

Annual Summer Encampment

State of California-Military Department
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UNCLASSIFIED

SUMMARY OF CHANGE

CR 3-3

Annual Summer Encampment

- * This is a major update to the regulation published 20 JAN 2013.
- * Medical Support has been added to Chapter 2.
- * Chapter 3 has been updated to include the current courses provided at CACC encampments, and prerequisites.
- * Chapter 4 has been updated to refer back to CR 3-22, and to include cadet leadership positions down to Squad Leader
- * The application process changes a little every year. Chapter 5 has been updated to reflect current trends and processes being used or implemented.
- * A paragraph on reasonable accommodation for cadets with IEP or 504 Plans is included (para 5-3)
- * Payment information has been updated to include credit card payments and the requirement to coordinate before sending in checks or money orders.
- * Scholarships are available for cadets with financial need. The process is outlined in Chapter 5.
- * Summer Encampment Forms have been rescinded. The application process is now on line.
- * Instructions on the application process have been added in Appendix A.

Effective 20 January 2019

Annual Summer Encampment

DAVID S. BALDWIN
Major General
The Adjutant General

Official:



GRACE E. EDINBORO
Colonel, CACC
Executive Officer

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, 10 Sonoma Ave, Camp San Luis Obispo, CA.

History. This regulation is a major update of the previous regulation dated 20 JAN 2013.

Summary. This regulation provides guidance for the conduct of an annual summer encampment program within the California Cadet Corps (CACC).

Applicability. This regulation applies to all schools currently maintaining membership in the 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

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.

This regulation provides general guidance on the organization and operation of the annual California Cadet Corps summer encampment. This regulation will be supplemented by circulars, Standard Operating Procedures (SOP's), and Letters of Instruction. (LOI's) to provide specific guidance based upon the adopted yearly training plan.

1-2. Objectives of Summer Encampments.

The objectives of the annual summer encampment are as follows:

- A. Provide all cadets with the opportunity to apply subjects learned during the school year to realistic field conditions and learn other subjects which can only be taught during an extended period of instruction.
- B. Provide advanced cadets with an opportunity to develop their leadership skills and abilities by assuming leadership responsibilities not afforded at the unit level.
- C. Provide advanced cadets with an opportunity to develop and demonstrate their instruction skills by presenting and assisting with instruction during the encampment period.
- D. Provide outdoor education experiences for participating cadets.
- E. Provide those cadets aspiring to be cadet officers the opportunities to learn and practice the skills required of a cadet company grade officer.
- F. Provide cadets aspiring to be non- commissioned officers with the skills and knowledge necessary for them to assume roles as squad leaders, platoon sergeants, first sergeants and sergeants major.
- G. Provide cadets with specialized, skill-based training in subjects that round out their cadet training and provide a hands-on experience in a subject area related to the CACC curriculum.
- H. Provide cadets with the opportunity to experience life on a military installation and the critical role the National Guard plays in our society.
- I. Emphasize by example that safety should be a paramount consideration in all CACC activities.
- J. Provide a learning environment that fosters individual experience and growth through teamwork with cadets from diverse backgrounds.
- K. Provide opportunities for cadets to earn promotions in an intensive, condensed training period.
- L. Provide senior cadets with an intensive leadership laboratory to plan and implement a large-scale activity, experience and learn from success and failure, and interact with adult experts and peers in the planning, implementation, and evaluation of the encampment.

1-3. Funding.

To the extent practical, given fiscal constraints, the California Military Department and CACC Executive Officer will prioritize the conduct of summer encampment within the annual cadet corps budget.

1-4. Annual Circular. The annual circular or warning order will establish cadet fees, set the calendar and location for the event, identify application deadlines, list items to be brought to encampment as well as disallowed items, and identify the units to be offered with their prerequisites.

CHAPTER 2

Support Responsibilities and Training.

2-1. Support Elements. The effective conduct of the encampment requires the support of the Military Department, the California National Guard, school districts and commandant personnel. Specific responsibilities include:

- A. Headquarters California Cadet Corps will
 - 1) provide necessary liaison and command support
 - 2) develop and implement encampment SOP's
 - 3) plan for food service, transportation, billeting, and instructor support
 - 4) provide training aids, equipment, and supplies
 - 5) provide necessary uniforms
 - 6) provide adult staff to mentor senior cadet leaders in the encampment planning process

- B. The California National Guard will
 - 1) provide necessary quarters, administrative, supply, training, and recreational facilities
 - 2) provide medical support
 - 3) provide chaplain support
 - 4) provide necessary food service support
 - 5) provide necessary instructional support
 - 6) provide necessary legal support
 - 7) provide other support as coordinated by HQS, CACC (i.e. communications, transportation, logistics)

- C. School districts will
 - 1) provide contract transportation as arranged by HQ, CACC
 - 2) cooperate with efforts to garner state and federal reimbursement for food services, transportation, instructional services through such programs as the Summer Food Service grant program, Supplemental Educational Services grant program, Title 1 and Title 3.

- D. Commandant personnel will
 - 1) recruit cadets to participate in the encampment program
 - 2) serve as instructors and supervisors providing training, assessment, and counseling services during summer encampment

2-2. Medical Support.

A. The CA Cadet Corps will have adult and cadet medics on site to assess medical needs and provide simple medical care (blister control, sick call, etc.).

B. When cadets need medical treatment, they will be taken to a local emergency room or urgent care center at the parent's expense.

C. Parents will be notified of any medical situation that requires medical care.

2-3. Training Factors.

A. A central planning factor for encampment should be that instruction should emphasize knowledge and skills not easily taught at the school site. Minimal classroom or lecture style training should take place. Maximum use of the outdoor environment and "hands on" training is critical.

B. Cadets assigned to training units will participate in all scheduled training. Detailed training plans will be published each spring.

C. Instruction must be well planned in advance and must be of the highest caliber. Cadet instructors should be used whenever possible, and they must be exceptionally well prepared.

D. Safety must be the highest priority in planning and implementing summer encampment activities. Effective risk management planning must take place at the brigade, regiment, and company level and safety plans must be effectively implemented.

E. When planning activities for an extended period of training time, attention must be paid to the four leadership indicators of morale, proficiency, discipline, and esprit de corps. Training plans should include specific efforts to build each indicator.

F. Specific learning objectives outlined in Chapter 3 to this regulation will be used in planning unit training activities. Achieving those objectives is of paramount importance once cadet safety has been ensured.

G. The 10th Corps augmented by cadets appointed to specific senior leadership positions for the summer encampment will conduct a thorough planning process following the steps in CR 3-14.

CHAPTER 3

Courses Offered

3-1. Encampments.

The Executive Officer (XO), HQ Staff, and 10th Corps Commander and Staff will determine the type of training, dates, and location for the summer encampment program each year. The XO has complete flexibility to implement the best options for quality cadet training based on the resources available. Resources to be considered are facilities, instructors, equipment, and time. Nothing about the summer encampment training program is set in stone, but the program for the year must be decided upon and outlined early enough that the HQs and 10th Corps Staffs and school Commandants have enough time to conduct adequate planning and preparation. As conditions change and coordinated resources become unavailable, the HQ and 10th Corps Staffs will conduct planning to determine the best options to carry out the encampment program.

3-2. Training Levels

A. Basic Training consists of the following:

1. Bear, Sword, & Torch (BST): training for first-time cadets
2. Non-Commissioned Officer Academy (NCOA)
3. Officer Candidate School (OCS)

B. Advanced Training consists of skill-based units that focus on a single overarching subject throughout the encampment training process. Ideally, successful completion of an advanced encampment training curriculum will result in the award of a qualification or badge that certifies the cadet as trained and tested to a level of certification. Skills that may be taught in an advanced training program are listed below, but are not limited to these programs. HQ, CACC will continually assess the training presented, the benefit the training is giving the cadets who participate, and the benefit to their home units. HQ CACC will determine which units will be offered based on these benefits, availability of instructors, training cost, and facilities available. Every effort will be made to present a variety of training to cadets that enhance their leadership experience in the California Cadet Corps. Some training units may not be offered annually, but will be offered biannually or sporadically as determined by HQ CACC. Training possibilities offered as of the date of this regulation consists of:

1. Culinary
2. Cyber
3. Drill and Ceremonies
4. Drill Instructor and Senior Drill Instructor
5. Field Skills
6. Law Enforcement
7. Marksmanship
8. Medic
9. Mountaineering Search and Rescue
10. Public Safety Introduction
11. Survival and Advanced Survival

3-3. Basic Training

A. BST

1. Prerequisites. There are no prerequisites to attend BST training other than Commandant approval.
2. Goals. The goals of BST are to provide a training experience that establishes a foundation for future leadership training in the CACC program, both at school and future summer encampment training venues. The cadet Battalion Commander will establish specific goals aligned with the goals of the 10th Corps Commander. Primary among these should be the development of unit pride and esprit de corps, motivation in being a cadet, and discipline commensurate to the encampment experience.
3. Training events in BST may include (but are not limited to) drill, PT, barracks maintenance and inspections, CACC Knowledge, bivouac, adventure training such as the Obstacle Course, Alpine Tower, Climbing Wall, Leadership Reaction Course (LRC), Compass Course, Map Reading, Engagement Skills Trainer (EST), etc.
4. BST training will include the tasks from Performance Task Assessments (PAT) in CR 1-5 from Cadet through Cadet Corporal. Cadets will be given opportunities to test out on PSTs and achieve promotions through C/CPL without regard to normal time-in-grade requirements. Promotions of cadets in BST are based on the recommendation of the cadet and adult leadership cadre, their current rank, and their performance as a cadet during the summer encampment. Promotions are subject to the cadet's Commandant approval upon returning to school.

B. NCOA

1. Prerequisites.
 - a) Commandant approval. Only cadets who have shown the potential for advancement in the next school year to NCO positions in their school chain of command should attend NCOA. Cadets who have participated in the program for a couple semesters but who have not yet shown leadership potential should attend BST before attending NCOA. Outstanding cadets who have achieved a junior leadership role in their battalion may attend NCOA. Rank held is not as important as attitude and leadership potential.
 - b) Cadets attending NCOA should be CFC prior to starting the course, but this may be waived by the Chief Instructor. Cadets may only be promoted at the summer encampment, with the recommendation of the NCOA Cadre, using the following table:
 - c) Hold or be eligible for a cadet NCO billet (position as authorized in CR 3-22)
 - d) Have passed the Cadet Fitness Test within the past three school months prior to application.
 - e) Have at least a 2.0 GPA on a four-point scale
 - f) Have demonstrated acceptable citizenship and attendance as verified by the commandant

Table 3.1: Promotions Authorized Within NCOA

Cadet	C/CPL
CFC	C/CPL
C/CPL	C/SGT
C/SGT	C/SSG
C/SSG	Any NCO Rank

2. Goals. The goals of the NCOA will be determined by the cadet and adult cadre each year. The basic premise is that participating cadets receive training necessary to earn promotion to the ranks of C/SGT and above, and in the courses outlined in CR 3-1, chapter 3.

3. Upon successful completion of the NCOA experience, and with the concurrence of the cadet's commandant (approval is given by approving attendance at NCOA), the cadet will be promoted to an appropriate NCO rank in accordance with the Table 3.1, without regard to time in grade requirements in CR 1-5, provided they meet ALL other requirements for necessary knowledge and skill.

4. Emphasis during NCOA training will be on the practical application of knowledge and skills required of a cadet NCO. In addition, participating cadets will normally have the opportunity to

- a) participate in an overnight bivouac
- b) gain extensive practice at and leading company, platoon, squad, and individual drill
- c) experience various physical fitness activities including team sports and leading those activities
- d) learn and practice basic and intermediate level orienteering, land navigation, and map reading
- e) apply knowledge & skills in personal hygiene, accident prevention, field sanitation, & first aid
- f) apply principles of ecology and conservation
- g) practice squad, platoon and/or company level leadership
- h) practice effective techniques of instruction.
- i) perform in team and squad leadership situations in the LRC

C. OCS

1. Prerequisites.

- a) Participants must have attained at least the rank of C/SSG
- b) hold or be eligible for a cadet officer "billet" (position as authorized in CR 3-22)
- c) have passed the Cadet Fitness Test within the past three school months prior to application
- d) have at least a 2.0 GPA on a four-point scale
- e) have demonstrated acceptable citizenship and attendance as verified by the commandant
- f) have proven to their commandant that they have necessary potential to become a cadet company grade officer.

2. Goals. The goals of OCS are that participating cadets receive training necessary to earn promotion to the rank of C/2LT.

3. Upon successful completion of the OCS experience, including successfully passing the C/2LT exam, and with the concurrence of the cadet's commandant (approval is given by approving attendance at OCS), the cadet will be commissioned or appointed without regard to time in grade requirements in CR 1-5.

4. The C/2LT Exam may be given twice during OCS, with no less than 12 hours between the tests. The test will NOT be used as a pre-test, but cadets who fail it on the first try will be given a second opportunity to take the exam.

5. Emphasis during OCS training will be on the practical application of knowledge and skills required of a cadet company grade officer and the courses outlined in CR 3-1 chapter 4. In addition, participating cadets will normally have the opportunity to

- a) participate in an overnight bivouac
- b) gain extensive practice at, and in leading company, platoon, squad level and individual drill
- c) experience various physical fitness activities including team sports and leading those activities.
- d) learn and practice basic and advanced orienteering, land navigation, and map reading
- e) apply knowledge & skills in personal hygiene, accident prevention, field sanitation, & first aid

3-4. Advanced Training

A. Cadet Culinary Training Unit (CCTU)

1. Prerequisites. Attendance at BST, NCOA, or OCS course at a summer encampment
2. Goals. Participants earn their Food Handler Certification, demonstrate basic cooking skills in a home and institutional environment, and gain experience in running a dining facility. Cadets will participate in a cook-off activity to test their new skills.
3. Emphasis during Culinary training will be on successful mastery of the following skills:
 - a) Food Handler Certification
 - b) Basic cooking skills (boiling, stir-fry, chopping, cutting, sifting, measuring, etc.)
 - c) Cooking meat, poultry, pasta, eggs, vegetables, soups
 - d) Desserts
 - e) Cooking for large numbers
 - f) Running a Dining Facility
 - g) Cooking in the Field
 - h) Sanitation
4. Cadets will learn how to cook while running a Dining Facility for fellow cadets.

B. Cadet Drill Instructor Course (CDIC).

1. Prerequisites.
 - a. Attendance at BST, NCOA, or OCS course at a summer encampment
 - b. Minimum grade level: completed 8th grade
 - c. Pass drill performance test upon arrival at course
2. Goals. Participating cadets will develop a deep understanding of TC 3-21.5 and the Cadet Corps Drill Curriculum, including detail about individual drill movements and methods of drill instruction. They will develop the attitude and confidence to be a Cadet Drill Instructor.
3. Successful participants will earn the Cadet Drill Instructor Badge.
4. Cadets who have earned the Cadet Drill Instructor Badge may apply to return, with approval of the Chief Instructor, as a Senior Drill Instructor candidate. They will assist in teaching the Cadet Drill Instructor Course and the Drill & Ceremonies Course, and refine their skills as Cadet Drill Instructors. Successful Senior Drill Instructor candidates will earn the authority to wear the drill instructor hat with their CACC uniform.

C. Cyber Training Unit (CTU)

1. Prerequisites. Attendance at BST, NCOA, or OCS course at a summer encampment
2. Goals. Participants learn defensive cyber skills through the application of offensive cyber techniques.
3. Upon successful completion of the Cyber Training program, the cadet will earn the Cadet Cyber Badge.

4. Emphasis during Cyber training will be on networks, cabling, virtual machine software, computer security and vulnerability. Participants may participate in a cyber exercise.

D. Drill & Ceremonies Course (D&C).

1. Prerequisites. Attendance at BST, NCOA, or OCS course at a summer encampment
2. Goals. Participants develop a solid foundation in drill and ceremonies, practicing individual, squad, and platoon drill, the manual of arms with a mock rifle, and color guard drill.
3. Emphasis in D&C training is on perfecting the many details and nuances of drill, developing teamwork and drilling as a unit. D&C is the second step on the ladder toward becoming a Cadet Drill Instructor (the first being drill in BST and home unit).

E. Field Skills Unit (FSU).

1. Prerequisites. Attendance at BST, NCOA, or OCS course at a summer encampment
2. Goals. Participating cadets will practice a wide range of field skills, which will make them comfortable living in a field environment: bivouacking, field hygiene, field feeding, and field training such as the subjects listed in CR 3-2 chapter 2.
3. Cadets who successfully complete the training receive the Bivouac Ribbon with E Device.

F. Law Enforcement Unit (LEU).

1. Prerequisites.
 - a. Attendance at BST, NCOA, or OCS course at a summer encampment
 - b. Minimum grade level: completed 8th grade
2. Goals. Participants receive an orientation to many aspects of the law enforcement career field. Successful graduates earn the Cadet Law Enforcement Badge.
3. Events include training such as: Arrest & Search, Rights, Forensics, Fingerprinting, Traffic Control, Breathalyzer, Scenario Training, Ride Along Patrols, Coast Guard Boat Patrol, Mounted HMMWV Patrol, and tactical warehouse simulation.

G. Marksmanship Training Unit (MTU).

1. Prerequisites.
 - a. Attendance at BST, NCOA, or OCS course at a summer encampment
 - b. Minimum grade level: completed 8th grade
 - c. Minimum rank: C/CPL
 - d. Have demonstrated acceptable citizenship and attendance as verified by the Commandant
2. Goals. Participants receive training necessary to earn qualification in three distinct weapons systems - the .177 cal air rifle, the .22 cal smallbore rifle, and the US Army EST 2000 simulator with the M4 or similar rifle.

3. Upon successful completion of the MTU experience, the cadet will earn marksmanship qualification badges appropriate to the levels at which the cadet scored.

4. Emphasis during MTU training will be on field application of marksmanship principles including

- 1) proper range layout and design
- 2) planning of unit marksmanship programs
- 3) sight picture
- 4) compensating for environmental conditions
- 5) physiological considerations in shooting
- 6) range safety
- 7) running a range
- 8) weapon nomenclature, design, and care.

5. When circumstances permit, MTU training may include the California Hunter Education Course. Upon proper certification by a certified Department of Fish and Game Hunter Education Instructor, the Hunter Safety Certification ribbon will be awarded.

H. Medic Training Unit (MED)

1. Prerequisites.

- a. Attendance at BST, NCOA, or OCS course at a summer encampment
- b. Minimum grade level: completed 9th grade
- c. Minimum rank: C/CPL
- d. Have demonstrated acceptable citizenship and attendance as verified by the Commandant
- f. Have at least a 2.5 GPA on a four-point scale
- g. Have proven to their commandant that they have necessary potential to succeed in this academically and psychologically demanding course.
- h. Complete one or more online FEMA ICS courses as described in the annual circular

2. Goals. The goals of MED are that participating cadets receive training necessary to earn the Cadet Medic qualification badge by completing certified adult and pediatric advanced first aid, CPR/AED, Communicable disease, and oxygen administration training (e.g. American Safety and Health Institute, American Red Cross, American Heart Association, or equivalent).

3. Upon successful completion of the MED training, the cadet will earn the Cadet Medic Badge.

4. Emphasis during MED training will be on the attainment and demonstrated practical application of knowledge and skills required by the verifying organization.

I. Mountaineering Search & Rescue Training Unit (MTN)

1. Prerequisites.

- a. Attendance at BST, NCOA, or OCS course at a summer encampment
- b. Minimum grade level: completed 9th grade
- c. Minimum rank: C/CPL
- d. Have demonstrated acceptable citizenship and attendance as verified by the Commandant
- e. Have passed the Cadet Fitness Test within the past three school months prior to application
- f. Have at least a 2.0 GPA on a four-point scale
- g. Have proven to their commandant that they have necessary potential to succeed in this physically and psychologically demanding course.

2. Goals. The goals of MTN are that participating cadets receive training necessary to earn the Mountaineering qualification badge by completing the mountaineering search and rescue course of study as outlined in CR 3-2, chapter 3.

3. Upon successful completion of the MTN experience, the cadet will earn the Mountaineering Qualification Badge.

4. Emphasis during MTN training will be on the attainment and demonstrated practical application of knowledge and skills required as noted in CR 3-2, chapter 3.

J. Public Safety Orientation Course (PSOC).

1. Prerequisites. Attendance at BST, NCOA, or OCS course at a summer encampment

2. Goals. Participants receive an orientation to many aspects of various public safety career fields, including law enforcement, firefighting, medical, and US Coast Guard. Training may include CERT or Disaster Preparedness certification.

3. Cadets who successfully complete the training receive the ribbons for training they participated in (i.e. Disaster Preparedness, CERT), depending on the training offered in a given year.

4. Emphasis will be on interaction with public safety personnel from agencies in the local area, ride-along opportunities, and hands-on training in emergency services skills.

K. Survival and Advanced Survival (STU).

1. Prerequisites.

a. Attendance at BST, NCOA, or OCS course at a summer encampment

b. Minimum grade level: completed 9th grade

c. Minimum rank: C/CPL

d. Have demonstrated acceptable citizenship and attendance as verified by the Commandant, with no serious disciplinary infractions in the past two years

e. Have had no unexcused absences in the past year. Verification of attendance is required.

f. Have passed the Cadet Fitness Test within the past three school months prior to application

g. Have at least a 2.0 GPA on a four-point scale. Verification is required.

h. Have proven to their commandant that they have necessary potential to succeed in this physically and psychologically demanding course.

i. Complete assigned prerequisite tasks as announced in the Summer Encampment Warning Order.

j. Applicants for Advanced Survival training must be approved by the OIC, and must have completed Basic Survival Training Exercise and be a high caliber individual with a passion for survival.

2. Goals. Participants receive training necessary to survive in a field environment with little food or water other than what the terrain provides. Participants master skills listed in CR 3-2, chapters 4&5.

3. Upon successful completion of the STU experience, the cadet will earn the red beret (for basic survival training) and the advanced flash for advanced survival training.

4. Emphasis during STU training will be on the attainment and demonstrated practical application of knowledge and skills required as noted in CR 3-2, chapters 4&5.

3-4. Other Training. On an annual basis, other training units may be offered as announced in the Summer Encampment circular or Warning Order.

CHAPTER 4

Cadet Leadership

4-1. General. The 10th Corps (CACC-10) is the headquarters responsible for planning and implementing all CACC statewide cadet training events and operations including summer encampment.

4-2. Authorized Positions. CACC-10 includes the positions as outlined in CR 3-22, Tables A-1 and A2.

4-3. Regimental Staffs. In addition to the 10th Corps Staff, basic and advanced regimental staffs are temporarily authorized as noted in CR 3-22, Table A-2. Suggested structure is listed in Table 4-1 below, but may be adjusted as necessary by the 10th Corps Advisor.

Table 4-1. Basic and Advanced Regimental Staff positions (one each per regiment)

- Commander - C/COL
- Executive Officer C/LTC
- Command Sergeant Major - C/CSM
- S-1 - C/MAJ and C/SFC
- S-2 - C/MAJ and C/SFC
- S-3 - C/MAJ and C/SGM
- S-4 - C/MAJ and C/SFC
- S-5 - C/MAJ and C/SFC
- S-6 - C/MAJ and C/SFC

4-4. Unit level cadet leadership positions. In addition to those listed in tables 1 and 2, the following positions in Table 3 may be filled with cadet leaders.

Table 4-2 - Additional cadet leadership positions

- BST Battalion Commander - C/LTC
- BST Battalion CSM - C/CSM
- BST Company Commanders - C/CPT
- BST Company Executive Officers - C/1LT
- BST Company First Sergeants - C/1SG
- BST Platoon Leaders - C/2LT
- BST Platoon Sergeants - C/SFC
- BST Squad Leaders - C/SSG
- NCOA Commander - C/CSM or Cadet Officer (any rank)
- NCOA TAC NCOs - C/MSG
- OCS Commander - C/CPT
- OCS TAC Officers or NCOs - C/1LT or C/CSM

4-5. Advanced Training Units listed in Chapter 3 will appoint an OIC and/or NCOIC from within the students attending the course. The senior ranking cadet will be assigned as the Platoon Leader.

4-6. Functional Areas of Responsibility. The cadets have the following functional areas of responsibility with adult mentorship and supervision provided by the 10th Corps Advisor, HQ Staff, and unit OICs.

A. Command Group

- 1) Mission setting and goal tracking
- 2) Conduct of formations and ceremonies and unit marching
- 3) Overall cadet safety
- 4) Cadet morale
- 5) Cadet discipline
- 6) Unit esprit de corps
- 7) Supervision of accountability activities

B. S-1

- 1) Accountability
- 2) Morale activities, including recreation and athletics
- 3) Awards program
- 4) Chaplain services
- 5) Orders production
- 6) Publication of cadet unit assignments and cadet leadership duty assignments
- 7) Maintenance of permanent administrative records from encampment

C. S-2

- 1) Safety program
- 2) Risk management worksheet completion, submission, and monitoring
- 3) Encampment security
- 4) Medical services
- 5) Environmental protection
- 6) Compliance with CANG regulations regarding safety, security, and environmental protections

D. S-3

- 1) Training plan and schedule
- 2) Instruction, including lesson planning, instructor selection and preparation
- 3) Instructional materials
- 4) Assessment of encampment objectives, evaluation of training
- 5) Competitions
- 6) Classroom and range management

E. S-4

- 1) Uniform issue as necessary
- 2) Billeting
- 3) Food service
- 4) Facilities
- 5) Post clearing
- 6) Supplies
- 7) Support services

F. S-5

- 1) Overall relationship with CANG personnel involved in post operations
- 2) Publication of a daily encampment newsletter/newspaper
- 3) Communication with parents throughout encampment
- 4) Invitation and management of civic dignitaries
- 5) Invitation and management of military dignitaries
- 6) Invitation and management of parent guests
- 7) Official photography of encampment activities
- 8) Maintenance of the web and social media sites for encampment

G. S-6

- 1) Information technology supplies and equipment
- 2) Internet access
- 3) Radio communications

4-7. Application and Assignment. Cadets desiring assignment to a leadership position must submit an application as outlined in the circular or warning order. All cadets applying for leadership positions must have their commandant's approval to serve in that capacity. Cadets selected for duty will be notified by e-mail.

4-8. Advanced Detachment (ADVON) and Rear Echelon. Cadets assigned to leadership roles may be asked to participate in either an advanced or rear echelon to prepare for and/ or clean up from the encampment. Application for a cadet leadership position assumes a willingness and availability for duty at least three days prior to the start of the encampment and/or one day after encampment concludes. Transportation separate from that provided for students will be worked by HQ CACC. Intent to have ADVON training will be announced in the encampment circular or warning order.

CHAPTER 5

Cadet Application and Assignment

5-1. Cadet Application and Fees.

A. The cadet application packet is an on-line application, with a link provided from the Cadet Corps website. The application consists of personal and medical data necessary to manage the cadets attending the activity. Failure to provide complete data may result in the cadet's application being rejected.

B. Fees will be due as noted in the circular/WARNORD.

C. Applications require parent or guardian signatures, either electronically or on a form provided by the S6.

D. Applications require Commandant approval, which will be given electronically. The cadet's application will be conditionally approved and processed without the Commandant's approval. Commandants who do not approve of a cadet's attendance at the encampment will input that in the application module, or convey it to the CACC XO, with reason given. Cadets whose application is disapproved by their Commandant will receive a full refund of any fees paid.

E. Because many units conduct cross-training opportunities (i.e. CTU goes rappelling with MNT), what used to be separate permission slips are contained in the permission given in the encampment application. Parents who do not want their cadet to participate in specific training should contact HQ CACC to coordinate that their cadet will not be allowed to conduct that training.

F. The Medic and Survival Courses require participants to complete certain prerequisite training prior to arriving at the encampment. Unless posted otherwise, certification of this training will be checked upon arrival. Cadets who have not completed the prerequisites will be moved to other training courses that don't have prerequisite training.

5-2. Health Screening. Parents and Commandants must screen cadets to ensure that only cadets in good health attend encampment. Cadets should be physically capable of participating in the rigorous nature of encampment activities (marching distances up to five miles, running, overnight camping, map courses, physical fitness activities, team sports, etc. Health problems such as allergies and asthma are not necessarily disqualifying conditions, but families are advised to consult their child's physician prior to submission of an application in the event a cadet has any condition which might limit his/her ability to participate in encampment activities.

5-3. Reasonable Accommodation. The Cadet Corps will make reasonable accommodation for cadets who have disabilities or medical issues verified by the school. Commandants will notify the HQ CACC S1 if they have a cadet desiring to attend encampment who falls into this category. This information will only be conveyed on a need-to-know basis, and the encampment will in general follow the outline of the IEP or 504 Plan if we are at all able to make accommodation and do so.

5-4. Forms of payment. Fees are used to offset the costs of the encampment program that are not able to be paid using state funding (whether as a budget issue, end-of-year moratorium issue, or for those items that cannot be purchased with state funds). Fees go to and are used by the LEAD Foundation 501c(3) that supports the California Cadet Corps. If at all possible, fees should be paid using a credit card in The Cadet Store at www.cadetstore.org. If the payer is unable to pay by credit card, school or personal check or money order may be made out to the LEAD Foundation and conveyed to HQ CACC, either by personally giving the check to a HQ CACC staff member or mailing it to an agreed upon address. Applicants who need to coordinate payment by check should contact the application point of contact for directions.

5-5. Assignment. Cadets will indicate their desired units of assignment using rank order on their applications. Commandants will attest to the suitability of cadet preferences. Cadets will receive an electronic email notice of acceptance and assignment to a unit for the summer encampment as soon as the

assignments have been made. Cadets are not guaranteed their first or second or third choice unit of assignment, but every effort will be made to give cadets their first choice.

5-6. Scholarships. Families in financial need will generally be provided scholarships. The scholarship application process will be announced in the circular/WARNORD and on the encampment page of the website.

CHAPTER 6

Adult Personnel

6-1. Adult Staff.

A. Adult staff is critical to the success of the encampment program. Without the HQ Staff and unit OICs and assistants, we cannot run the encampment program. All adults associated with the CACC program should serve in a role at a summer encampment at some point as it rounds out their experience in working with cadets and makes them better able to do their job in the Cadet Corps. Diversity of experience improves the quality of the training we offer the cadets.

B. When at all possible, adult staff will be paid for their service at the encampment; a financial packet and Form 14 is required to process this pay. We have had significant challenges in the past getting adults paid in a timely manner, and most of the problems are things we cannot fix. Adults are asked to work with the pay points of contact to provide all information necessary so that pay is made in a timely manner.

6-2. Application. Adult personnel interested in supporting encampment must follow the directions provided in the circular/WARNORD or announcement put out in an Information Bulletin.

6-3. Duty Assignment. There are four levels of duty assignment for Summer Encampment.

A. Senior Instructors or OICs have responsibility for managing all training, operations, subordinate personnel, cadet health and safety, accountability, supplies, logistics, communications, and cadet discipline at a training unit or regiment. They may also serve as the primary advisor to a 10th Corps cadet staff section.

B. Instructors support senior instructors through delivery of quality instruction, close supervision of cadets, assessing cadet performance, and providing individual and small group counseling. They may have responsibility for a group of approximately 20-45 cadets for the duration of the summer encampment experience.

C. Assistant Instructors perform some cadet instruction, much close supervision of approximately 20-45 cadets, some individual and small group counseling, and assist with the assessment of cadets attending encampment. They may be required to perform overnight supervision as well.

D. Instructor Aides assist with small group instruction, provide close supervision of cadets, and provide limited support to instructors in the assessment and counseling of cadets. They almost always assist with overnight supervision.

E. Note that all adults may have some responsibility for cadet medication administration/management as part of their scope of duties.

6-4. Selection. Selection for an adult duty assignment will be made by the Executive Officer of the California Cadet Corps based upon three factors:

A. The qualifications of the adult applicant, including credentials and certifications held, postsecondary education level, and CACC experience

B. Specific experience of the applicant with previous summer encampment or CACC events

C. The operational needs of the organization, including budget

APPENDIX A

California Cadet Corps Summer Encampment Application Instructions

1. Review the CACC Summer Encampment Circular or Warning Order.
2. Review the CACC Summer Encampment website at <https://cacadets.org/Events/SummerEncampment>
3. If you are applying for a Scholarship, follow the instructions on the encampment website. Note and meet deadlines for applying.
4. Open the application program. You may use or open an account in our system, or use your Facebook (or potentially other type accounts), as indicated on screen. You may only have two current applications, one for each encampment. In years where there is only one encampment, you may only have one current application.
5. Completely fill out the application, leaving no blanks on the on-line form.
 - it is extremely important that the email addresses input for cadet and parent are accurate. The cadet may NOT put their own email address in lieu of the parent's address unless the parent has NO email address.
6. **SUBMIT** the completed application. If it's not complete, **SAVE** it so you can come back and complete it. An application that has not been submitted does not exist at HQ CACC level, and does not meet the requirements for "early bird" or "deadline" submission. You will be asked to select either electronic or paper signature.
 - 7.a. If you select electronic signature, the parent's email address will receive an email with a link they can use to electronically sign the application. It **MUST BE** the PARENT who signs this (for legal reasons). The application will not move to the next step without the parent's electronic signature.
 - if you cannot find the email with the link, you may request a replacement email on the CACC encampment website.
 - 7.b. If you select paper signature, you will be presented a file to print. You will need to have the parent sign the document, then scan it (or provide a cell phone image) and upload it in the application program. Your commandant can probably assist with printing and scanning it if necessary.
8. Pay the encampment fee by credit card at www.cadetstore.org.
 - if you cannot pay by credit card, coordinate another form of payment by contacting cadetstore@cacadets.org
 - if your school is paying the encampment fee, the Commandant should coordinate the check amount and list of participant names with the Project OIC, or email cadetstore@cacadets.org. POC should be listed on the website each year.
9. You may update rank, contact information, unit choices, etc. by going to links on the encampment website.
10. Monitor your status on the encampment page of the CACC website. Your name and first choice unit assignment should appear on a roster updated automatically when applications are complete and accepted.
11. Once units are assigned, the cadet will receive an email with the unit assignment and more information about the encampment.
12. The packing list and transportation information will be posted on the encampment page of the CACC website, and will be emailed out as well.