



REPLY TO
ATTENTION OF

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

CACC-10-S1

22 April 2017

MEMORANDUM FOR RECORD

SUBJECT: Field Grade Officer Promotion Standard Operating Procedure

1. The purpose of this memorandum is to explain the standard operating procedure for application as a Field Grade Officer in the California Cadet Corps
 - a. Fulfillment of requirements & submission of packet
 - b. PUAC & CAC convening
 - c. Procedures for denied packets
 - d. Executive officer approval & publication of orders
2. Field Grade Officer promotion requirements & application packet
 - a. Field Grade PTAs: Performance Task Assessments for Field Grade Officer ranks are as outlined in Appendix D of CR 1-5, to be performed at Commandant and Brigade Advisor discretion.
 - b. Promotion Board: Candidates appear before a promotion board convened by the Brigade Advisor, board members sign CACC Form 8-C to recommend the candidate for promotion. It is preferred that the board be completed through the Brigade Advisor. However, if there is a cadet involved with the 10th Corps staff that wishes to board over a drill weekend, they should email the 10th Corps S-3 to request a board prior to the drill weekend. This procedure would also be followed for a promotion with a conflict of interest, i.e., for a cadet who is closely related to the Brigade Advisor.
 - c. Preparation of field grade officer application packet: Candidates for field grade promotion must prepare a full packet IAW CR 1-5 including the following:
 - (1) a CACC Form 8-C with the signature of the school commandant and principal, the signatures of the recommending Brigade promotion board members, and the signature of the Brigade Advisor (signatures required upon completion of the promotion board)
 - (2) a current, "true copy" of the cadet's Service Record (Form 13)
 - (3) a certified copy of the cadet's transcript showing all high school courses and grades earned
 - (4) a certified copy of the cadet's discipline record (generally a printout from the school's computerized student information system)
 - (5) a certified copy of the cadet's attendance record from the most recent school year and the current year (if the package is submitted between 1 July and 31 December) or from the current school year if submitted between 1 January and 30 June

- (6) a COLOR photograph of the cadet in a complete, proper Class A uniform (at least from the waist up) which clearly shows all awards and decorations, the proper wear of the Class A coat, and the cadet's hair and face. No hat should be worn in the photograph
 - (7) a letter of recommendation from the cadet's Commandant if a cadet is promoted with any waiver outlined in paragraph 3-1 of CR 1-5
 - d. These components must be entirely complete, as stated, for the packet to be considered and reviewed. These standards will be inspected upon receipt by the 10th Corps S-1, who will report whether the packet is complete to the HQCACC S-1 prior to the convening of the Cadet Actions Committee. If the packet is not complete, it will not be reviewed by the committee until it is properly completed.
 - e. Submission of application packet: Once the packet has been fully prepared and all signatures acquired, the Brigade Advisor shall forward the packet to HQCACC, ATTN S-1, either by email to S1@cadet.org, or by mail to Headquarters California Cadet Corps, BLDG 1301, 10 Sonoma Avenue, Camp San Luis Obispo, California. Incomplete packages will be returned by the channel it was received for proper completion prior to the convening of the review board. Denied packages shall return by the channel through which they are received with a memorandum from the 10th Corps/HQCACC S-1, detailing the reason(s) for the package's denial.
- 3. Convening of the Personnel Unit Actions Committee & Cadet Actions Committee
 - a. Convening of Cadet Actions Committee: The 10th Corps S-1 shall convene the members of the Cadet Actions Committee to review the application packet first for completeness, then qualification. If the cadet does not meet all requirements as listed in CR 1-5, including PT, GPA, and time in grade (without a waiver), and proper recommendation (Commandant, Principal, Board, Brigade Advisor). The 10th Corps S-1 will then make a recommendation to the Personnel Unit Actions Committee through the HQCACC S-1. This committee shall meet as needed and no less than once per month, usually to coincide with 10th Corps/HQCACC Drill. The Cadet Actions committee shall be comprised of 10th Corps Staff members selected by the 10th Corps S-1. There shall be no less than 5 cadets on this committee, including the 10th Corps S-1 as the chair. There will usually be an odd number of members on the committee, to prevent a "tied" vote on a subject matter.
 - b. Convening of Personnel Unit Actions Committee: The HQCACC S-1 shall convene the members of the Personnel Unit Actions Committee to review the application packet and make a recommendation to the Executive Officer. This committee shall meet as needed and no less than once per month, usually to coincide with 10th Corps/HQCACC Drill. The Personnel Unit Actions shall be comprised of the XO, AXO, DXO, CSM, and HQCACC S-1.

4. Executive Officer approval & publication of orders
 - a. Executive Officer approval: Should the application packet be approved by both committees, it will then be presented to the Executive officer for approval and signature for CACC Form 8-C.
 - b. Publication of orders: Headquarters, California Cadet Corps will have 30 days to review the application for compliance with this regulation and publish orders promoting the cadet by order of the Adjutant General. The effective date of rank will generally be the date the cadet has met all the promotion criteria, i.e., met the minimum time in grade, completed the PTAs and passed the promotion board.
5. The POC for this memorandum is the undersigned at ryann.miller@cacadet.org.

RYANN MILLER
C/CPT, CACC
Corps S-1