

# **Cadet Regulation 1-4**

**Personnel**

# **Adult Member Personnel Management**

HEADQUARTERS

California Cadet Corps  
Camp San Luis Obispo, CA  
19 March 2024

UNCLASSIFIED

# ***SUMMARY of CHANGE***

CR 1-4

Adult Member Personnel Management

This revision of CR 1-4 from the regulation dated 1 November 2021:

- This is a major revision of this regulation
- Revises initial appointment criteria and grades
- Revises promotion criteria
- Revises maximum grade by duty assignments
- Establishes some equivalences for up to 12 months of TIG
- Clarifies civilian equivalences in emergency services to CACC appointment rank
- Establishes Pre-Appointment Course (PAC) as pre-requisite for appointment
- Allows waivers of promotion criteria only for MILED courses where applicant can demonstrate competency in course content by sustained and competent service in a leadership role as an adult CACC appointee, and only with approval of the Executive Officer
- Removes rank realignment procedures which ended on 31 October 2022
- Clarifies what documents must be included in promotion request packages and procedures for submitting such packages.
- Clarifies command and control when appointees are on SAD in support of CACC
- Minor Administrative revisions

California Cadet Corps

**Adult Member Personnel Management**

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By Order of the Adjutant  
General:

MATTHEW P. BEEVERS  
*Major General*  
*Acting Adjutant General*

Official:



MICHAEL J. SMITH  
*Colonel, CACC*  
*Executive Officer*

**History.** This version supersedes all prior versions of this regulation.

**Summary.** This regulation prescribes the standards and procedures by which CACC Adult Members are accessed into, promoted, assigned within, and discharged from, the CACC.

**Applicability.** This regulation applies to all adult personnel accessed into, or working in, the CACC.

**Proponent.** The Proponent of this regulation is the Executive Officer, CACC, 10 Sonoma Avenue, Bldg 1301 Camp San Luis Obispo, CA 93505.

**Exception Authority.** The Proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations.

The Proponent may delegate this approval authority, in writing, to a field-grade HQ CACC staff officer or State Special Projects Officer.

Requests for exceptions or waivers should include a problem statement, full justification and analysis,

and should be routed through your chain of command to the Proponent.

**Supplementation.** Supplementation of this regulation and establishment of local forms is prohibited, without prior written approval from the Proponent. Please send a draft copy of each supplement to the Proponent through your chain of command.

**Suggested Improvements.** Users are invited to send comments and suggested improvements in memorandum form directly to the Proponent.

**Distribution.** This regulation is available in electronic media only and is intended for all levels of the CACC organization and is authorized for public distribution.

## **Contents** (Listed by paragraph and page number)

### **Chapter 1**

#### **General**

- 1-1. Purpose, *page 1*
- 1-2. Definitions, *page 1*
- 1-3. Authority, *page 3*
- 1-4. Appointing Philosophy, *page 3*
- 1-5. Appointing Authority, *page 3*
- 1-6. Appointing Limitations, *page 4*
- 1-7. Forms, *page 4*
- 1-8. Credentials, *page 4*

### **Chapter 2**

#### **LIVE SCAN Policy and Procedures**

- 2-1. Policy, *page 5*
- 2-2. Procedures, *page 5*
- 2-3. Responsibilities, *page 5*

### **Chapter 3**

#### **Eligibility Requirements**

- 3-1. General, *page 7*
- 3-2. Orientation Course Requirement, *page 7*
- 3-3. Active and Prior Military Service Personnel, *page 7*
- 3-4. Non-prior Military Service Personnel, *page 7*
- 3-5. Initial Appointment, *page 8*
- 3-6. Recognition of CACC Adult Members, *page 8*
- 3-7. Basic Military Drill Credentials, *page 9*
- 3-8. Waiver of Eligibility Criteria, *page 9*
- 3-9. Reappointments, *page 10*

### **Chapter 4**

#### **Recognition Process and Procedures**

- 4-1. Application Packet, *page 11*
- 4-2. Processing Procedures, *page 12*
- 4-3. Date of Accession, *page 13*
- 4-4. Oath Administration, *page 13*

### **Chapter 5**

#### **Administrative Actions**

- 5-1. General, *page 14*
- 5-2. Promotion Requirements, *page 14*
- 5-3. Brevets and Frocking, *page 15*
- 5-4. Suspension Pending Investigation, *page 15*

- 5-5. Procedures, *page 16*
- 5-6. Assignments and Transfers, *page 16*
- 5-7. Currency Requirements, *page 17*
- 5-8. Retirement Status, *page 17*
- 5-9. CACC Identification Cards, *page 17*

## **Chapter 6**

### **State Active Duty**

- 6-1. General, *page 19*
- 6-2. Eligibility, *page 19*
- 6-3. Appointment Options, *page 19*
- 6-4. Travel and Expenses, *page 19*
- 6-5. Casualty Compensation, *page 19*
- 6-6. Procedures, *page 20*
- 6-7. *Command and Control*, *page 20*

## **Chapter 7**

### **Separations**

- 7-1. General, *page 21*
- 7-2. Types of Discharges, *page 21*
- 7-3. Resignations, *page 22*
- 7-4. Procedures, *page 22*

## **Chapter 8**

### **Disciplinary Actions**

- 8-1. General, *page 23*
- 8-2. Policies, *page 23*
- 8-3. Administrative Disciplinary Actions, *page 23*
- 8-4. Procedures, *page 24*
- 8-5. Member Redress, *page 24*

## **Tables**

- Table 3-1. Maximum Grade by Duty Assignment, *page 25*
- Table 3-2. Initial Appointment Criteria, *page 26*
- Table 3-3. Emergency Services Rank Equivalencies, *page 27*
- Table 3-4. Law Enforcement additional appointment considerations, *page 27*
- Table 3-5. Specialty Direct Commission Appointments, *page 28*
- Table 5-1. Promotion Requirements – Classroom Commandants, *page 28*
- Table 5-2. Promotion Requirements – Non-Classroom Commandants, *page 31*
- Table 5-3. Military Education Equivalencies, *page 33*
- Table 5-4. Professional Certifications for Warrant Officers, *page 34*
- Table 5-5. Specialty Training for Enlisted PME, *page 37*

# CHAPTER 1

## General

### 1-1. Purpose.

This regulation prescribes the policies, procedures, and responsibilities of adult personnel management for people applying or appointed to the California Cadet Corps (CACC). This regulation does not apply to CACC cadets.

### 1-2. Definitions.

This regulation uses the following definitions:

- a. Applicant: Applicant means a person applying to be a CACC Adult Member or an existing CACC Adult Member who is applying for promotion.
- b. Assistant Commandant (ASST CMDT): A commissioned officer, warrant officer, or enlisted member of the CACC assigned to support and assist the Commandant of Cadets at one or more schools. This individual may be a credentialed teacher, school volunteer, or other school staff member.
- c. Brigade/Regimental Advisor (BA/RA): A senior officer in the CACC who has been selected by HQ CACC to oversee, direct, and advise commandants, assistant commandants, and project officers assigned to a brigade or regiment. Brigade/Regimental Advisors are chosen and assigned by the Executive Officer based on their education, general CACC knowledge, and experience as a teacher/commandant. Normally, a Brigade or Regimental Advisor will be a Commandant in the region who has been approved for employment by the governing board of a school district in the region. A Regimental Advisor may also serve as a Brigade Support Officer. The duties of a Brigade or Regimental Advisor include, but are not limited to the following:
  - (1) Ensuring compliance with CACC Regulations and guidance.
  - (2) Managing Brigade Supply Accounts and monitoring subordinate unit supply accounts.
  - (3) Assisting commandants with the implementation of the CACC Curriculum.
  - (4) Planning and implementing Brigade Activities such as drill competitions, leadership schools, bivouacs, rifle matches, individual major awards, and other brigade-wide training and operations.
  - (5) Providing monthly brigade strength, activity, and personnel reports.
  - (6) Cadet Officer personnel management.
  - (7) Commandant Officer personnel management of individuals assigned to the brigade.
  - (8) Public relations management within the brigade.
  - (9) Maintaining brigade files and historical documents.
  - (10) Selection and management of the cadet brigade staff.
  - (11) Providing staff development to commandant and cadet personnel.
  - (12) Evaluating subordinate units of the brigade.

- d. Brigade Support Officer (BSO): An officer or warrant officer in the CACC who has been selected by the Brigade Advisor to help in the administration of brigade and district functions. BSOs may be of any rank.
- e. CACC Adult Member: means a California National Guard or California State Guard service member who is filling a CACC vacancy, or, any person assessed into the CACC to fill a school or CACC position.
- f. Commandant (CMDT) of Cadets: An individual who is assigned to be the primary instructor and adult leader of a CACC unit program. It may be a credentialed teacher assigned by a public, charter, or private school to teach one or more class periods of the CACC, to include school programs outside of normal class hours, and appointed as a commissioned officer, warrant officer, or enlisted member in the CACC. This individual is responsible for the leadership and supervision of Assistant Commandants of Cadets and Cadets assigned to the unit.
- g. Commandant (CMDT): Any Adult Member of the CACC. The term is synonymous with Soldier for Army, Sailor for Navy, Airman for Air Force, etc.
- h. Company Grade Officer: Commissioned Officers in the ranks of Warrant Officer 1, Chief Warrant Officer 2, 2nd Lieutenant, 1st Lieutenant, and Captain.
- i. Field Grade Officer: Commissioned Officers in the ranks of Chief Warrant Officer 3, Chief Warrant Officer 4, Chief Warrant Officer 5, Major, Lieutenant Colonel, and Colonel.
- j. HQ CACC Staff Officer/NCO: An officer, warrant officer, or enlisted member in the CACC assigned to duties in support of CACC operations at the state headquarters level.
- k. Military Academy: An institution of education meets the following criteria: the entire student body is organized in a military structure; the institution requires students attend least one course in CACC instruction per term taught during school hours; there is a distinct military cadre; is not affiliated with the ChalleNGe program; and is at least regimental strength in accordance with CR 3-22.
- l. Non-Classroom Commandant: Any adult member who is not a Classroom Commandant.
- m. Non-Commissioned Officer: Enlisted personnel in the ranks of Corporal through Command Sergeant Major.
- n. Personnel Unit Advisory Committee (PUAC): The board that considers personnel actions for recommendation to the XO. This includes appointments, promotions, transfers, assignment, activation or dissolution of units, and other personnel actions. The PUAC generally meets monthly to consider requests that have been submitted through S1 channels.

- o. Professional Development: Courses that are not part of the Professional Military Education system. For promotion purposes it is considered coursework leading to a certification or maintenance of professional licensure.
- p. Professional Military Education (PME): The spectrum of formal courses offered by the CACC, the California Military Department, and the Armed Forces whose completion is required for promotion.
- q. School Year: For administrative purposes, the year runs from 1 July to 30 June.
- r. Senior Non-Commissioned Officer: Enlisted personnel in the ranks of Sergeant First Class through Command Sergeant Major.
- s. Special Projects Officer/NCO (SPO/SPNCO): An officer, warrant officer, or enlisted member in the CACC assigned to duties in support of CACC operations that do not normally involve direct supervision of cadets as their primary assignment. Examples include, but are not limited to: specialty training programs, medical services, chaplain services, legal services, conflict mediation, instructional support, regulations and curriculum writing, administrative, logistical or public relations support. They may directly supervise cadets during specialty training sessions that is incidental to that training but they do not otherwise regularly instruct the CACC program at a unit. These individuals may be required by school district policy to follow volunteer approval protocols, but their appointment and functions in the CACC are at the pleasure of the Executive Officer. Brigade Advisors may nominate individuals for appointment as special project officers.
- t. Uniformed Service: Any of the U.S. Armed Forces Branches (Army, Navy, Air Force, Marine Corps, Coast Guard, Space Force), the Public Health Service, the National Oceanic and Atmospheric Administration, and its reserve or National Guard components, and the California State Guard (formerly the California State Military Reserve), and its components (land, air, maritime), and the State Defense Force of another state and its components.

### **1-3. Authority.**

Statutory authority for this regulation includes Sections 502, 502.1, 502.2, 502.3, 502.5, 505, and 530 of the California Military and Veterans Code.

### **1-4. Appointing Philosophy.**

Being a CACC Adult Member is a privilege, not a right.

### **1-5. Appointing Authority.**

Appointments as officers, warrant officers, or enlisted members in the (CACC) shall be made by the Governor, with consideration of the recommendations of the governing board of the applicable school district, and with the approval of the Adjutant General or designee.



CACC officers, warrant officers, and enlisted members shall serve at the pleasure of the Governor.

CACC officers, warrant officers, and enlisted members may be ordered, with their consent, to State Active Duty (SAD) as provided in this regulation and the California Military and Veterans Code (CMVC).

**1-6. Appointing Limitations.**

CACC officers, warrant officers, and enlisted members shall only be appointed to fill vacancies within the CACC as Commandants of Cadets, Assistant Commandants of Cadets, HQ CACC Staff Members, Support Officers, Special Projects Officers, and equivalent enlisted positions.

School districts may delegate authority to sign documents identified in this regulation.

Nothing herein shall be construed to prohibit the filling of CACC vacancies with California National Guard (CNG) or California State Guard (CSG) service members, if they otherwise meet the qualifications for such vacancy and have completed the Live Scan requirements in Chapter 2 below.

**1-7. Forms.**

The forms for this regulation can be found on the CACC website in PDF format.

The S-1, HQ CACC has the responsibility to create, update, and post the forms for this regulation.

**1-8. Credentials.**

Any certificate, license, or credential which is submitted to substantiate a personnel action must be current and valid in California.

## **CHAPTER 2**

### **LIVE SCAN POLICY AND PROCEDURES**

#### **2-1. Policy.**

It is the policy of the CACC that:

- (a) A LIVE SCAN background check shall be completed, analyzed, and approved prior to the appointment of a new CACC Adult Member.
- (b) A LIVE SCAN background check shall be completed, analyzed, and approved prior to the promotion of any existing CACC Adult Member if that existing member has a break in continuous service.
- (c) The LIVE SCAN background check will include a review of the California Department of Justice and Federal Bureau of Investigation criminal databases.
- (d) The LIVE SCAN background check shall include on-going monitoring by the California Department of Justice.
- (e) The LIVE SCAN background check requirement cannot be waived.
- (f) No CACC Adult Member shall be appointed or promoted if the member has not passed a LIVE SCAN background check.
- (g) A LIVE SCAN is required for all adult volunteers who will work around cadets regardless of whether they choose to be appointed in the CACC.

#### **2-2. Procedures.**

A letter from an employing school district stating the applicant has passed a LIVE SCAN background check shall not be accepted.

#### **2-3 Responsibilities.**

- (a) Applicants shall provide verification that he or she has completed a LIVE SCAN background check.
- (b) Applicants shall pay for the LIVE SCAN background check and shall not be reimbursed.
- (c) The Assistant Executive Officer shall review and analyze each LIVE SCAN background check report, prior to the appointment or promotion to insure each applicant has passed the LIVE SCAN background check.
- (d) The Assistant Executive Officer shall approve a LIVE SCAN background check when it is free of any background discrepancies that would disqualify the applicant.

- (e) The Assistant Executive Officer shall consult with a Judge Advocate when a LIVE SCAN background check has discrepancies that may disqualify the applicant. The Judge Advocate will analyze the discrepancies and prepare a written legal opinion regarding the discrepancies. The final decision to approve or disqualify the applicant rests with the Assistant Executive Officer.
- (f) The Assistant Executive Officer shall not approve a LIVE SCAN background check when there are any discrepancies that would disqualify an applicant.
- (g) When the Assistant Executive Officer disqualifies an applicant based on the LIVE SCAN background check, the applicant shall be told he or she did not pass and no justification or analysis needs to be provided.
- (h) The Executive Officer serves as the appeal authority and the authority for exceptions to policy when it is in the best interest of the organization. Approved exceptions to policy will be documented in writing with justification and filed in the applicant's 201 file.

## **CHAPTER 3**

### **ELIGIBILITY REQUIREMENTS**

#### **3-1. General.**

The primary purpose of the CACC is “to provide California schools and students with a quality educational and leadership development program that prepares students for success in college and the work force.” Therefore, a highly qualified corps of officers, warrant officers, and enlisted CACC Adult Members is essential. Such individuals are specifically sought for appointment and assignment in the CACC, as provided herein.

#### **3-2. Appointment Course Requirement.**

No one will be appointed into the California Cadet Corps until they have completed the Pre-Appointment Course (PAC). This course is held four times a year, and includes both online prep work and live instructor-student interaction requirement (may be in person or virtual). Appointment packets should be submitted 30 days prior (or no more than 45 days) to the PAC, and appointment orders will be published upon completion of the PAC.

#### **3-3. Active and Prior Military Service Personnel.**

Current and former officers, warrant officers, and enlisted personnel of any Uniformed Service may be selected for appointment in the CACC as provided herein.

Former members must have been separated with an “Honorable” discharge. Other types of discharges (medical, general under honorable, and honorable with an associated “no reenlistment” code associated) shall be reviewed as part of the application as a whole. Under no circumstances shall any applicant with a discharge categorized as dishonorable, misconduct, or other than honorable be considered.

Prior service officers (to include general/flag officer), warrant officers, or enlisted members may be reappointed at their previous federal/state rank last held or as noted in Table 3-2. Their appointment will not be effective until they have completed the CACC Pre-Appointment Course.

Personnel with more than three years military experience may receive time in grade credit of 12 months toward their next promotion. This will be noted on initial CACC appointment orders.

~~Personnel with more than five years military experience achieving E6 and above may receive time in grade credit of 24 months toward their next promotion.~~

#### **3-4. Non-Prior Military Service Personnel.**

Applicants without prior military service may be selected for appointment in the CACC as described in Table 3-2.

Applicants without prior military service but who are employed as emergency service

personnel such as police officers, paramedics, and firefighters may be appointed to a rank equivalent to their emergency service rank but not to exceed the rank of Captain using the equivalencies in Table 3-3. Such personnel may use that rank/grade as an equivalent to a military rank based on specialized training for the purposes of initial appointment.

Applicants without prior military service but who have voluntarily served in auxiliary or established cadet organizations as an adult may be given consideration for their volunteer service. This includes but is not limited to service in the Civil Air Patrol, Sea Cadets, National Defense Cadet Corps, or Coast Guard Auxiliary. Applicants will submit documentation as to their service and training. The XO and PUAC may determine their experience to equate to a higher level of entry grade, but no such elevation is automatic (and typically will not exceed SSG or CPT).

### **3-5. Initial Appointment.**

The recommendation for an initial appointment of Commandant and Assistant Commandant personnel shall be completed by the school board having jurisdiction over the school to which the Commandant/Assistant Commandant is assigned and forwarded to HQ CACC. School boards shall follow the guidelines established herein and Tables 3-1 and 3-2 when recommending appointment of Commandant and Assistant Commandant personnel.

Request for appointment as an HQ CACC staff officer/NCO or Special Project Officer/NCO at any level shall be submitted to the S1 as provided herein. The Executive Officer shall follow the guidelines herein when considering the appointment of HQ CACC staff and/or special projects officers/NCOs.

### **3-6. Recognition of CACC Adult Members.**

Recognition of CACC Adult Members by the Office of the Adjutant General is essential.

Without recognition, adult personnel shall not be authorized to wear the uniform, shall not be compensated for services rendered as a part of the State funded program, shall not be furnished with uniforms, Identification Card, or equipment, shall not be allowed to participate in State supported activities, or be afforded protections/coverage by the state if injured at a CACC activity.

The recognition of officers, warrant officers, and enlisted member appointed in the CACC shall be governed by the rules established in this regulation.

An applicant must meet the following minimum requirements:

- a. Minimum Age. Prior to appointment, the applicant must be at least 18 years old.
- b. Citizenship. The applicant must be a citizen of the United States, or an alien who has been lawfully admitted to the United States for permanent residence.

- c. Education/Experience. Applicants must meet educational and/or experience requirements as described in Table 3-2. Only degrees from colleges or universities accredited by an agency recognized by the U.S. Department of Education will be considered.
- d. Character. Applicants must be of good moral character. Applicants must not have been convicted of an offense defined in CALIFORNIA PENAL CODE 290 (Megan's Law) and be able to pass a background LIVE SCAN check by the Federal Bureau of Investigation (FBI) and California Department of Justice (DOJ). Applicants are required to submit a LIVE SCAN transmission verification document with the application packet. When evaluating suitability for appointment in the CACC, as a general rule, the guidelines followed by the California Commission on Teacher Credentialing shall be used to determine whether an applicant qualifies for appointment; in other words, the disqualifying factors identified in the California Education Code relative to credential issuance, and the regulations followed by the CTC shall be the basis for decisions made regarding moral suitability of an applicant for appointment in the CACC.
- e. Leadership. Applicants must possess qualities of a leader and have the ability to deal effectively with people, especially youth. Such qualifications may be evaluated in terms of the applicant's age, education, background, and experience.
- f. Medical. Applicants must be free from any contagious or communicable diseases that the California Education Code deems a barrier to employment in California schools and be of such good health as to not prevent the applicant from performing assigned duties. Applicant must submit a current Tuberculosis (TB) Test showing negative results, not more than 2 years old with the appointment application.
- g. LIVE SCAN: Applicants for appointment and promotion must pass a LIVE SCAN background check as discussed herein.

### **3-7. Basic Military Drill Credentials.**

Commandant personnel requiring a Designated Subjects Special Subjects Basic Military Drill Teaching Credential to perform their duties shall apply through the employing school district or a qualifying university for the credential. Additional information about the qualifications and procedures to obtain the Designated Subjects Special Subjects Basic Military Drill Credential are contained in CR 1-9.

### **3-8. Waiver of Eligibility Criteria.**

Any waiver of the initial appointment criteria requires the written approval from BOTH the Executive Officer, CACC and the Commander, Youth and Community Programs Task Force.

The LIVE SCAN background check requirement discussed herein cannot be waived.

### **3-9. Reappointments.**

A CACC member who was initially appointed in the CACC at one grade, but who later meet qualification criteria for appointment to a higher grade may apply for a reappointment using the CACC Promotion Form and including proof of qualification.

A CACC member who was previously separated from the CACC under honorable conditions and was without a pending investigation or “flag” may submit a completed appointment application to reapply for appointment in their last grade held.

A CACC member who is on the CACC retired list and is brought back into active CACC service may be reappointed at their last grade.

## CHAPTER 4

### RECOGNITION PROCESSING AND PROCEDURES

#### 4-1. Application Packet.

The application packet for recognition of commandant personnel by the Office of the Adjutant General shall include the following documents, as applicable:

- a. CACC Form 2, Application package checklist
- b. CACC Form 7, Application for appointment
- c. DD Form 214 and/or NGB 22 (or equivalent CSG or CNG State form/letter) - for prior military service personnel only. Copy of CACC service record (if previously a cadet) (If previously a cadet and CACC service record is not available, include a copy of high school transcripts). If a member of another youth leadership development organization (Sea Cadets, Civil Air Patrol, Young Marines, JROTC, etc as identified in Table 3-2, include proof of honorable membership). Documentation must show highest grade of rank.
- d. Copy of all current teaching credential(s) or vocational certificate(s) or license(s).
- e. Copy of highest diploma awarded (GED, High School, Associates, Bachelors, Masters, or Doctoral level diplomas) or copy of transcripts.
- f. CACC Form 9, Personal Identification Data Sheet.
- g. CACC Form 10, Oath of Office. This is a required form and must be signed by the applicant under the signature of the appointee. The oath must be administered and signed by a currently commissioned officer in the CACC, the California State Guard, the Naval Militia, or the California National Guard. The oath may be signed by HQ CACC S1 if no officers are available. It shall be filled out as follows:
  - (1) "Sworn to and subscribed before at" location (city and state) "this" ordinal number of the day of the month, i.e, 1st, 2nd, 3rd, 4th, etc. "day of" month of the year, "20" last 2 digits of the current year.
  - (2) The witnessing officer is the one who administers the oath. In this box shall be the first and last name, rank, and position title.
  - (3) The Oath will normally be administered at the CACC Pre-Appointment Course.
- h. STD. 689 (REV. 5/2002) Form, Oath of allegiance and declaration of permission to work for persons employed by the State of California shall be signed by anyone authorized by law to administer oaths.



- i. CACC Form 11, School Board Recommendation. This is a required form for those applying to be Commandants of Cadets and Assistant Commandants of Cadets. If no delegation of signature authority is on file from the school district, this must be signed by the Principal, Superintendent or President of the School Board for the District. Special Projects Officers/NCOs and those not assigned to or not working directly for a school do not require this form.
- j. CACC Form 27, Waiver of Pay and Allowances. This informs the applicant that the Military Department is not required to provide pay for day-to-day operations and allows the Commandant to provide voluntary service. In general, pay when offered is provided by the employing school district. This does not preclude an CACC Adult Member from receiving pay if on paid State Active Duty orders.
- k. CACC Form 6, Brigade Advisor's Recommendation If applying for appointment with assignment to HQCACC, Form 6 will be completed by the Assistant Executive Officer.
- l. Digital passport-style photo taken within the last six months from the shoulders to the top of the head and against a white background without headgear or sunglasses. -Required for ID card.
- m. LIVE SCAN transmission verification (BCIA 8016). Must include ORI number and mail code as identified on the form on the CACC website. Must be specific to the CACC. Live scans conducted for another agency shall not be accepted.
- n. Proof of TB Test with negative result (or negative chest x-ray) within 2 years of application.

#### **4-2. Processing Procedures.**

For recognition as an Adult Member each applicant shall:

- a. Complete the application packet described in chapter 4-1.
- b. Submit the complete packet to the Brigade Advisor.
- c. The Brigade Advisor forwards the completed application packet with all enclosures as one PDF file to HQ CACC S1, [Personnel@cacadets.org](mailto:Personnel@cacadets.org) for final action.

Personnel applying for assignment to HQ CACC positions shall forward the completed application packet as one PDF File, through the Assistant Executive Officer. The Assistant Executive Officer forwards the completed application packet with all enclosures as one PDF file to HQ CACC S1, [Personnel@cacadets.org](mailto:Personnel@cacadets.org) for final action.

Upon receipt of an application packet, HQ CACC S1 shall:

- a. Review the application for completeness.

- b. Validate eligibility and grade authorized, based on criteria described in Table 3-2.
- c. Return Package if incomplete, ineligible or illegible.
- d. Forward packet for consideration to the CACC Command Group/Personnel Unit Advisory Committee (PUAC) for approval.
- e. Publish orders, after the individual has completed the CACC Pre-Appointment Course.
- f. Once appointment orders are published the S1 will coordinate with S6 for ID card and email account activation.

**4-3. Date of Accession.**

The effective date of the accession orders shall be determined based on the date the applicant signs the Oath and completes PAC. If the signing of the oath and PAC are on different dates, the later date will be used.

**4-4. Oath Administration.**

Only a current commissioned officer may administer the oath as stated in paragraph 4-1(g).

## **CHAPTER 5**

### **Administrative Actions**

#### **5-1. General.**

The Adjutant General shall determine by the adoption of rules and regulations the grade and rank to be held by CACC Adult Members appointed in the CACC. Promotions to higher rank shall be determined by the appointed member's experience as a commandant, assistant commandant, or special projects officer, along with their professional knowledge and performance of CACC duties.

#### **5-2. Promotion Requirements.**

CACC members must meet the minimum civilian education, military education, time in grade and time in CACC service as stated in Tables 5-1 or 5-2 to be considered for promotion. Approval authority for all adult promotions lies with the CACC XO, with implicit approval from Commander, Youth Programs Task Force and The Adjutant General (which may be exercised at their discretion). The PUAC is an advisory board for the XO's decision process.

The following extra qualifications may be used as equivalency for a max of 12 months TIG and can only be used one time and only for their next promotion after initial appointment:

- a. Having attained the rank of Cadet Colonel in the California Cadet Corps.
- b. Personnel with more than three years military experience may receive time in grade credit of 12 months toward their next promotion.
- c. Having service as an instructor at the annual CACC encampment for 3 encampments.
- d. Clear Designated Subjects Special Subjects Basic Military Teaching Credential.
- e. Having a Bachelor's Degree with a Clear Single or Multiple Subject Credential or Administrator Credential.

Enlisted personnel who desire to commission must have completed BNCOC and have 1 year of TIS in the CACC prior to acceptance to Commandant Leadership School (CLS) upon recommendation of the Brigade Senior Enlisted Advisor and Brigade Advisor.

Promotion packets will include a written performance review by the member's primary supervisor, copy of current promotion or appointment orders, documentation of minimum hours of service hours, and CACC Form 14. Each echelon in the chain of command may add their recommendation to the packet, but all recommendations for promotion will be submitted to the PUAC and XO for action, and will not be denied at lower levels. Promotion recommendations will be routed through the Brigade Advisor (units) or AXO (HQ CACC) for approval and submission to the S1/PUAC via email as one PDF file to [personnel@cacadets.org](mailto:personnel@cacadets.org). Promotion of adult members who serve in

both units and HQ CACC will have a recommendation from both the Brigade Advisor and AXO.

The CACC member must attest that they have completed a minimum number of hours of direct service to the CACC during the period since their last promotion. That minimum is also listed in Table 5-1 or 5-2.

Officers, warrant officers, or enlisted members who also hold appointments in a Reserve Component of the Armed Forces of the United States or State of California who are promoted in such force shall be promoted concurrently in the CACC by submitting a copy of their promotion orders along with CACC Form 14 through the Brigade Advisor (Units) or AXO (HQCACC).

Promotion to CPL is authorized as a lateral appointment with at least one year time in grade as a SPC and completion of the BNCOC. Promotion/appointment to CPL is not a requirement for promotion to SGT.

Promotion to 1SG is a lateral appointment only and is contingent upon serving as the highest ranking NCO Assistant Commandant at a military school/academy or the Senior Enlisted Advisor of a Regiment. The individual is appointed as MSG upon vacating this position unless they satisfactorily served in the position for three or more years.

Promotion to CSM is a lateral appointment and is contingent upon serving as the Senior Enlisted Advisor for a Brigade or the CACC. The individual is appointed as SGM upon vacating this position unless they satisfactorily served in the position for three or more years.

### **5-3. Brevets and Frocking.**

CACC members who do not meet the promotion criteria but require a promotion to clarify chain of command may be given a brevet for one rank above their current rank. A CACC member who has been brevetted shall not accumulate TIG towards the next higher rank but shall accumulate TIG at his or her original rank. If an Adult CACC Member is placed on state active duty orders, pay will be for the actual rank held and not the brevetted rank, but may wear the rank in which brevetted.

A brevet promotion may also be authorized for personnel serving in critical leadership positions as defined and published by the Executive Officer in policy.

Frocking of CACC members is not otherwise authorized.

### **5-4. Suspension Pending Investigation.**

When there is an allegation of wrongdoing against a CACC Adult Member the Executive Officer, the Commander of the Youth Programs and Community Task Force, or the governing school board or administrative official, may suspend that person from his or her duties until an investigation into the allegations has been completed.

A suspension pending investigation shall not be considered punitive.

A suspension pending investigation shall not be an indication that the CACC Adult Member did anything wrong.

#### **5-5. Procedures.**

Personnel who meet the promotion criteria herein may be considered for promotion as outlined in the following procedures.

School principals may request promotion of CACC Adult Members serving as Commandants or Assistant Commandants at their school by submitting a CACC Form 14, CACC Adult Member Request for Promotion, through the Brigade Advisor to the CACC headquarters. The Brigade Advisor may request promotion of personnel assigned to their Brigade. The Assistant Executive Officer or Executive Officer may request promotion of CACC Adult Members in the HQ CACC or State Special Projects Officers/NCOs by submitting a CACC Form 14, CACC Adult Member Request for Promotion. -Copies of documentation proving successful completion of applicable civilian and military education , service hours, performance review, and copy of last promotion order or initial appointment order must be included with the application package.

Personnel assigned to a Brigade will submit their promotion request through the Brigade Advisor. Personnel assigned to HQCACC will submit their promotion request through the AXO.

The Brigade Advisor or AXO will submit the promotion request with supporting documentation as one PDF file to [personnel@cacadets.org](mailto:personnel@cacadets.org)

Temporary deferments to meet military education (MILED) criteria may be requested if the appropriate military course was not offered the 12 months prior to promotion and provided that all other promotion requirements are met. This conditional promotion shall only be valid for no more than a year or until the MILED course is offered by HQCACC, whichever is the later date. Members who fail to complete the appropriate MILED requirement shall be administratively reduced at the end of the deferment with TIG starting over on the effective date of the reduction order.

The performance review will consist of a memo to the CACC XO from the member's primary supervisor, attesting to the extent and quality of the member's performance in the current assignment.

Promotions are not mandatory and are never automatic simply upon achievement of minimum standards and TIG.

HQ CACC shall publish promotion orders for CACC Adult Members.

#### **5-6. Assignments and Transfers.**

Commandants and Assistant Commandants of Cadets. The assignment and transfer of personnel as Commandants and Assistant Commandants of Cadets are functions of the appropriate school authorities, subject to the approval of the HQ CACC. All such assignments and transfers shall be announced in State orders, after requests for

assignments or transfers have been received and approved. HQ CACC is the approving authority for assignment and transfers of officer and enlisted Commandants and Assistant Commandant of Cadets. Requests are made through the Brigade Advisor for transfer shall be accomplished on CACC Form 3 and published on State-level orders.

Special Project Officers/NCOs. The assignment and transfer of Special Project Officers is a function of the HQ CACC and Brigade with the concurrence of the officer concerned and the appropriate school authority, if applicable. State orders shall be published announcing these assignments or transfers.

### **5-7. Currency Requirements.**

All CACC Adult Members must perform a minimum of 10 hours of service to the CACC annually. CACC Form 32 must be used to document service performed.

Brigade Advisors shall validate performance by certifying duty logs. Certified logs of duty/hours shall be submitted to the S1, HQ CACC NLT 15 June every year.

Those who do not meet currency requirements shall be administratively placed in the inactive CACC. Time in the inactive CACC does not count toward promotion time in grade or time in service.

After a year in inactive status, CACC Adult Members shall be administratively separated. CACC Adult Members who are separated who wish to become active again shall need to submit an application and apply for reappointment.

### **5-8. Retirement Status.**

CACC Adult Members with 15 or more years of active adult service with the CACC may retire.

Requests to retire shall be submitted in writing to the HQ CACC.

Retired CACC Adult Members shall be administratively placed on the CACC retired list.

### **5-9. CACC Identification Cards.**

CACC Identification Cards (CACC ID Cards) shall be authorized and issued to active CACC Adult Members.

Requests for CACC ID Cards shall go to the HQ CACC S6, [ITSupport@cacadets.org](mailto:ITSupport@cacadets.org).

Proof of appointment and active status shall be submitted and verified. Digital passport-style photos taken within the last six months from the shoulders to the top of the head and against a white background shall be submitted to the HQ CACC S6 as well.

CACC ID Cards are to be used only to facilitate entry onto military installations or for the purchase of military uniforms.

CACC ID Cards shall not be used to gain military benefits including but not limited to

military discounts, purchases at the military exchange for alcohol, purchases from the commissary unless cleared by the installation commander, use of military facilities unless allowed by the installation commander, etc.

The identification cards shall be valid for terms of no more than 3 years.

Upon expiration, the identification card must be surrendered to HQ CACC and a new identification card shall be issued.

If adult personnel are being discharged from the CACC, identification card must be surrendered to HQ CACC before any release of liability for state property or discharge certificate is authorized.

## **CHAPTER 6**

### **STATE ACTIVE DUTY**

#### **6-1. General.**

This chapter prescribes the eligibility, appointment options, and procedures for CACC Adult Members who are appointed to State Active Duty (SAD) on behalf of the CACC, pursuant to Sections 502, 502.1, 502.5, 505, 512, 513, 515, or 516.1 of the California Military and Veterans Code (CMVC).

It also describes the pay, travel reimbursement, and casualty compensation for those CACC Adult Members on SAD (Section 520, CMVC).

#### **6-2. Eligibility.**

Each CACC Adult Member must be eligible for SAD according to his or her appointing authority prior to being appointed to CACC SAD. Members of the CNG or CSG must be eligible in accordance with their service requirements prior to coming on CACC SAD.

CACC SAD is at the discretion of the Executive Officer, CACC based upon funding and operational need.

#### **6-3. Appointment Options.**

SAD appointment options include:

- (a) CACC Members may be ordered to SAD, with or without pay, by the Governor to assist the California Military Department or its components (Section 502, CMVC).
- (b) CACC Members may, with their consent, be ordered to SAD, with or without pay, by the Adjutant General to assist the CACC (Sections 505, and 516.1 CMVC).
- (c) When requested by a school, the Adjutant General may detail from the organizations of the California National Guard, California State Guard, or Naval Militia, with or without pay, competent members who shall perform marksmanship duties on behalf of such schools (Section 512).
- (d) The Adjutant General may detail from the organizations of the California National Guard, California State Guard, or Naval Militia, with or without pay, competent members who shall perform duties on behalf of the CACC (Section 513 CAMV).
- (e) The Adjutant General may detail from the organizations of the California National Guard, California State Guard, Naval Militia, CACC Executive Officer, CACC Assistant Executive Officer, and CACC Regional Advisors, with or without pay, competent officers to perform inspections of CACC units (Section 515 CAMV).

#### **6-4. Travel and Expenses.**

While on SAD, CACC Adult Members may or may not be reimbursed for travel or expenses and the SAD Orders shall state such.

#### **6-5. Casualty Compensation.**

CACC Adult Members on SAD pursuant to Sections 502, 502.1, 512, 513, or 516.1 shall



be deemed employees of the state and shall be entitled to receive compensation from the state in accordance with the provisions of Division 4 (commencing with Section 3200) of the California Labor Code if such person is wounded, injured, disabled, or killed in the performance of such ordered duty.

#### **6-6. Procedures.**

HQ CACC in collaboration with JFHQ as necessary, shall first determine the CACC operational need, pay status, appointment authority, and travel and expense reimbursement status before SAD orders are issued.

Written request for SAD orders may be submitted using the online form provided on the CACC website.

Upon receipt and approval of a request for SAD, HQ CACC shall publish and forward SAD orders to the requestor and maintain appropriate copies of such orders.

HQ CACC shall provide the documents indicated below in support of SAD orders:

- (a) Standard Form 262, Travel Expense Claim. Use of CALATERS is required unless deemed otherwise by the California Military Department.
- (b) Standard Form 261, Authorization to Use Privately Owned Automobile on State Business, if applicable.

#### **6-7. Command and Control.**

When CACC appointees are on SAD status in support of the CACC, personnel are under the direction and control of the Executive Officer (acting in the capacity of Commander of the Cadet Corps) and designated subordinate commanders.

## CHAPTER 7 SEPARATIONS

### 7-1. General.

This chapter prescribes the separation standards for CACC Adult Members.

### 7-2. Types of Discharges.

- a. Honorable. CACC Adult Members may request to be separated under Honorable conditions for the following reasons:
  - (1) Termination of employment with schools enrolled in the CACC for reasons not considered less than honorable.
  - (2) To accept employment elsewhere.
  - (3) To accept appointment in the United States or State Military Forces. Individuals may still be a CACC member while on active duty.
  - (4) Inactivation of the CACC element to which assigned and subsequent disassociation with the CACC.
  - (5) Permanent change of residence from the State or to a location remote from a CACC element.
  - (6) Business or education interference.
  - (7) Physical disqualifications.
  - (8) Upon an individual's request for the good of the CACC.
  - (9) Upon disassociation, with or without the individual's request, from the unit to which assigned or upon termination from HQ CACC staff.
  - (10) Retirement from the CACC upon request.
  - (11) Administratively, when the CACC Adult Member stops participating in CACC activities.
- b. Other Than Honorable. Members of the CACC shall be separated under Other Than Honorable conditions for the following reasons:
  - (1) A violation of California Law or Cadet Regulations for reasons that are dishonorable or less than honorable.
  - (2) At the request of a brigade advisor for reasons dishonorable or less than honorable. These requests must be approved by the Executive Officer and involves due process identified in CR 1-2.

(3) Any legal reason that would prohibit the individual from working with minors or conviction of any statute defined in California Penal Code 290 (Megan's Law).

- c. Separation with prejudice. Members of the CACC separated under other than honorable conditions shall be separated with prejudice (SWP) and shall not be allowed to reapply for appointment.

### **7-3. Resignations.**

A CACC Adult Member may voluntarily resign at any time.

Voluntary resignations shall not be accepted or processed if there is an allegation of wrongdoing against the CACC Adult Member, while the CACC Adult Member is suspended pending an investigation, or administratively flagged.

CACC Adult Members who resign and then wish to reapply for appointment shall need to meet the initial appointment criteria in this regulation.

### **7-4. Procedures.**

Request for Separation (which must be accompanied by the CACC identification card) shall be submitted through channels, as appropriate, to HQ CACC.

Request for Separation shall be in letter form using CACC form 12 and shall include the member's full name, address, CACC assignment, effective date and reason(s) for desired separation.

Request for Separation should arrive at least 15 calendar days prior to effective date of discharge.

When a Request for Separation is forwarded through channels, individuals receiving the request shall include their endorsements and recommendations.

Upon receipt of a Request for Separation, HQ CACC shall publish appropriate State orders and Certificate of Discharge, CACC Form 4. Copies of the orders and the certificate shall be forwarded to the individual and also placed in the individual's 201 File. The 201 file will become part of the inactive files and maintained at the HQ CACC and used for historical and reference purposes.

CACC Adult Members discharged from the CACC shall receive copies of the discharge orders. When necessary, copies shall be sent via certified mail to the CACC Adult Member, return receipt requested, or via email with read receipt, to the last known address.

## **CHAPTER 8**

### **DISCIPLINARY ACTIONS**

#### **8-1. General.**

This chapter prescribes the policies and procedures for CACC disciplinary actions.

#### **8-2. Policies.**

Any CACC Adult Member found to have violated any element of the Code of Conduct and Ethics found in CR 1-2, any California Military Department regulations or policies, or any California or Federal law that results in a misdemeanor or felony charge, may, at the discretion of the Executive Officer, be demoted.

A CACC Adult Member may also be given a Letter of Reprimand, Letter of Admonishment, and Counseling Statements.

Any CACC Adult Member found guilty of a misdemeanor or a felony crime involving moral turpitude, shall be demoted, reprimanded, or discharged as determined by the Executive Officer.

A CACC Adult Member who violates school or district policy may, at the request of the school administrator, district superintendent, or brigade advisor, be reassigned, demoted, reprimanded, or discharged if approved by the Executive Officer.

An CACC Adult Member who is under investigation by an appointed Investigating Officer IAW CR 1-2 or by law enforcement officials shall be flagged as provided herein.

#### **8-3. Administrative Disciplinary Actions.**

CACC Administrative disciplinary actions include:

- (a) Letter of Reprimand. A letter of reprimand is the most severe type of written reprimand that a member can receive. It is a formal reprimand that is permanently filed in the member's 201 file and may be utilized as a discriminating factor in denying favorable actions including promotions and awards for an indefinite amount of time. Only the Executive Officer or a higher military authority may issue or rescind a letter of reprimand.
- (b) Letter of Admonishment. A letter of admonishment is less severe than a letter of reprimand. It may be filed in the member's 201 file with concurrence of the Executive Officer. Only a Brigade Advisor or the Executive Officer may issue a letter of admonishment. A pattern and accumulation of several letters of admonishment may be utilized to deny favorable personnel actions for up to a year.
- (c) Counseling Statement. These may be filed at the local level but shall be removed from the personnel file after one year. A pattern and accumulation of several negative counseling statements may be utilized to deny favorable personnel actions for up to a year. This is conducted on CACC Form 24.

(d) Demotions. The Executive Officer may demote a member if he/she determines there is a preponderance of evidence that the CACC Adult Member violated CACC regulation or policy.

(e) Separations. The Executive Officer may administratively separate a CACC Adult Member if he/she determines there is a preponderance of evidence that the CACC Adult Member violated California Law or CACC regulation or policy.

#### **8-4. Procedures.**

A CACC Adult Member shall be investigated IAW CR 1-2 if there is reasonable suspicion that a violation of California Law or CACC regulations or policy.

While under investigation, a CACC Adult Member shall be placed under an administrative flag that shall prevent favorable actions including promotions and awarding decorations while the investigation and any subsequent action is completed.

CACC Adult Members who are placed on a flag shall be notified in writing by their superior officer in the commandant chain of command with a copy furnished to their employing school district (if applicable).

Once an investigation conducted under CR 1-2 is complete, the Executive Officer, or designee, may conduct a hearing IAW with CR 1-2. Upon the conclusion, the Executive Officer may apply any administrative discipline deemed necessary including letters of reprimand, admonishment, counseling, demotions, and separation.

Additionally, during periods in which CACC members are part of the active militia, CACC Adult Members may fall under the legal rules of the Uniformed Code of Military Justice IAW the California Military and Veterans Code.

If an administrative action is selected, the member concerned shall have 15 business days upon receipt of notification to respond with a rebuttal. The rebuttal shall be filed with the administrative action.

The Executive Officer, CACC shall publish orders announcing the demotion or separation and shall issue out other administrative actions via certified mail, return receipt requested.

Copies of administrative actions shall be sent to any school or school district with which the CACC Adult Member is connected.

#### **8-5. Member Redress**

Any redress may be accomplished using the procedures outlined in CR 1-2.

CACC Adult Members whose concerns are redressed shall have the negative actions removed from his or her file, and, orders concerning demotions or separations shall be revoked or rescinded as appropriate.

Table 3-1. Maximum Grade by Duty Assignment

<b>DUTY ASSIGNMENT</b>	<b>MAXIMUM GRADE<sup>1</sup></b>
Executive Officer, CACC	COL
Assistant Executive Officer	LTC
Command Chief Warrant Officer	CW5
CACC Senior Enlisted Advisor	CSM
Inspector General	LTC / CW4 / SGM
Chaplain	LTC
Staff Judge Advocate	LTC
Chief Medical Officer	LTC
HQ, HHC Commandant	LTC
HQ, CACC Special Projects Officer	LTC / CW4
HQ, CACC Primary Staff Officer	LTC / CW4
HQ, CACC Assistant Primary Staff Officer	MAJ / CW3
HQ, CACC Primary Staff / SPO NCOIC	SGM
HQ, CACC Primary Staff / SPO NCO	MSG
Brigade Advisor	LTC
Brigade Senior Enlisted Advisor	CSM
Brigade Support Officer	MAJ / CW3
Brigade Special Projects Officer	MAJ / CW3
Brigade Special Projects NCO	MSG
Regimental Advisor	MAJ / CW3
Regimental Senior Enlisted Advisor	1SG
Regimental Support Officer	CPT / CW3
Regimental Special Projects Officer	CPT / CW2
Regimental Special Projects NCO	SFC
Commandant of Cadets	MAJ / CW3 / SGM
Assistant Commandant	CPT / CW2 / SFC
Battalion Special Projects Officer	CPT / CW2
Battalion Special Projects NCO	SFC
Company TAC Officer	CPT / CW2
Company TAC NCO	SSG

Note 1: Maximum allowable rank is based on highest position currently held. An adult member who attained a promotion while serving in a position may continue to hold that grade if serving in a position with a lower allowable grade. Additionally, an individual who is or has been previously commissioned as an officer, warrant officer, or non-commissioned officer of, and honorably separated or retired from Federal or State Military Defense Forces, may be appointed in the CACC, in the same rank as previously held, and may serve in any CACC assignment for which otherwise qualified, e.g., a retired Colonel may volunteer and serve as an assistant commandant with a school or brigade of choice. Officers who have served a tour on the HQ CACC Staff, or as a Brigade Advisor, may continue to serve at whatever rank they have achieved.

Table 3-2 Initial Appointment Criteria

<b><u>Option</u></b>	<b><u>Civilian Education</u></b>	<b><u>Military Experience</u></b>	<b><u>Appointment shall not exceed</u></b>
1	HS Diploma or GED	None	PFC
2	HS Diploma or GED	None; CACC/JROTC Cadet with 3+ years and highest rank less than C/1SG or between C/WO1 to C/1LT; JROTC/NDCC/CAP C/CPT and above	SPC (non CACC experience) CPL (CACC experience)
3	HS Diploma or GED	None; CACC Cadet with 3+ years and highest rank C/SGM, C/CSM, or C/CPT or higher	SGT
4	AA (or 60 semester units/90 quarter units from college)	None	SGT
5	HS Diploma or GED	BCTA and assignment as Commandant of Cadets	SGT
4	BA or higher	None	2LT
5	Basic level professional certification	None	WO1
6	Intermediate level professional certification	None	CW2
7	Advanced or master level professional certification	None	CW3
8	HS Diploma or GED	E1-E9	Last rank
9	As required by military appointment	W1-W5 or O1-O9	Last rank

Note 1: Credit for prior military experience is given in TIG credits for promotion, not appointment rank.

Table 3-3: Emergency Services Initial Appointment Considerations

<b>Emergency Services Rank</b>	<b>CACC Rank Will Not Exceed</b>
Entry Level Positions (EMR, BSIS Security Guard, EMT etc.)	SPC
Police Officer, Firefighter/EMT, etc. with <2 yrs fulltime experience; or EMT with > 2 yrs fulltime experience	SGT
Police Officer, Firefighter/EMT, Fire Engineer/Lieutenant, Fire Inspector, etc. with > 2 yrs fulltime experience; or Paramedic regardless of experience	Warrant Officer (WO1)
Sergeant, Corporal, Police Inspector, Detective, EMS Educator, Fire Captain, etc.	Chief Warrant Officer 2 (CW2)
Police Captain, Lieutenant, Commander, Battalion, Assistant, or Deputy Chief	Chief Warrant Officer 3 (CW3)
Police Chief or Fire Chief	Chief Warrant Officer 4 (CW4)

Table 3-4 Law Enforcement additional appointment considerations.

<b>Certificate</b>	<b>Educational Requirements<sup>1</sup></b>	<b>Service Requirements<sup>2</sup></b>	<b>Certification Requirements</b>	<b>Recommended CACC Grade</b>
Basic	Graduate POST Basic Academy	Complete Department's Probationary Period	None	SGT
Intermediate	BA/BS AA/AS 45 Ed Units 30 Ed Units 15 Ed Units	2 years 4 years 4 years 6 years 8 years	Basic Certificate	WO1
Advanced	MA/MS/MPA BA/BS AA/AS 45 Ed Units 30 Ed Units	4 years 6 years 9 years 9 years 12 years	Intermediate Certificate	CW2
Supervisory	60 Semester Units and complete POST Supervisory Course	2 years as supervisor	Intermediate Certificate	CW3



Management	60 Semester Units and complete POST Management Course	2 years as middle manager	Advanced Certificate	CW3
Executive	60 Semester Units and complete POST Executive Development Course	2 years as a agency head	Advanced Certificate	CW4

<sup>1</sup> Must be from a regionally accredited institution of higher learning

<sup>2</sup> Must be fulltime with a POST accredited law enforcement agency

Table 3-5: Specialty Direct Commission Appointments with Bachelors degree (or higher). Rank will be determined based off of current military criteria.

JAG/Legal Administrator
Chaplain
Medical Professionals*

\*Medical Professionals include Medical Doctor (MD), Physician Assistants (PA's), Registered Nurse (RN), Licensed Vocational Nurse (LVN's), Mental Health Professionals, Optometrist (OD), Doctor of Chiropractic (DC), Nurse Practitioner (NP), etc.

Table 5-1: Promotion Requirements –Commandant of Cadets

<u>From</u>	<u>To</u>	<u>Civilian Education</u> <sup>1</sup>	<u>Military Education</u>	<u>Time in Grade Months</u> 2.5	<u>Service Hours/ Yr</u>	<u>Recommending Authority</u> <sup>3</sup>
PFC	SPC <sup>4</sup>	HS Diploma or GED	BCTA	12	90	Principal & BDE Advisor
SPC / CPL	SGT	HS Diploma or GED	BCTA and BNCOC	12	90	Principal & BDE Advisor
SGT	SSG	HS Diploma or GED	BCTA and BNCOC	24	180	Principal & BDE Advisor
SSG	SFC	HS Diploma or GED	BCTA and BNCOC	36	180	Principal, BDE Advisor and CACC SEA/CSM
SFC	MSG and 1SG <sup>6</sup>	HS Diploma or GED	BCTA, BNCOC, and ACTA, ILE <sup>11</sup>	36	180	Principal, BDE Advisor and CACC SEA/CSM

MSG	SGM and CSM <sup>6</sup>	HS Diploma or GED	BCTA, BNCOC, ILE <sup>11</sup> , and ACTA.	12	180	Principal, BDE Advisor and CACC SEA/CSM
WO1	CW2	Professional Certification at basic level <sup>7</sup>	BCTA and WOCC <sup>13</sup> or CLS	24	180	Principal, BDE Advisor and CCWO
CW2	CW3	Professional Certification at intermediate level; or basic level with professional development <sup>7</sup>	BCTA and WOCC <sup>13</sup> or CLS	36	180	Principal, Brigade Advisor, and CACC CCWO
CW3	CW4	Professional Certification at advanced level; or basic level with professional development <sup>7</sup>	BCTA and ACTA	36	180	Principal, Brigade Advisor, and CACC CCWO
CW4	CW5 <sup>9, 12</sup>	Bachelor's Degree	BCTA and ACTA	12	N/A	CACC XO
2LT	1LT	None	OCS <sup>8</sup> and BCTA	18	180	Principal & Brigade Advisor
1LT	CPT	None	OCS <sup>8</sup> , ILE <sup>11</sup> and BCTA	36	180	Principal & Brigade Advisor
CPT	MAJ <sup>9</sup>	Bachelor's Degree	OCS <sup>8</sup> , BCTA, and ACTA	48	180	Principal & Brigade Advisor
MAJ	LTC <sup>9 &amp; 10</sup>	Bachelor's Degree	OCS <sup>8</sup> and ACTA and ILE <sup>11</sup>	48	180	Endorsed by Principal; CACC XO
LTC	COL <sup>9 &amp; 12</sup>	Bachelor's Degree	N/A	12	N/A	CG, YCPTF

Notes:

1. High School Diplomas, Associate's Degrees, Bachelor's Degrees, and Master's Degrees, must be awarded from regionally accredited institutions. The GED is the only acceptable equivalent for the HS diploma. Where a degree is required, a diploma or transcripts showing conferral must be provided, units alone do not satisfy this requirement regardless of amount of units.

2. Time in grade begins at the effective date of appointment/promotion in the CACC.
3. All Commandant of Cadets shall require the recommendation of their school board or administrative official and Brigade Advisor IAW para 5-5. The Brigade Advisor will write the performance review memo.
4. Completion of BCTA qualifies for promotion to SPC regardless of TIG.
5. The following extra qualifications may be used as equivalency for a max of 12 months TIG and can only be used one time and only for their next promotion after initial appointment:
  - a. Having attained the rank of Cadet Colonel in the California Cadet Corps.
  - b. Personnel with more than three years military experience may receive time in grade credit of 12 months toward their next promotion.
  - c. Having service as an instructor at the annual CACC encampment for 3 encampments.
  - d. Clear Designated Subjects Special Subjects Basic Military Teaching Credential.
  - e. Having a Bachelor's Degree with a Clear Single or Multiple Subject Credential or Administrator Credential or Pupil Personnel Services Credential.
6. Promotion to CSM is a lateral appointment and is contingent upon serving as the Senior Enlisted Advisor for a Brigade or the CACC. The individual is appointed as SGM upon vacating this position unless they satisfactory served in the position for three or more years. Promotion to 1SG is a lateral appointment only and is contingent upon serving as the highest-ranking NCO Assistant Commandant at a military school/academy or the Senior Enlisted Advisor of a Regiment. The individual is appointed as MSG upon vacating this position unless they satisfactory served in the position for three or more years.
7. Professional Development means acquisition of the DSSSBMD Clear Credential, any Clear Single or Multiple Subject Credential, Professional Certification such as CPA, CEM, etc., given by credit by examination or requiring training totaling 150 continuing education unit hours; or 150 Hours of Professional Development compatible with assigned duty position or civilian specialty from an accrediting or professional agency or accredited school (examples include the SGAUS MEMS badge, FEMA courses, medical continuing education courses, college courses toward a declared major, etc). Requirement renews for each rank.
8. Credit for OCS is given through one of the following 1) Previous experience as a CACC cadet achieving rank of C/MAJ or higher is considered equivalency to OCS; 2) Completion of a Federal or State Guard OCS program; 3) Completion of at least two years of college ROTC; 4) Completion of the Commandant Leadership School.
9. Promotion to CW5 and MAJ through COL requires a BA. The only authorized equivalent is an AA with professional development requirements in 7 above.
10. Appointment to LTC requires duty assignment as a Brigade Advisor or primary HQCACC staff member or previously appointed O-5 in the CSG or one of the US uniformed services IAW Table 3-1.
11. Intermediate Level Education (ILE) consists of the completion of one of the following: 1) the clear Basic Drill Credential or; 2) the MEMS Basic Badge and Emergency Training Ribbon or; 3) a professional certification or; 4) equivalent military PME or; 5) a graduate degree, or 6) 4 years' service as a Brigade Advisor or HQ CACC Staff Officer or 7) 24 hours of professional development training provided by HQS CACC. Requirement renews for each rank.
12. Appointment to COL requires duty assignment as Executive Officer or previously appointed O-6 in the CSG or one of the US uniformed services. Appointment to CW5 requires duty assignment as Chief Command Warrant Officer or previously appointed CW5 in the CSG or one of the US uniformed services.
13. Service as a SME (as described in Tables 3-3, 5-3, and 5-4) in support of CACC activities in the grade of SGT or higher for three annual encampments or full 21 days supporting CACC activities shall constitute equivalency for WOCC completion. SME service at three encampments may serve as both WOCC and TIG Specialty Training.

Table 5-2: Promotion Requirements – Non-Classroom Commandants

<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Civilian Education</u></b> <sup>1</sup>	<b><u>Military Education</u></b>	<b><u>Time in Grade</u></b> <b><u>Months</u></b> <small>2,5</small>	<b><u>Service Hours/</u></b> <b><u>Yr</u></b>	<b><u>Recommending Authority</u></b> <sup>3</sup>
PFC	SPC <sup>4</sup>	HS Diploma or GED	None	12	90	CMDT, BA, or AXO
SPC	CPL	HS Diploma or GED	BNCOC	12	90	CMDT, BA, or AXO
SPC	SGT	HS Diploma or GED	BNCOC	18	90	CMDT, BA, or AXO
CPL	SGT	HS Diploma or GED	BNCOC	12	90	CMDT, BA, or AXO
SGT	SSG	HS Diploma or GED	BNCOC	24	180	CMDT, BA, or AXO
SSG	SFC	HS Diploma or GED	BNCOC	36	180	CMDT, BA and CACC SEA/CSM
SFC	MSG and 1SG <sup>6</sup>	HS Diploma or GED	BNCOC and ACTA, ILE <sup>11</sup>	36	180	CMDT, BA and CACC SEA/CSM
MSG	SGM and CSM <sup>6</sup>	HS Diploma or GED	BNCOC and ACTA, ILE <sup>11</sup>	12	180	BDE Advisor and CACC SEA/CSM
WO1	CW2	Professional Certification at basic level <sup>7</sup>	WOCC <sup>13</sup> or CLS	24	180	CMDT, BA and CCWO
CW2	CW3	Professional Certification intermediate level; or basic level w/ professional development <sup>7</sup>	WOCC <sup>13</sup> or CLS and ILE <sup>11</sup>	36	180	CMDT, BA and CCWO
CW3	CW4	Professional Certification advanced level, or basic level w/ professional	WOCC <sup>13</sup> or CLS and ILE <sup>11</sup>	36	180	CMDT, BA and CCWO

		development 7				
CW4	CW5 9, 12	Bachelor's degree	ACTA	12	N/A	CACC XO
2LT	1LT	None	OCS <sup>8</sup> and ILE <sup>11</sup>	18	180	CMDT of Cadets and BDE Advisor or AXO
1LT	CPT	None	OCS <sup>8</sup> and ILE <sup>11</sup>	36	180	CMDT of Cadets and BDE Advisor or AXO
CPT	MAJ <sup>9</sup>	Bachelor's Degree	OCS <sup>8</sup> <u>and</u> ACTA	48	180	BDE Advisor or AXO
MAJ	LTC <sup>9</sup> & 10	Bachelor's Degree	OCS <sup>8</sup> <u>and</u> ACTA <u>and</u> ILE <sup>11</sup>	48	180	AXO
LTC	COL <sup>9</sup> & 12	Bachelor's Degree	N/A	12	N/A	CG, YCPTF

Notes:

1. High School Diplomas, Associate's Degrees, Bachelor's Degrees, and Master's Degrees, must be awarded from regionally accredited institutions. The GED is the only acceptable equivalent for the HS diploma. Where a degree is required, a diploma or transcripts showing conferral must be provided, units alone do not satisfy this requirement regardless of amount of units.

2. Time in grade begins at the effective date of appointment/promotion in the CACC.

3. All Commandant of Cadets shall require the recommendation of their school board or administrative official and Brigade Advisor IAW para 5-5. The Brigade Advisor will write the performance review memo.

4. Completion of BCTA qualifies for promotion to SPC regardless of TIG.

5. The following extra qualifications may be used as equivalency for a max of 12 months TIG and can only be used one time and only for their next promotion after initial appointment:

- a. Having attained the rank of Cadet Colonel in the California Cadet Corps.
- b. Personnel with more than three years military experience may receive time in grade credit of 12 months toward their next promotion.
- c. Having service as an instructor at the annual CACC encampment for 3 encampments.
- d. Clear Designated Subjects Special Subjects Basic Military Teaching Credential.
- e. Having a Bachelor's Degree with a Clear Single or Multiple Subject Credential or Administrator Credential or Pupil Personnel Services Credential.

6. Promotion to CSM is a lateral appointment and is contingent upon serving as the Senior Enlisted Advisor for a Brigade or the CACC. The individual is appointed as SGM upon vacating this position unless they satisfactory served in the position for three or more years. Promotion to 1SG is a lateral appointment only and is contingent upon serving as the highest-ranking NCO Assistant Commandant at a military school/academy or the Senior Enlisted Advisor of a Regiment. The individual is appointed as MSG upon vacating this position unless they satisfactory served in the position for three or more years.

7. Professional Development means acquisition of the DSSSBMD Clear Credential, any Clear Single or Multiple Subject Credential, Professional Certification such as CPA, CEM, etc., given by credit by

examination or requiring training totaling 150 continuing education unit hours; or 150 Hours of Professional Development compatible with assigned duty position or civilian specialty from an accrediting or professional agency or accredited school (examples include the SGAUS MEMS badge, FEMA courses, medical continuing education courses, college courses toward a declared major, etc). Requirement renews for each rank.

8. Credit for OCS is given through one of the following 1) Previous experience as a CACC cadet achieving rank of C/MAJ or higher is considered equivalency to OCS; 2) Completion of a Federal or State Guard OCS program; 3) Completion of at least two years of college ROTC; 4) Completion of the Commandant Leadership School.

9. Promotion to CW5 and MAJ through COL requires a BA. The only authorized equivalent is an AA with professional development requirements in 7 above.

10. Appointment to LTC requires duty assignment as a Brigade Advisor or primary HQCACC staff member or previously appointed O-5 in the CSG or one of the US uniformed services IAW Table 3-1.

11. Intermediate Level Education (ILE) consists of the completion of one of the following: 1) the clear Basic Drill Credential or; 2) the MEMS Basic Badge and Emergency Training Ribbon or; 3) a professional certification or; 4) equivalent military PME or; 5) a graduate degree, or 6) 4 years' service as a Brigade Advisor or HQ CACC Staff Officer or 7) 24 hours of professional development training provided by HQS CACC. Requirement renews for each rank.

12. Appointment to COL requires duty assignment as Executive Officer or previously appointed O-6 in the CSG or one of the US uniformed services. Appointment to CW5 requires duty assignment as Chief Command Warrant Officer or previously appointed CW5 in the CSG or one of the US uniformed services.

13. Service as a SME (as described in Tables 3-3, 5-3, and 5-4) in support of CACC activities in the grade of SGT or higher for three annual encampments or full 21 days supporting CACC activities shall constitute equivalency for WOCC completion. SME service at three encampments may serve as both WOCC and TIG Specialty Training.

Table 5-3: Military Education Equivalencies

CACC Course	Military Course Equivalent
BNCOC	USA Warrior/Basic Leader Course, or USAF Airman Leadership School, or USMC Corporals Course, or USN Introductory PME, or USCG Journeyman PME, or CSG (formerly BNCOC) or higher <i>Note: higher level military courses, such as ANCOC or SNCOC meet BNCOC equivalency requirements</i>
WOCC	USA Warrant Officer Candidate School, or USMC Warrant Officer Basic Course, or LDO/WO/CWO Academy, or USCG Chief Warrant Officer Professional Development Course, or CSG WOCC

OCS	USA Officer Candidate Course or ROTC, or USAF Officer Training School or ROTC, or USMC Officer Candidate Course or ROTC, or USN Officer Candidate Course or ROTC, or USCG Officer Candidate Course or ROTC, or At least 2 yrs. at any US Uniformed Service Academy CACC Commandant Leadership School (CLS) Service as CACC Cadet Major or Above
ILE (Commissioned Officers)	USA Command and General Staff College, or USAF Air Command and General Staff College or, USMC Command and Staff College, or USN Naval Command and Staff College UCSG Midgrade Officer Career Transition Course, or CSG ILE, or 4 years satisfactory service as a Brigade Advisor, or 4 years satisfactory service as a HQ CACC staff officer

Note: These equivalencies are solely to determine equivalencies for promotion purposes. They do not substitute any of the requirements for the Basic Military Drill credential as outlined in CR 1-9.

Table 5-4: Professional Certifications for Warrant Officers

Note these are only some examples of professional certifications appropriate for Warrant Officers. This table alone is not all inclusive and individuals may submit a copy of their certifications for consideration.

<b><u>Field</u></b>	<b><u>Title</u></b>	<b><u>Awarding Agency</u></b>	<b><u>Level</u></b>
Acquisition	DAWIA Level I	Department of Defense	Basic
	DAWIA Level II	Department of Defense	Intermediate
	DAWIA Level III	Department of Defense	Advanced
Aviation	Private Pilot (PPL)	Federal Aviation Administration	Basic
	Commercial Pilot (CPL)	Federal Aviation Administration	Intermediate
	Air Transport Pilot (ATP)	Federal Aviation Administration	Advanced
Construction	Apprentice	(DAS) Department of Apprenticeship Standards	Basic
	Journeyman	(DAS) Department of Apprenticeship Standards	Intermediate

	Master	(DAS) Department of Apprenticeship Standards	Advanced
Culinary	Certified Culinarian	American Culinary Foundation	Basic
	Certified Sous Chef	American Culinary Foundation	Intermediate
	Certified Executive Chef	American Culinary Foundation	Advanced
Emergency Management	Associate Emergency Manager	International Association of Emergency Managers	Intermediate
	Certified Emergency Manager	International Association of Emergency Managers	Advanced
Firefighting	Firefighter II and Drive/Operator I	International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Profession Qualification (Pro Board) or State-certification	Basic
	Fire Officer	International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Profession Qualification (Pro Board) or State-certification	Intermediate
	Chief Officer	International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Profession Qualification (Pro Board) or State-certification	Advanced
Logistics	Demonstrated Logistician (DL)	Society of Logistics Engineers	Basic
	Certified Master Logistician (CML)	Society of Logistics Engineers	Intermediate



	Certified Professional Logistician (CPL)	Society of Logistics Engineers	Advanced
Information Technology	Associate	Cisco Systems	Basic
	Professional	Cisco Systems	Intermediate
	Expert	Cisco Systems	Advanced
Legal	Accredited Legal Professional (or equivalent)	National Association of Legal Assistants or other agency	Basic
	Professional Legal Secretary (or equivalent)	National Association of Legal Assistants or other agency	Intermediate
	Professional Paralegal (or equivalent)	National Association of Legal Assistants or other agency	Advanced
Emergency Medical	Paramedic	NREMT and Local / County EMS Agency	Basic
Nursing	Licensed Vocational or Practical Nurse (LVN/LPN)	Board of Vocational Nursing and Psychiatric Technicians	Basic
	Registered Nurse (RN) without a BSN or Bachelor's degree	CA Board of Registered Nursing (BRN)	Intermediate
	Registered Nurse (RN) without a BSN or Bachelor's degree with (a) 5 years or more of Critical Care Experience (i.e. EMS, ED, ICU); or (b) Medical Instructor certification(s) and experience.	CA Board of Registered Nursing (BRN)	Advanced

Table 5-5: Specialty Training for Enlisted PME

Note these are only some examples of specialty training appropriate for Enlisted personnel. This table alone is not all inclusive and individuals may submit a copy of their certifications for consideration.

<b>Field</b>	<b>Name</b>	<b>Awarding Agency</b>
Aviation	Sport Pilot or UAV Pilot	Federal Aviation Administration
Culinary	Certified Fundamentals Cook	American Culinary Foundation
Communications	Licensed Radio Operator	Federal Communications Commission
Construction	50% apprenticeship complete	
Legal	Legal Documents Assistant	California County
Maritime	Able Seaman or departmental equivalent	U.S. Coast Guard
Medical	Emergency Medical Responder	NREMT
	CPR/FA/AED Instructor	AHA or ARC
	Medical Assistant	
Military	Any military career field qualified in	US Armed Forces
Nursing	Certified Nursing or Medical Assistant	CDPH or CCBMA
Security	Guard Card	BSIS
Transportation	Class A or B driver	Department of Motor Vehicles