



STATE OF CALIFORNIA – MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS
10 Sonoma Avenue Building 1301
Camp San Luis Obispo, California 93405



S: 30 June 2021

CACC-HQ-XO

1 November 2019

MEMORANDUM FOR All California Cadet Corps Commandants

SUBJECT: Memorandum of Instruction – Interim Appointment and Promotion Changes, Warrant Officer Migration, and Enlisted and Warrant Officer Professional Military Education

1. References.

- a. California Military and Veterans Code (MVC) sections 500 to 520.1 and 530.
- b. CR 1-4, Adult Member Personnel Management, dated 8 October 2016.

2. Applicability. The MOI applies to all adult members of the California Cadet Corps (CACC) and serves as the equivalent of a regulation change until a formal regulation change is published.

3. Enlisted Professional Military Education is changed as follows:

| PME Course Name¹ | Required For Promotion To |
|--|----------------------------------|
| Basic NCO Academy | SGT |
| Basic Commandant Training Academy ² or Commandant Leadership School ² | SSG |
| Specialty Training ^{3,4} | SFC |
| Advanced Commandant Training Academy | MSG |
| None | SGM |

1. Completion of the equivalent military PME course may be substituted.

2. Service in the CACC with terminal rank at C/2LT or above or completing the Senior ROTC Basic Course (or equivalent), completing the CAP Billy Mitchell Achievement, or achieving Eagle Scout will be considered equivalent.

3. Training credit is any certification recognized by the state government or by a state or national accrediting board or a certificate of achievement or above by an accredited educational institution.

4. Service as an instructor at the annual CACC encampment for 3 encampments will meet this criteria.

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4. Specialty Training for Enlisted PME will be evaluated for credit by the CACC Senior Enlisted Advisor. Specialty Training is intended to be specialization in areas that support the CACC mission or curriculum. It may include but is not limited to:

- a. Basic Emergency Medical Technician / Emergency Medical Responder
- b. First Aid Instructor
- c. Marksmanship certification
- d. High ropes course certification.
- e. Security+ or other IT certification.
- f. Police Academy graduate.
- g. Certified Nursing Assistant.
- h. Technical program resulting in awarding an academic Certificate.

5. Warrant Officer (WO) migration.

a. Warrant Officer appointments are limited to the following:

- (1) Prior military service WOs who wish to maintain their rank as a warrant officer.
- (2) Appointments as Special Projects Officers who have technical proficiency in the following and actively use their skillset in support of the CACC:

- (a) Human Resources technicians.
- (b) Public Affairs technicians.
- (c) Paralegals.
- (d) Law enforcement/security specialists.
- (e) Certified weapons training instructors.
- (f) Logistics management technicians.

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(g) Culinary specialists with formal certificates of achievement or associate degrees or experience running a dining facility with experience running 100 personnel on 6 occasions.

(h) Mobility (licensed air- or water-borne vehicle) operators.

(i) Network and information technology specialists.

(j) Licensed radio operators, either licensed at the general-class or above for amateur radio or as a marine radio operator or general radiotelephone radio operator.

(k) Basic and intermediate emergency medical technicians and paramedics.

(l) Any specialized program that awards a cadet badge or ribbon at the state level.

(m) Highly specialized curriculum instructors. Curriculum would need to be beyond the scope of the basic military subjects or general education requirements. This requirement is subject to the review of the Executive Officer.

(n) Other areas of technical expertise beyond the scope of the basic military subjects or general education requirements. This requirement is subject to the review of the Executive Officer.

b. Current Warrant Officers will have until 30 June 2021 to meet the requirements outlined above or they will be commissioned or reappointed with an enlisted rank if not reappointed sooner. Personnel not making an election will be reappointed at the highest grade they qualify for. Personnel may elect to be reappointed prior to the deadline. Personnel wishing to do so must submit a CACC Form 14 to S1, HQCACC for reappointment consideration. Otherwise, the Personnel and Unit Action Committee will convene on or about 30 June 2021 and make a determination for Warrant Officer conversion.

(1) Warrant Officers will be converted to the officer ranks if they do not otherwise qualify for retention as a Warrant Officer IAW with the below table.

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| Current Rank | CIVED | Prior Service | TIG | New Rank |
|--------------|-------------|---------------|------------|----------|
| WO1 | AA | No | <1 year | 2LT |
| WO1 | AA | Yes | <1 year | 1LT |
| WO1 | AA | Regardless | >1 year | 1LT |
| CW2 | AA | No | Regardless | 1LT |
| CW2 | AA | Yes | Regardless | CPT |
| CW2 | BA | No | <2 year | 1LT |
| CW2 | BA | No | >2 year | CPT |
| CW2 | BA | Yes | <2 year | 1LT |
| CW2 | BA | Yes | >2 year | CPT |
| CW3 | BA | No | <2 year | CPT |
| CW3 | BA | No | >2 year | MAJ |
| CW3 | MA or above | No | Regardless | CPT |
| CW3 | MA or above | Yes | Regardless | MAJ |

(2) Those personnel who do wish to be reappointed as a non-commissioned officer will be considered for reappointment IAW CR 1-4 table 3-1 on or before 30 June 2021.

6. Effective immediately, all Warrant Officer PME requirements are modified as follows:

| Promotion to | PME |
|--------------|--|
| WO1 to CW2 | Basic Commandant Training Academy or Commandant Leadership School |
| CW2 to CW3 | Basic Commandant Training Academy or Professional Development in their field |
| CW3 to CW4 | Advanced Commandant Training Academy |

7. Effective immediately, new appointments into the CACC considering appointment into the WO and commissioned officer ranks (who are non-prior service) will be appointed as an officer candidate with paygrade E-5 until the successful completion of BCTA or CLS.

8. Effective immediately, the XO, CACC may waive civilian education requirements for personnel who support the CACC at the state headquarters level. This waiver is only applicable to the following categories:

a. HQ Staff Primary may promote up to MAJ after completing one successful tour in that assignment without regard to CIVED so long as the appropriate MILED is complete.

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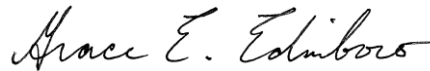
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b. HQ Staff (non-primary) may promote up to the rank of CPT after having completed one tour in that assignment without regard to CIVED so long as the appropriate MILED is complete.

c. Brigade Advisors may be promoted to the rank of CPT upon appointment to that assignment without regard to CIVED. In order to retain the rank they must complete a successful tour in that assignment and have the appropriate MILED for that rank.

d. Brigade Support Officers may be promoted to the rank of 1LT upon appointment to that assignment without regard to CIVED. In order to retain the rank they must complete a successful tour in that assignment and have the appropriate MILED for that rank.

9. Point of contact for this memorandum is the S1, LTC (CACC) Ivan Mendoza, at (818) 272-3238 or via email at ivan.mendoza@cacadets.org.



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