



**STATE OF CALIFORNIA – MILITARY DEPARTMENT  
HEADQUARTERS, CALIFORNIA CADET CORPS**

10 Sonoma Avenue, Bldg. 1301  
Camp San Luis Obispo, California 93405



CACC-HQ-XO

04 December 2023

LETTER OF INSTRUCTION 010-2324-001

**California Cadet Corps incident reporting and Commander's Critical Information Requirements (CCIR)**

1. References:

- a. California Cadet Corps (CACC) Cadet Regulation 201, 20 September 2018.
- b. California Military Department Regulation (CMDR) 190-40, 4 February 2018.
- c. YCPTF Commander's Critical Information Requirements (CCIR) and Incident Reporting Memorandum from BG Peter Cross, 1 February 2023 and updated on 27 November 2023.

2. Purpose: To provide the leadership at CACC, HQS in a timely manner with the information required IOT provide proactive cadet protection guidance, respond appropriately to threats to cadet and CACC personnel safety and security, and to comply with direction for reporting from higher HQS.

3. The following are incidents that require an immediate call or text to the CACC Executive Officer and Full-time HQS OIC from any adult CACC member. Notifications can be by telephone or text message but must be acknowledged by the Executive Officer. A non-acknowledged CCIR is not considered properly reported without the Executive Officer's acknowledgement. Note that this list establishes a minimum; CACC adult members are encouraged to also notify when other incidents which they believe to be "serious" in nature, but are not otherwise listed, are also encountered.

- a. CCIR #1: Law enforcement, Fire Department, or Emergency Medical Services called (or a police report is otherwise taken) during any CACC event or activity.
- b. CCIR #2: Any member (adult or Cadet) participating in a CACC event or activity who is seriously ill or injured requiring outside medical intervention or hospitalization.
- c. CCIR #3: Anticipate media coverage of a CACC event or activity.
- d. CCIR #4: Any weapon or ammunition incidents; including, but not limited to, injuries, negligent or accidental discharges, loss or theft, threats or simulated acts of violence involving CACC weapons or members.
- e. CCIR #5: Any incident or allegation of sexual misconduct, harassment, or assault.
- f. CCIR #6: Any incident or allegation of professional boundary issues with adults and Cadets.
- g. CCIR #7: Any violation of CR 1-2 of the related LOIs on youth protection found on the CACC website.
- h. CCIR #8: Any instance where a local school district initiates a formal investigation into an incident involving CACC members (adults and/or Cadets).
- i. CCIR #9: Any activation or deployment of a CACC CERT team.
- j. CCIR #10: Death of any CACC member (adult or Cadet).
- k. CCIR #11: Any serious misconduct (IAW civilian or CACC codes of conduct) or arrest of a CACC adult member or other adult supporting a CACC event or activity (including CSG, SAD, CNG, or civilian).

CACC-HQ- XO

LETTER OF INSTRUCITON 010-2324-001

- l. CCIR #12: Any engagement with a General Officer, Elected/Legislative Official, Legal Representative, or member of the media.
  - m. CCIR #13: Any serious conflict with a partnered school district.
  - n. CCIR #14: Any incident or security-related interactions with SECFOR at CSLO or any military base or facility during a CACC activity, event, or visit.
  - o. CCIR #15: Any lost or missing Cadet.
  - p. CCIR: #16: Any CACC brigade-level activity or event which is cancelled during the event or with less than 48 hours' notice for any safety-related reason (including weather threats, flooding, security, etc.).
  - q. When in doubt, Report it!
4. HQS CACC will assist with notification of higher HQS as well as preparing Serious Incident Report (CNGR 190-40) as required.
5. POC for this LOI is the HQ CACC Inspector General LTC (CACC) Casandra Smith at [Casandra.Smith@cacadets.org](mailto:Casandra.Smith@cacadets.org) or (909) 553-8031.



MICHAEL J. SMITH  
COL, CACC  
Executive Officer