

CADET HANDBOOK



CALIFORNIA CADET CORPS

Grizzly Edition

2024

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INTRODUCTION

Welcome to the California Cadet Corps! We're a leadership program that uses the military as a model for what we do. Starting your leadership training now will give you a lot of chances to learn and grow while you're in school. Wear your uniform proudly and be sharp, and do as many Cadet activities as you can to be a better cadet and promote!

This small booklet contains the core knowledge of the Corps – all cadets should be familiar with what's in this little book. Once you know this information, there are many other things for you to learn; indeed, you will never stop learning! I encourage you to explore the details of Drill and Ceremonies, the cadet uniform and ranks, military courtesies, and other parts of our curriculum. You can stay a cadet through high school if you want to, either at a school-based unit or as a reserve cadet.

Information marked with an asterisk () in this manual is required knowledge (word for word) for Cadets. Information marked with an exclamation point (!) requires Cadet familiarization, but not memorization. Work at learning it and challenge other cadets to learn it too.*

Essayons!

Michael J. Smith
COL, CACC
Executive Officer

REPORTING PROCEDURES (!)

INDOORS:

Knock twice, and enter when told to do so

Halt two steps from the officer's desk. Salute.

Report: **Sir/Ma'am, Cadet Recruit Jones Reporting as Ordered** (using your rank and name). Stay at Attention unless told otherwise.

When you're done, go to Attention, Salute, execute About Face, and leave, closing the door if it was closed when you arrived.

OUTDOORS: Hat remains on. Halt three steps from the officer, salute and report. When complete, salute, execute About Face, and depart.

HISTORY OF THE CALIFORNIA CADET CORPS (*)

The California Cadet Corps was founded as the California High School Cadets as part of the California Military Department on **April 5, 1911 (*)** by the California State Legislature and **Brigadier General Edwin Alexander Forbes (*)**. Forbes is the **"Father" of the Cadet Corps (*)**. He was the Adjutant General of the State of California in 1911, and started the program to train officers for upcoming wars. In 1935, the name was changed to the California Cadet Corps.

After World War II, the mission of the CA Cadet Corps changed away from training cadets to be Army officers and toward teaching leadership skills.

The California Military and Veterans Code authorizes Cadet Corps programs in elementary schools through community colleges, but there are no longer any college level programs, and elementary schools programs are growing!

(*) The Cadet Corps motto is ESSAYONS, a French word that means **"Let us try"**. It means that we put out our best effort and stay with the job until it's done. You pronounce it this way: "Es-Ā-Yone"

MISSION OF THE CALIFORNIA CADET CORPS

The mission of the California Cadet Corps is to provide California schools and students with a quality educational and leadership program that prepares students for success in college and finding a job later in life.

OBJECTIVES OF THE CALIFORNIA CADET CORPS

The California Cadet Corps (CACC) is a school-based program presented with a military focus and provides growth and leadership chances for Cadets from the Elementary through High School levels and highlights six objectives:

- LEADERSHIP
- CITIZENSHIP
- PATRIOTISM
- ACADEMIC EXCELLENCE
- BASIC MILITARY KNOWLEDGE
- HEALTH, FITNESS, & WELLNESS

THE CADET HONOR CODE (*)

A cadet will not lie, cheat, steal, or tolerate those who do.

What is an honor code? These are rules on how to act. If cadets try their best to follow these rules, it builds trust among fellow cadets. It allows all cadets to be in a safe place and practice the skills you are learning with others in your unit. Also, you will know that we are learning with each other fairly and equally. The Cadet Corps is a place where you can be part of a TEAM, and work together doing something important and fun.

CORE VALUES (*)

What are Core Values? Core Values are the most important ideas we model as a corps. All CACC members are expected to show them. We put our Core Values above all others. Core Values help explain who we are as units and as individuals.

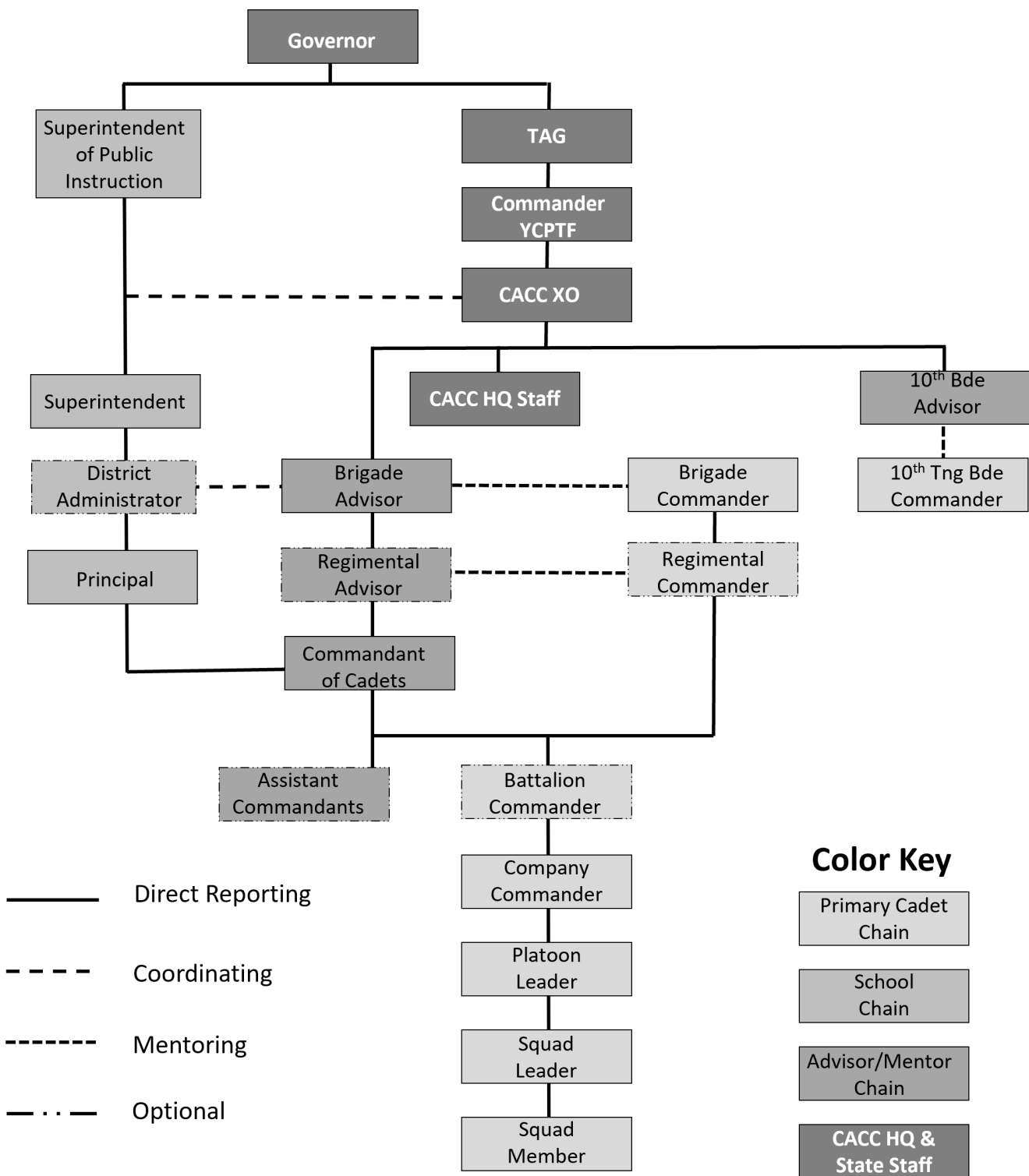
(*) The Core Values of the California Cadet Corps:

- **Selfless Service** (*You do things for other people and not just yourself*)
- **Integrity** (*You are honest at all times and people trust you*)
- **Respect** (*You show it by being polite and kind to everyone*)

They spell out “Sir” so you can remember them better.

SIR!

CALIFORNIA CADET CORPS CHAIN OF COMMAND



MY CHAIN OF COMMAND (*)

Fill in the ranks and names of the people in your chain (some may not apply):

Squad Leader: _____

Platoon Sergeant: _____

Platoon Leader: _____

Battalion Commander: _____

Brigade Commander: _____

Commandant: _____

Principal: _____

Brigade Advisor: _____

CACC Executive Officer: _____

Commander, Youth & Community Programs Task Force:

The Adjutant General: _____

The Governor: The Honorable _____

DEFINITION OF LEADERSHIP (*)

Leadership is a way to influence people with purpose, direction, and motivation to accomplish the mission.

PROMOTIONS

A good Cadet/Grizzly will work to get the highest rank that the unit allows. Promotion from Grizzly One (GZ1) through Grizzly Four (GZ4) is based on the standards that your Commandant has set for your unit. It is usually required to serve at each Grizzly rank for 6 weeks before being promoted to the next higher rank. Make sure you are aware of these standards; you must take responsibility for your own promotions.

While “ranking-up”, it is important to remain successful in your classroom work and all other school activities.

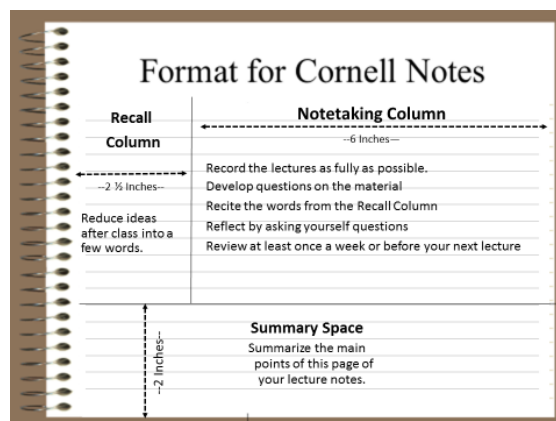
THE PLEDGE OF ALLEGIANCE

*“I pledge allegiance to the flag of the United States of America.
And to the republic, for which it stands, one nation, under God, indivisible, with liberty and justice for all.”*

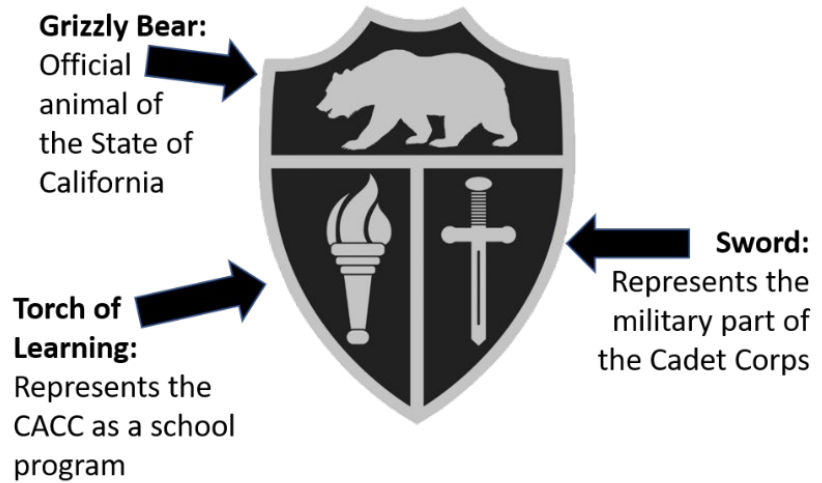
THE STAR-SPANGLED BANNER (*)

Oh, say, can you see, by the dawn’s early light,
What so proudly we hailed at the twilight’s last gleaming?
Whose broad stripes and bright stars, through the perilous fight
O’er the ramparts we watched, were so gallantly streaming.
And the rockets’ red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there.
Oh, say, does that Star-Spangled Banner yet wave
O’er the land of the free and the home of the brave?

CORNELL NOTES



SYMBOLS OF THE CACC (*):



THE CADET CODE

What is the Cadet Code? The Cadet Code consists of 10 values important to the California Cadet Corps. It comes from the U.S. Army Values (Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage). Cadets should live these out these in everything they do. Three of the values in the Cadet Code – Selfless Service, Integrity, and Respect, are the CACC’s **Core Values**.

- * Loyalty
- * Education
- * Ambition
- * Duty
- * Enthusiasm
- * Respect
- * Service
- * Healthy
- * Integrity (Trust)
- * Personal Courage

LEADERSHIP!

You should also know the definition of each word!

LOYALTY: Cadets are part of something bigger than themselves. Having loyalty and being a part of the Cadet Team means you can learn and share about being proud of the Corps.

EDUCATION: Cadets do their best at school, they follow school rules, and know the current events going on in their city, the State of California, the U.S. and the world. They learn as

much as they can about being a good cadet and they know the importance of high school graduation and attending college.

AMBITION: Cadets try to earn as many ribbons and as much rank as possible. They do their best to attain the highest cadet positions possible. They set high goals for themselves and make long-range plans for college and work that will make the world a better place.

DUTY: Cadets do their jobs. They can be counted on to get it done. They can be trusted and are hard-working. They take their jobs seriously by doing what their supposed to be doing. Do the right thing because it's the right thing to do. You owe loyalty to your family, school and other cadets, show them!

ENTHUSIASM: Cadets are excited about their jobs as students and as cadets. They share this with others, especially fellow cadets. Even jobs that seem boring are taken seriously and done right.

RESPECT: Cadets live the "Golden Rule" to treat others the way they would like to be treated. They are good sports on the athletic field, and appreciate differences of the many people in our society. They are friendly and have good manners.

SERVICE: Cadets give their time and talents to help others, especially the less well-off. They do it without thinking of themselves and with a good attitude. Cadets gladly participate in service to their schools and communities.

HEALTHY: Cadets do all they can to be healthy and fit. They get enough sleep, eat healthy food, and exercise. They also look out for their mental health.

INTEGRITY: Cadets do what is right, even when no one is looking. They set an example for others to follow. They do not lie, cheat, or steal, nor do they tolerate those who do. Cadets place a high value on honesty.

PERSONAL COURAGE: Cadets face danger with confidence. That does not mean they are not afraid; rather it means they face their fears and are able to be brave in all situations without breaking the Cadet Code. They know when to say "no" to something they know to be wrong.

RECOMMENDED SCHOOL YEAR ACTIVITIES

To get the most out of the Cadet Corps program, you should participate at the battalion (school), brigade, and corps (state) levels. Here are some of the best activities you should experience as a Cadet:

Parades:

Cadet units are to participate in local parades in honor of Veterans Day, Memorial Day, and any other celebrations held by the school or community. Parades are a time for cadets to show off their marching skills, uniforms, and their pride for their community.

Reviews:

When cadets in uniform parade or stand for inspection it is called a review. Cadet units are to plan at least three reviews during the school year. These reviews may include awards and promotions. Units should hold as many inspection formations as possible. Each one should focus on the wearing of the uniform, cadet knowledge, and student leader prep for an inspection.

Bivouacs:

Cadet units are asked to hold at least a one weekend bivouac (overnight camping trip). These should be planned and held on a brigade level, though sometimes battalions hold their own. Cadets will practice setting up a camp and train on military or adventure skills like map reading, survival, archery, confidence courses, etc. The bivouac should be open to all cadets. Elementary Schools can even camp at the school.

School and Community Service:

All units should work on a school or community service project. Many battalions have done service projects to help older people and others who need it. They have done cleanup, nature projects and many others. School and community service is a huge part of showing good citizenship.

Drill Competition:

The best examples of cadets working together as a team are drill competitions. Our program includes drill teams at squad and platoon level, with and without arms, and creative drill. Drill competitions are held at brigade level, with brigade winners advancing to the state in April each year. Drill teams also participate in school activities, parades, and other competitions. Grizzly level teams perform at the squad and platoon level without arms (rifles).

Community Emergency Response Team (CERT) Training:

Happening over three days, CERT Training gives certification to CERTs from schools all over the state, with training on first aid, disaster response, and community emergency response. 6th graders and above can form a team of 5 cadets.

Xtreme Team Challenge (XTC):

A competitive event held in October where cadets compete in subjects that challenge them physically, academically, and in leadership. This emphasizes working as a team, and is fun and challenging and exciting at the same time.

Individual Major Awards (IMA) Competition:

Cadets compete against one another on their knowledge of the Handbook and a few other CACC skills like Drill and Ceremonies. It is a chance to be named Outstanding Cadet. Grizzlies compete in their own category.

Brigade Staff:

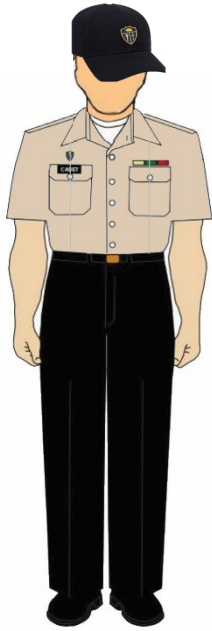
The California Cadet Corps has cadets in leadership roles. Once you're in middle school, you can be a leader in your unit plus help out on the Brigade Staff. Each battalion has a brigade where cadets serve in command and staff jobs that plan brigade activities for the battalions within the brigade. Most cadets on brigade staff also hold leadership positions at their battalion, but each case is different.

Summer Encampment:

Cadets should try to attend Summer Camp. This encampment is held in the summer after school is out. An encampment has a great program and lasts about a week. Summer Camp brings together cadets from all over the state to practice leadership and receive training.

The cadets at summer camp are put into a brigade with a Cadet Colonel in command. The 10th Training Brigade Headquarters does the planning and preparation for the encampment, and runs the activity. Cadets participate in adventure activities, and focus on leadership training, drill, and special skills like cyber, field skills, or public safety careers.

THE CADET CORPS UNIFORM (!)



Class B Uniform



PT Uniform



Class C Uniform

The uniforms worn by most cadets are the Class B, Class C, and PT Uniforms. These are explained in Cadet Regulation (CR) 1-8.

Hat for Class B and Class C is the baseball cap. But the uniform may be worn without headgear with permission of the Commandant. Footwear is black shoes for Class B, black or tan boots for Class C.

The Class B uniform is worn with a white T-Shirt. The Class C & PT uniforms are worn with a black t-shirt. The Class B shirt will have military creases (folds) front and back, and a crease down each sleeve. Buckle is worn with tip to the left.

Nameplate (white letters engraved on black plastic) is centered on right pocket flap between button and top of pocket. May be purchased at www.cadetstore.org. CACC DUI (Distinctive Unit Insignia) is centered over right pocket, 1/8 inch above the top of the pocket. Ribbons are worn centered on the top of the left pocket with the bottom row flush (very close) with the top of the pocket, 3 or 4 across if more than one row is worn.

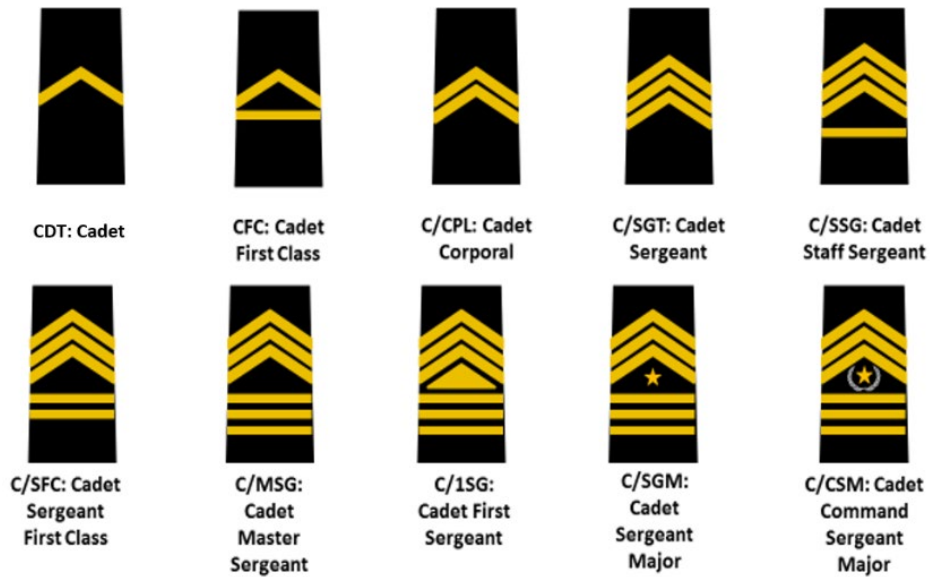
PT Uniform is authorized for year-round wear by all cadets. Any type of athletic shoe may be worn except those with places for separate toes. White or black socks will be worn. Socks must cover ankle bone.

CADET RANK INSIGNIA (*)

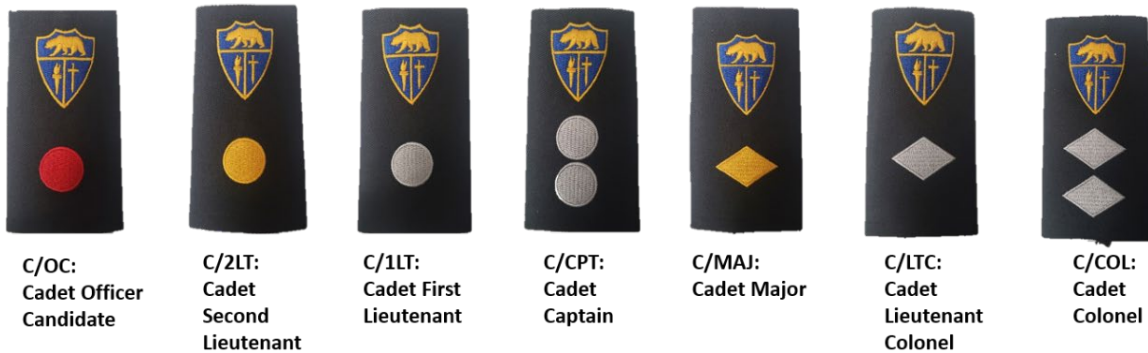
Grizzly Ranks: GZ1 through GZ4 (*)



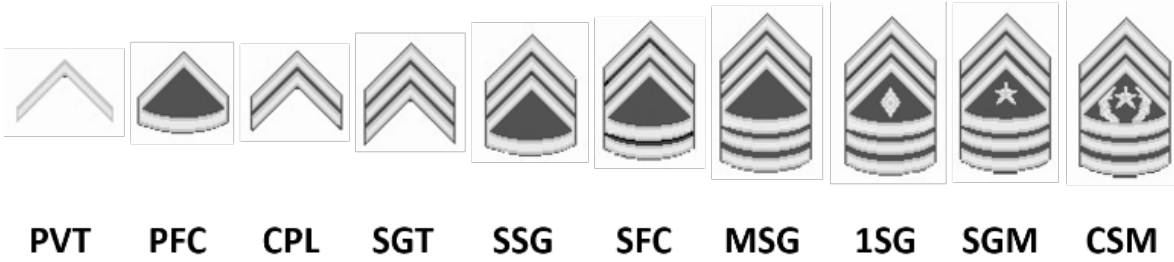
Cadet Enlisted Ranks (!)



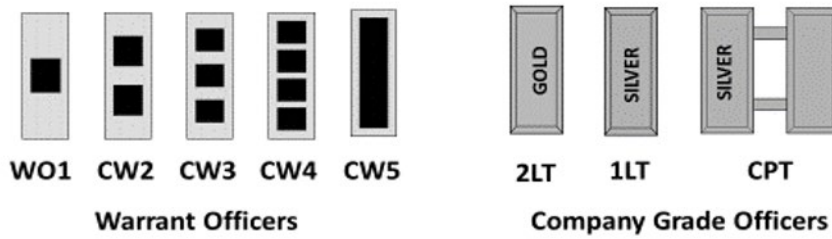
Cadet Officer & Officer Candidate Insignia (!)



ADULT CACC AND ARMY ENLISTED RANKS



ADULT CACC AND ARMY OFFICERS (!)



Major (MAJ)



Lieutenant Colonel (LTC)



Colonel (COL)

Field Grade Officers

General Officers



Brigadier General (BG)



General of the Army



Major General (MG)



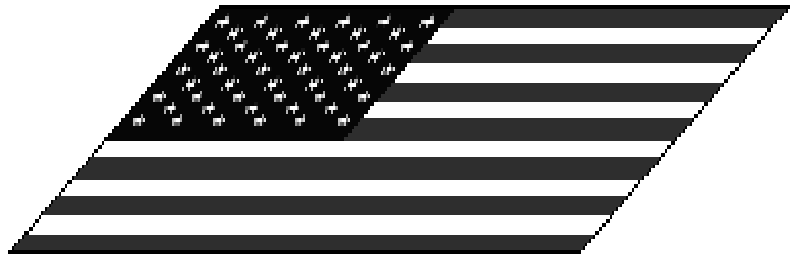
Lieutenant General (LTG)



General (GEN)

FOLDING THE FLAG (!)

1. To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.



2. Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.



3. Fold the flag **again** lengthwise with the blue field on the **outside**.



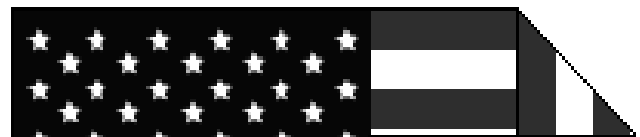
4. Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



5. Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



6. The triangular folding is continued until the entire length of the flag is folded in this manner.



7. When the flag is completely folded, only a triangular blue field of stars should be visible.



SOME FLAG RULES (!)

The U.S. flag must be lighted if flown at night

Always raise the U.S. flag quickly. Lower it slowly.

The U.S. Flag always leads in movement

- On the marching right (flag's own right)
- In front of the center of a line of flags

Saluting

- When a national flag is raised or lowered as part of a ceremony
- Passes by in a parade or in review
- The flag should be saluted 6 paces (steps) before and held until you or the flag has passed 6 paces

Display

- Always to the speaker's right. Left of audience.
- On wall or speaker's platform
 - Above and behind the speaker
 - Blue field should be in the upper left-hand corner as the audience faces the flag
- Center and at the highest point if displayed with a group of flags or the position of honor - flag's own right
- Half-staff (mast):
 - Hoisted (Raised) to peak (the top) for a moment and then lowered
 - Raise to peak before lowered for the day
 - Referred to as half-staff on land, half-mast at sea (on ships)

Important Don'ts:

- You should not fly the flag outdoors when the weather is bad because the wind and rain may damage the flag or the pole.
- You should never disrespect the U.S. flag. The U.S. flag should never be dipped (lowered) to any person or thing
- The flag should never be displayed with the union (blue part) down except as a signal of danger to life or property
- The flag should never touch anything below it - ground, floor, water, etc.
- Always allow the flag to fall free
- Never use the flag as clothing, bedspread, or curtain
- When the flag is in bad condition, it should be destroyed usually by burning

SALUTING (!)

- Face the person/flag you're saluting
- Your fingers are together, straight, and your thumb along the hand in line with the fingers, and not across your palm.
- Raise your flat right hand until the tip of your first finger touches the edge of your right eyebrow, or corner of glasses.
- When wearing headgear, the first finger touches the right front corner of the bill.
- Your hand, wrist, and forearm are straight, forming a straight line from your elbow to your fingertips. Your upper arm (elbow to shoulder) is horizontal to the ground.
- Hold salute until returned; dropping the salute, bring your hand directly down to your side, without slapping your leg or moving your hand out to the side.
- The lower ranking person salutes first and drops their salute last.
- Greet with a salute and the CACC Standard Greeting
 - Good Morning, Sir/Ma'am/Sergeant (until Noon)
 - Good Afternoon, Sir/Ma'am/Sergeant (after Noon)
 - Good Evening, Sir/Ma'am/Sergeant (after 5:00 pm)

CADET CORPS TABOOS

Taboos are things you should never do because it can make the Cadet Corps or yourself look bad, embarrass others, lower respect, and result in broken friendships. These taboos have been in the Cadet Corps for over one hundred years:

- Ø Never criticize the Cadet Corps or a leader in public or Social Media
- Ø Never go "over the heads" OR jump the chain of command.
- Ø Never offer excuses, unless asked to explain. If you don't know the answer to a question, you will never go wrong with the response, "Sir/Ma'am I do not know, but I'll find out.
- Ø Never "wear" a leader's rank by saying something like, "the first sergeant wants this done now," when in fact they said no such thing. Speak with your own voice.
- Ø Never turn and walk away to avoid giving the hand salute.
- Ø Never run indoors or pretend you don't hear (while driving, for example) to avoid standing reveille (raising flag) or retreat (lowering flag).
- Ø Never chew gum while in uniform
- Ø Never spread gossip or rumors
- Ø Never use profanity or curse words
- Ø Never walk or stand with your hands in your pockets

MILITARY (or 24-Hour) TIME

The military, and a lot of other people, use the 24-hour clock to be more precise when stating a time. It can be confusing if you say you're meeting someone at 8:00. Is that 8:00 am or 8:00 pm? The 24-hour clock does away with this confusion.

There are 24 hours in a day. Instead of starting over at Noon, the 24-hour clock continues numbering the afternoon and evening hours, from 1300 to 2400. To remember the afternoon/evening times, just add 12 to the "pm" time. 2:00 plus 12 = 1400. Or subtract 12 from a 24-hour time. 1900 - 12 = 0700 (7:00 pm).

You don't use a colon (:) in military time – notice how it looks a little different. You also say the whole number; if it starts with 0, you say the zero.

0100 is stated as Zero One Hundred
1415 is stated as Fourteen Fifteen
2130 is stated as Twenty One Thirty

Practice by stating these times: 0400. 0530. 1000. 2325.

Sometimes you'll say "hours" after the time. So 0100 is Zero One Hundred Hours. That's more common in the time that end in 00. If you have minutes on them (0515), you're less likely to say Zero Five Fifteen Hours, it's just Zero Five Fifteen.

Military Time Chart

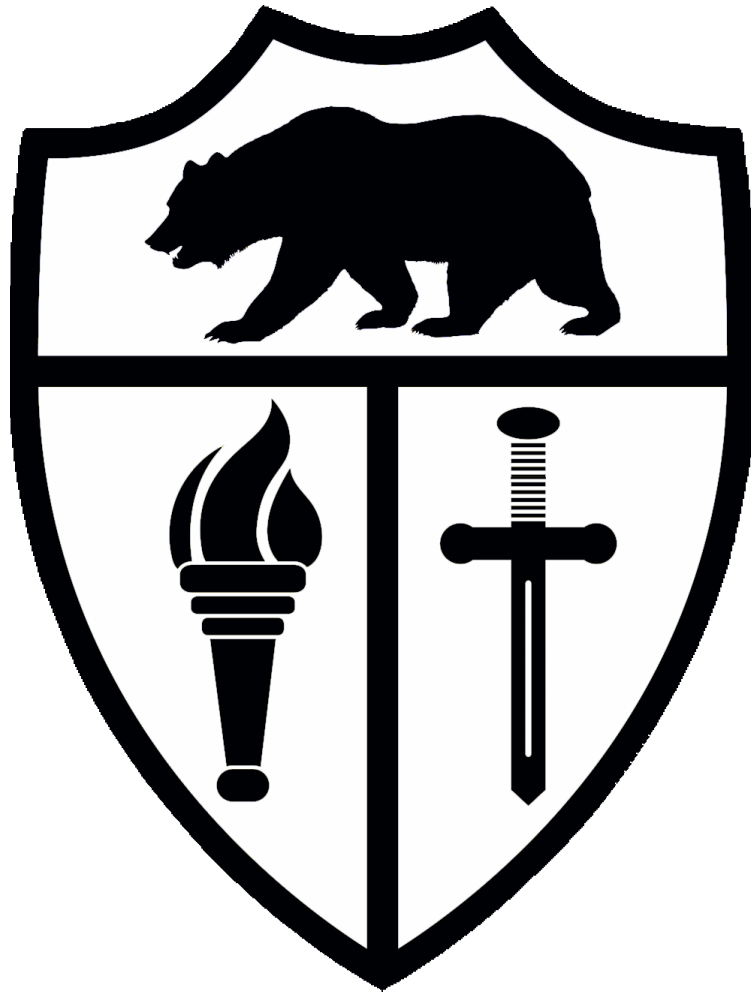
Regular Time	Military Time	Regular Time	Military Time
Midnight	0000	Noon	1200
1:00 am	0100	1:00 pm	1300
2:00 am	0200	2:00 pm	1400
3:00 am	0300	3:00 pm	1500
4:00 am	0400	4:00 pm	1600
5:00 am	0500	5:00 pm	1700
6:00 am	0600	6:00 pm	1800
7:00 am	0700	7:00 pm	1900
8:00 am	0800	8:00 pm	2000
9:00 am	0900	9:00 pm	2100
10:00 am	1000	10:00 pm	2200
11:00 am	1100	11:00 pm	2300

PHONETIC ALPHABET (*)

A	B	C	D	E	F	G	H
ALPHA	BRAVO	CHARLIE	DELTA	ECHO	FOXTROT	GOLF	HOTEL
I	J	K	L	M	N	O	P
INDIA	JULIET	KILO	LIMA	MIKE	NOVEMBER	OSCAR	PAPA
Q	R	S	T	U	V	W	X
QUEBEC	ROMEO	SIERRA	TANGO	UNIFORM	VICTOR	WHISKEY	XRAY
Y	Z						
YANKEE	ZULU						

We use the Phonetic Alphabet to clearly say letters. This is often necessary when talking on a radio, when the static makes you try to be very clear. We use the phonetic letters for lots of other things in the military too – single letters are often pronounced phonetically in the military. Like "Alpha Company". Police and other organizations do this too. Some use this phonetic alphabet, and others have their own, which are similar (Able, Baker, Charlie, Dog, etc.). Learn each letter so you can spell phonetically!

CADET'S NAME: _____



CALIFORNIA CADET CORPS

CACC Website: www.cacadets.org

Cadet Store Website: www.cadetstore.org