



STATE OF CALIFORNIA- MILITARY DEPARTMENT
CALIFORNIA CADET CORPS
CAMP SAN LIS OBISPO
10 Sonoma Ave, Bldg. 1301
Camp San Luis Obispo, California 93405



CACC-HQ

CIRCULAR 010-2324-005

1 December 2023

CALIFORNIA CADET CORPS
ANNUAL GENERAL INSPECTION

- 1. GENERAL:** In the name of Headquarters (HQs) CACC, all Brigade Advisors will conduct an Annual General Inspection (AGI) of their units in accordance with CR 1-6 (AGI) between 1 February and 31 March 2024. The Annual General Inspections of California Cadet Corps units are conducted utilizing the Annual General Inspection Report Form 15, Appendix B to Cadet Regulation 1-6 (effective 1 DEC 2021), as a guide. A detailed rubric may be found in CR 1-6, Appendix A that will aid the inspectors in evaluating the appropriate rating level. There are no regulatory changes to CR 1-6 for this year's inspections.
- 2. PURPOSE:** This inspection fulfills the Adjutant General's obligations under the California Military Veteran's Code Section 515 to inspect CACC units. It also serves to inform the Executive Officer, Adjutant General, and the Superintendent of Public Education on the training, attendance, discipline, military knowledge and instruction, leadership and condition of property of the California Cadet Corps units. Newly formed units will not undergo full AGIs but rather a Staff Assistance Visit (SAV). The SAV is a non-graded event meant to prepare units for future AGIs.
- 3. OVERVIEW:** All first year units will undergo a SAV, whereas second year units will undergo a full AGI. Units inspected in 2023 that received a rating of Satisfactory or higher do not require an inspection. Inspections are to be conducted during a normal school day and will include a visit to the California Cadet Corps unit, its Commandant of Cadets, and the Principal or administrator-designee of the school. A report of the inspection will be made for submission to the Adjutant General, Superintendent of Public Education and copies are left with the Principal and Commandant of Cadets at the school site. Brigade Advisors will be conducting the inspections on their Battalions and will brief the XO upon completion of their last inspection. Brigade Advisors may coordinate with Operations if they require assistance from HQ CACC personnel but are principally responsible for inspecting their units. Requests for inspector augmentation must be made to HQ CACC by 19 JAN 2024.
- 4. INTRODUCTION / REPORT OUT:** Commandants should post a cadet in the school office at the start inspection time to escort the Brigade Advisor to the cadet formation. Commandants should arrange for an out-brief with the school principal or administrator-designee prior to departure of the inspection team.

CIRCULAR 010-2324-005 (AGI)

5. **CONDUCT OF THE INSPECTION:** Commandants should coordinate with administration and impacted teachers to schedule at least 80% of enrolled cadets for an In-Ranks Inspection / Drill and Ceremonies demonstration lasting up to one hour and beginning 5 minutes after the scheduled inspection time. Cadet leadership will conduct the In-Ranks Inspection in accordance with CR 3-21.5 (see Enclosures 1 and 2), with the Brigade Advisor and other Inspectors serving as the Inspecting Officer. The Squad and Platoon drill sequences will be executed by a randomly selected Squad and Platoon using the sequences in Enclosure 3. Following the outdoor portion, the Cadet staff will conduct a Command and Staff Brief to the Brigade Advisor. A sample briefing may be found on the CACC website under Events>AGI. Unit leaders, records, and storage areas will need to be available and unlocked to the inspection team for about another 60 minutes following the Command and Staff Brief. The Brigade Advisor will need thirty minutes at the end of the inspection to finalize their report and then brief the principal or their representative.

6. **UNIFORM:** Uniform for the inspection will be Class B uniform. Those units who do not have this uniform should wear the uniform they have been issued. Commandants are required to be in a Class B uniform or Commandant Multipurpose Uniform (CMU).

7. **SCHEDULE:** The Brigade Advisor will publish a schedule of planned inspections, forwarding it to the HQ CACC S3 (Operations@cacadets.org) NLT **26 JAN 2024**. Schedules will include all units and status, including those not being inspected this year. Battalions must coordinate any changes with their Brigade Advisor.

8. **AWARDS:** Units receiving a "Superior" rating will be awarded the Superior Unit Guidon Streamer (IAW CR 1-1, 3-3b) at the out-brief in front of the principal, and cadets will be authorized the Superior Unit Ribbon.

9. **BRIGADE SAVs:** Following completion of Bn AGIs, Brigade Advisors will present a briefing on their brigade's AGI findings to the CACC Executive Officer.

10. **REPORTING:** Brigade Advisors will upload a copy of the inspection report to the AGI report SharePoint folder at <https://cacadets.org/AGIUpload> within seven days of completion of the inspection.



3 Encls

1. AGI In-Ranks Inspections for AGI
2. Questions for In-Ranks Inspections
3. Squad & Platoon Drill Sequence

MICHAEL J. SMITH
COL, CACC
Executive Officer

In-Ranks Inspections for AGI

References: CR 3-21.5, para 6-18, 6-19, 6-6, 5-16 & 5-17

The following basic information applies to conducting inspections for a company. If you have a battalion with more than one company, the battalion is formed in line with companies in line with the Battalion Commander and Guidon Bearer in front. After the Battalion Commander has reported to the Chief Inspector, he/she directs the companies to Prepare for Inspection. Companies will then be inspected separately by the inspection team (as simultaneously as possible, depending on the number of inspectors). The Battalion Commander will accompany the Chief Inspector (Bde Advisor).

If there's enough space, platoons should be at normal interval. If space is limited, form platoons at close interval. The formation of Companies in Column of Platoons in Line may also be used. If other formations are necessary, coordinate prior to the inspection with the Chief Inspector.

Units should be led and presented by their Commander. If a unit doesn't use the officer positions (Bn & Co Commander, Platoon Leader), the functions should be performed by the NCOs (1SG & Plt Sgt).

With the company in line formation, the commander directs **PREPARE FOR INSPECTION**. On that directive, the platoon leaders face about, command **Open Ranks, MARCH** and **Dress Right, DRESS**, align the company as in paragraph 6-6, completing the alignment with the command **Ready, FRONT**, then face forward. When all platoon leaders are facing the front, the commander commands **AT EASE**, and faces forward, awaiting the arrival of the inspecting officer. On the approach of the inspector, the company commander comes to attention, faces about, commands **Company (Platoon), Attention**, and faces about. When the inspector stops in front of him/her, he/she salutes and reports: **"Sir/Ma'am, the Company is prepared for inspection."** The inspector returns the salute, inspects the company commander, then moves to inspect the guidon bearer, with the company commander assuming a position at the inspector's left side.

NOTES: During the inspection, the guidon bearer, officers, and noncommissioned officers not in ranks assume the position of attention as the inspecting officer approaches their positions and resume the at ease position after they have been inspected. A unit that is not currently being inspected should be placed at ease (or at Parade Rest if desired), and the unit commander should call them to attention when he/she sees the inspector approaching.

The inspector and company commander then face to the half left in marching and proceed to the right of the line. As they approach the right flank platoon, the platoon leader commands (over his/her right shoulder) **Platoon, ATTENTION**. When the inspector has halted directly in front of the platoon leader, he/she salutes and reports, **"Sir/Ma'am, the platoon is prepared for inspection."** The inspector inspects the platoon leader. The inspector then directs the platoon leader to lead them through the inspection, faces to the half left in marching, and halts directly in front of the squad leader of the first squad. As the inspector faces to the half left in marching, the platoon leader faces to the right in marching, inclines, and halts directly in front of the second cadet in the first squad and on line with the inspector. The company commander (and battalion commander, if present) align themselves to the left of the inspector, and follow him/her through the inspection.

NOTE: The chain of command that accompanies the inspector are not conducting an inspection themselves, they are paying attention to the inspector's interaction with their cadets. When the inspector moves to the next squad, the Bn/Co Commanders follow the inspector without stopping at the last cadets in the previous squad. Movement from cadet to cadet is coordinated by the inspector, usually by giving a quiet command, such as Ready, Move.

As soon as the platoon leader and inspector have halted in front of the first two cadets in the first squad, the

platoon leader commands **Second, Third, and Fourth Squads, AT EASE**. When moving from cadet to cadet during the inspection, the inspector and platoon leader (and any others accompanying the inspector simultaneously face to the right in marching, take two short steps (one step if the company is at close interval), halt, and face to the left. Depending on time constraints, the inspector may or may not execute the side steps described in paragraphs 5-16 & 5-17. After the inspector has inspected the last cadet in the front rank, the platoon leader hesitates momentarily and allows the inspector to precede him/her as the inspector inspects the front rank from the rear. As the inspector begins to inspect the rear of each rank, the platoon leader commands the next squad to *Attention*. As they begin to inspect the next rank, the platoon leader commands the last rank inspected to *At Ease*. Normally, when inspecting the rear of each rank, the inspector conducts a walking inspection. As the inspector inspects the rear of the last cadet in each rank, he/she turns and halts directly in front of the squad leader of the next rank. The platoon leader turns and halts directly in front of the second cadet. Any accompanying leaders march past (behind) the inspector and assume their positions to his/her left.

When the inspector has completed the inspection of the platoon, the platoon leader commands the platoon to *Attention* and overtakes the inspector en route back to the front of the platoon. The platoon leader halts at his post facing to the front. The inspector halts in front of the platoon leader; they exchange salutes, and the inspector faces to the right in marching and moves to the next platoon. As soon as the inspector has cleared the first platoon, the platoon leader faces about, commands **Close Ranks, MARCH** and **AT EASE**, and then faces about and executes *At Ease*. When the inspector has completed the inspection of the last platoon (exchanged *Salutes* with the platoon leader), the company commander returns to his/her post at the center of the company and commands the company to *Attention*. They exchange salutes and the inspector falls out. The company commander then takes whatever action is appropriate based on input from the battalion commander, commandant, or inspection team (dismiss the company, put them at ease, etc.).

All platoon leaders execute the same actions as the inspector approaches their platoons.

Because there are normally multiple inspectors conducting the in-ranks inspection during an AGI, they coordinate as to which units, or even parts of units, each will inspect. If an inspector finishes their assignment, they may wait for the others to finish, or they may identify portions of the unit that have yet to be inspected and proceed to conduct that inspection. All cadets should be inspected. In extremely large units (military institutes), the inspectors may generally inspect each unit, but only stop at every 2nd or 3rd cadet to ask knowledge questions. To save time during these large-unit inspections, inspectors may walk down the line of cadets without stopping at each cadet. The chain of command accompanying the inspector will take their clues from the inspector, stopping when he/she stops to speak with a cadet. It is preferable that companies in military institutes be inspected separately during different periods if the school is able to coordinate that. Otherwise, the inspectors will do their best to inspect a random sample of the cadets from all units, noting uniform, military courtesy, and cadet knowledge.

California Cadet Corps
Annual General Inspection 2023
Questions for In-Ranks Inspection

RECRUIT:

- Who is the father of the California Cadet Corps? (*BG Edwin A. Forbes*)
- When was the California Cadet Corps founded? (*April 5, 1911*)
- What is the motto of the California Cadet Corps in French and English? (*Essayons – Let Us Try!*)
- What are the Cadet Corps Core Values? (*Service, Integrity, Respect*)
- What command is used to get alignment of cadets in a squad formation? (*Dress Right, Dress*)
- What command is used to have cadets face to the rear? (*About, Face*)
- Describe Class B and Class C Uniforms. (*B – dressier, khaki shirt w/black pants; C- work uniform – coyote brown BDUs and boots*)
- How do you address a Sergeant using military courtesy? (*Sergeant*)
- How do you address an Officer using military courtesy? (*Sir or Ma'am*)
- What rank has three stripes? (Similar questions for enlisted cadet ranks) (*Sergeant; Recruit, Cadet, Cadet First Class, Corporal, Sergeant, Staff Sergeant, Sergeant First Class, Master Sergeant/First Sergeant/Sergeant Major/Command Sergeant Major*)

CADET (any of the preceding questions plus):

- Recite the Cadet Honor Code. (*A cadet will not lie, cheat, steal, or tolerate those who do*)
- What rank has a gold disk? (Similar questions for cadet officer ranks) (*Gold Disk-C/2LT; Silver Disk-C/1LT; 2 Silver Disks-C/CPT; gold diamond-C/MAJ; silver diamond-C/LTC; 2 silver diamonds-C/COL*)
- Recite the Pledge of Allegiance (*I pledge allegiance to the flag of the United States of America. And to the republic, for which it stands, one nation, under God, indivisible, with liberty and justice for all*)

CADET FIRST CLASS (any of the preceding questions plus):

- Recite your First General Order. (*I will guard everything within the limits of my post and quit my post only when properly relieved*)
- Name four of the ten elements of the Cadet Code (*Loyalty, Education, Ambition, Duty, Enthusiasm, Respect, Service, Healthy, Integrity, Personal Courage*)
- Recite the Chain of Command positions through Battalion level (*Squad Ldr, Plt Ldr, Co Cdr, Bn Cdr*)
- Name the enlisted ranks from Recruit to Command Sergeant Major (*RCT, CDT, CFC, CPL, SGT, SSG, SFC MSG/1SG/SGM/CSM*)
- Describe the insignia for C/CPL, C/SGT, C/SSG, C/SFC, C/MSG, or C/CSM
- Describe what you would do if given the command Open Ranks March in this platoon
- What is the length of step for Backwards March (*12 inches*)

CADET CORPORAL (any of the preceding questions plus):

- Who is the Brigade Commander?
- What are the six CACC Objectives? (*Leadership, Citizenship, Patriotism, Academic Excellence, Military Knowledge, and Health-Fitness-Wellness*)
- Recite the Second General Order. (*I will obey my special orders and perform all my duties in a military manner*)
- Describe the insignia for C/2LT, C/1LT, C/CPT, C/MAJ, C/LTC, or C/COL
- List the ranks from 2LT to COL (*2LT, 1LT, CPT, MAJ, LTC, COL*)
- What is the difference between Route Step March and At Ease March? (*you can talk at Route Step*)
- What is the purpose of Counter Column March? (*to turn the unit 180 degrees to the rear keeping the squad leaders in front of the unit*)
- How many steps is in the movement Present Guidon from Order Guidon? (3)

CADET SERGEANT (any of the preceding questions plus):

- Recite the Third General Order (*I will report violations of my special orders, emergencies, and anything not covered in my instructions to the Commander of the Relief*)
- Describe the insignia for 2LT, 1LT, CPT, MAJ, LTC, or COL (adult ranks)
- Recite the definition of Leadership. (*The process of influencing people by providing purpose, direction, and motivation while operating to accomplish the mission and improving the organization*)
- What do the symbols on the CACC DUI stand for? (*Bear-CA, Sword-military, Torch-learning*)
- Can a flag be flown on a flagpole at night? (*Only if the area is lighted*)
- Name the colors on a topographic map and what they stand for. (*black, red, brown, blue, green*)
- What are the three types of north on a topographical map? (*True, Grid, Magnetic*)
- What are the subjects covered in CACC Regs CR 1-1, 1-5, and 1-8? (*Awards, Promotions, Uniforms*)

CADET STAFF SERGEANT (any of the preceding questions plus):

- Describe where a platoon sergeant and platoon leader post in a company formation in line. (*Plt Ldr is 6 paces in front of and centered on the platoon, the PSG is 1 pace behind and centered on the platoon*)
- Recite the phonetic alphabet.
- Which lines are parallel to the Equator – lines of Longitude or Latitude? (*latitude*)
- Describe how a hilltop is portrayed with contour lines on a topographical map. (*concentric circles*)
- How can you tell how much vertical distance lies between two contour lines? (*check the marginal data*)
- When are the times you would salute the American flag? (*Reveille, Retreat, passing Color Guard*)

SENIOR NCOs (any of the preceding questions plus):

- What are the commands to put a platoon into the Extended Rectangular Formation? (*Extend to the Left, March; Arms Downward, Move; Left, Face; Extend to the Left, March; Arms Downward, Move; Right, Face; From Front to Rear, Count Off; Even Numbers to the Left, Uncover*)
- Name three exercises in the Preparation Drill? (*Bend and Reach, Rear Lunge, High Jumper, Rower, Squat Bender, Windmill, Forward Lunge, Prone Row, Bent-Leg Body Twist, Push Up*)
- What do the stars and stripes on the American flag symbolize? (*one star for each state, one stripe for each of the original 13 colonies*)
- How does body language relate to attitude? (*body language signs of positive negative attitude i.e. crossed arms*)
- Describe Maslow's Hierarchy of Needs (don't need each level, just a general description) (*there's a hierarchy of human need, with physical needs on the bottom, like safety, thru belonging, esteem to self-actualization. You have to meet the lower needs before the upper needs become important*)
- Describe how you determine military (24-hour) time. (*0001-1259 same, then add 12*)
- Describe a SMART Goal. (*a goal that is specific, measurable, attainable, relevant, and time-bound*)
- Who was Winston Churchill and why do we study him as a great leader? (*Leader of Great Britain during World War II. He was a great communicator, planner, motivator, politician, and transformational leader*)
- Who was Dwight Eisenhower and why do we study him as a great leader? (*Leader of the US Army during World War II – led us to victory. Became President in 1952*)
- Who was Mohandas Ghandi and why do we study him as a great leader? (*Leader of India, religious leader, led India through split with Pakistan and out of the British Empire; transformational leader*)
- How does a First Sergeant align a company in line formation? (*gives the directive: Have your Platoons Dress Right*)

CADET OFFICERS (any of the preceding questions plus):

- Name three symptoms of a heart attack.
- What is the first aid for choking?
- What is the first aid for a nose bleed? (*pinch nose, lean forward*)
- Name three of the 11 Leadership Principles
 - Know yourself and seek self-improvement
 - Be technically and tactically proficient
 - Develop a sense of responsibility among your subordinates
 - Make sound and timely decisions
 - Train your cadets as a team
 - Set the example
 - Train your cadets in accordance with their capabilities
 - Ensure the task is U-S-A (understood, supervised, accomplished)
 - Know your cadets and look out for their welfare
 - Keep your cadets informed
 - Seek responsibility and take responsibility for your actions
- What is the point of the Leadership Indicators (Morale, Proficiency, Discipline, Esprit de Corps)? (*they show if good leadership is present in an organization*)
- When using drill symbols, what is the symbol for a Company Commander? (*solid circle topped by a vertical line and two crossbars*)
- Do you know any part of the Leader's Code? (*I became a cadet leader by what I do. I know my strengths and weaknesses, and I strive constantly for self-improvement . . .*)
- What are the three components of the US Army? (*Active, National Guard, and Reserve*)
- Can you name one of the two organizations that are considered US Uniformed Services but not Armed Forces? (*Public Health Service and Nat'l Oceanic & Atmospheric Administration*)
- How does the Adjutant initiate a review ceremony? (*Commands "Sound Attention"*)
- What are the three classic Leadership Styles? (*Autocratic/Authoritarian, Democratic/Participative, and Laissez Faire*)
- Define Transactional Leadership. (*leadership is based on controlling subordinates thru reward & punishment*). It involves 'transactions' between leader and subordinate)
- In the Cadet Leadership Model, what are the three Attributes? (*Character, Presence, & Intellect*)
- In the Cadet Leadership Model, what are the three Competencies? (*Leads, Develops, Achieves*)
- What are the four leadership styles in Situational Leadership? (*Directing, Coaching, Supporting, Delegating*)
- What are the five paragraphs in an Operations Order? (*Situation, Mission, Execution, Sustainment, Command & Control*)
- What are the four questions that are key to an After Action Review?
 - *What was expected to happen?*
 - *What actually occurred?*
 - *What went wrong and why?*
 - *What can be improved and how?*

**California Cadet Corps
Annual General Inspection 2023**

Squad and Platoon Drill Sequence

Squad Drill Sequence*

FALL IN

Dress Right, DRESS

Ready, FRONT

Right, FACE

Left, FACE

About, FACE

Parade, REST

Squad, ATTENTION

Left, FACE

Cover

Recover

Forward, MARCH

Right Flank, MARCH

Left Flank, MARCH

Half Step, MARCH

Forward, MARCH

Rear, MARCH

Change Step, MARCH

Rear, MARCH

Column Right, MARCH

Column Left, MARCH

Left Flank, MARCH

Left Flank, MARCH

Rear, MARCH

Squad, HALT

Left, FACE

Dismissed

* Squad should consist of a squad leader and at least 5 cadets

Platoon Drill Sequence*

FALL IN

Open Ranks, MARCH

Dress Right, DRESS

Ready, FRONT

Close Ranks, MARCH

Right, FACE

Left, FACE

About, FACE

Parade, REST

Platoon, ATTENTION

Left, FACE

Cover

Recover

Forward, MARCH

Right Flank, MARCH

Left Flank, MARCH

Half Step, MARCH

Forward, MARCH

Rear, MARCH

Change Step, MARCH

Rear, MARCH

Column Right, MARCH

Column Left, MARCH

Left Flank, MARCH

Left Flank, MARCH

Rear, MARCH

Platoon, HALT

Left, FACE

Dismissed

* Platoon should consist of 3 or 4 squads of at least 5 cadets each