment and mastery of basic Cadet knowledge
- (4) Receives tasks from company commander and assigns appropriately to platoon
- (5) Ensures all Cadets in the platoon comply with standards for appearance and conduct
- (6) Encourages Cadets in the platoon to seek out promotional opportunities
- (7) Promotes company attainment of maximum honor unit points

12. Cadet Platoon Sergeant

a. Responsibilities

- (1) Oversees Cadet welfare & safety
- (2) Maintains accountability of platoon
- (3) Assigns and oversees squad leaders; grades squad leaders on performance
- (4) Manages all tasks and guidance handed down from platoon leader, disseminates to squads and follows up
- (5) Promotes morale and esprit de corps within the platoon
- (6) Ensures all Cadets in the platoon comply with standards for appearance and conduct
- (7) Ensures proper use of military courtesy by Cadets
- (8) Encourages Cadets in the platoon to seek out promotional opportunities
- (9) Promotes company attainment of maximum honor unit points
- (10) Promotes Cadet knowledge attainment and mastery of basic Cadet knowledge
- (11) Trains platoon on platoon level drill & ceremonies

13. Cadet Squad Leader

a. Responsibilities

- (1) Oversees Cadet welfare & safety
- (2) Maintains accountability of squad
- (3) Conducts uniform inspections of squad members and reports uniform requirements up the chain of command
- (4) Reiterates school rules and company policies to squad
- (5) Ensures proper use of military courtesy by Cadets
- (6) Encourages Cadets in the squad to seek out promotional opportunities
- (7) Promotes company attainment of maximum honor unit points
- (8) Promotes morale and esprit de corps within the squad
- (9) Promotes Cadet knowledge attainment and mastery of basic Cadet knowledge
- (10) Trains squad in basic drill & ceremonies