

**WARNING ORDER: 010-2324-006**

**1. SITUATION:**

- a. Winter Basic Commandant Training Academy (BCTA)
- b. BCTA Dates will be in three phases:
  - i. Phase 1: an online phase from 01 DEC 23 through 15 JAN 24
  - ii. Phase 2: CACC Pre-Appointment Course (if necessary) offered on 21 January 2024.
  - iii. In-person BCTA will be at Camp SLO 22 JAN through 26 JAN 2024.
- c. Travel days for those attending just BCTA are 21 and 26 January. Travel days for those attending PAC+BCTA are 2 and 26 January.
- d. BCTA Start and End Times: 0800 hrs 22 January and 1200 hrs 26 January
- e. Location: Camp San Luis Obispo, Bldg 1301
- f. Open to: All individuals needing to obtain a Preliminary Drill Credential or new to adult membership in CACC
- g. Participation Requirements: Ability to attend the entire length of the program.
- h. Training events planned: Classes, practical exercises and tests as described in CR 3-1, para 8-6 and Appendix B. A detailed schedule of activities will be e-mailed to participants prior to the course.
- i. Uniform is CMU or OCP.
- j. BCTA is a course required for all newly appointed CACC in-classroom commandants, contributing to their professional development, promotion qualification, and knowledge of the curriculum, policies, and regulations of the organization.
- k. BCTA is required within 18 months of appointment into the California Cadet Corps as a Commandant of Cadets.

- 2. MISSION:** 22-26 January 2024, California Cadet Corps conducts the Basic Commandant Training Academy at Camp San Luis Obispo to give new in-classroom commandants knowledge and skills to run or support a Cadet Corps program in their school, administration of the Basic Commandant Knowledge Test for acquisition of TAG Letter for credential, and professional development for future promotions.

**3. EXECUTION:**

- a. To offer a training academy to ensure all commandants teaching the course are better prepared to meet the challenges of instruction, operations, and inspections in the CACC program.
- b. The Commandant Training Academy will focus on the criteria of operations as per Cadet Regulation CR 3-1, Chapter 8.  
(<https://cacadets.org/Documents/Regulations>).

- c. Each day will consist of approximately 8 hours of class time and 2 hours of lab/test time.
- d. Class Hours will be from 0730 until approximately 2000 hrs.
- e. Attendees will be given 1-hour each for lunch and dinner.
- f. Classes will consist of instruction, application, drill, and group work.
- g. The Basic Commandant's Knowledge Test will be administered in sections during lab time. The hours of 1800-2000 will be used for lab work or testing.
- h. Attendees not completing the entire course AND/OR not passing the Commandant Knowledge Test will not be approved for The Adjutant General Letter for commandant credentialing.

#### 4. SUSTAINMENT:

- a. Participants will be provided contract meals at no cost to the participants beginning with the evening meal, from 5 pm – 6:30 pm, on 21 January 2024 and ending with the morning meal on 26 January 2024.
- b. Participants will be provided with open bay billets at no cost to the participants from the evening of 21 January 2024 through the morning of 26 January 2024. For individuals that would like private billeting you will need to contact billeting at 805-594-6500. NOTE: **Private billeting is at the expense of the participants.**
- c. Students should explore requesting school site funds to pay for a billet, try to request BCTA as a school conference for professional development funds from your site or potential reimbursement.
- d. **Applicants are highly encouraged to apply for adult membership in the Cadet Corps prior to attending the BCTA.** Members of the CACC can be paid for their time at BCTA.
  - o Please go to <https://cacadets.org/Commandant/HowtoJoin> and complete the "Commandant Application Packet". **Packets must be completed and approved prior to BCTA in order to obtain these benefits.** Those attending PAC on 21 JAN should have the rest of their packet submitted so it may be actioned upon completion of PAC.
- e. Transportation to and from CSLO and while at CSLO is the responsibility of the participant and will not be reimbursed at state expense.
- f. Individuals not yet appointed in the California Cadet Corps will wear a black polo shirt and khaki trousers. The black CACC polo shirt can be purchased in advance by going to [www.cadetstore.org](http://www.cadetstore.org), and may be purchased during the course.
- g. All attendees who are officially appointed members of the California Cadet Corps or members of an Armed Forces Reserve, California Army/Air National Guard, or CalGuard will be expected to wear the regulation ACU uniform IAW CR 1-3 and AR 670-1 or the Commandant Multipurpose Uniform (CMU) IAW Change 2 to CR 1-3 to all classes and activities during the academy.
- h. **Registration: Persons interested in enrolling in BCTA, Winter 2023/4 must fill out this form by 1 December 2023: [Winter BCTA Registration](#)**

**i. KEY SUSPENSE DATES:**

- i. 15 NOV 2023: Instructor/Assignment request to COL Edinboro
- ii. 1 DEC 2023: Student participant registration submitted
- iii. 15 JAN 2024: Completion of online prerequisite courses
- iv. 22 JAN 2024: First Day of Instruction
- v. 26 JAN 2024: Last Day of BCTA

**j. If a minimum number of attendees are not confirmed by the 1 DEC 2023 cut off- then the training will be canceled. The next planned BCTA is in July 2024.**

**5. COMMAND & SIGNAL:**

- a. The Project Officer for this BCTA is COL Grace Edinboro, [grace.edinboro@cacadets.org](mailto:grace.edinboro@cacadets.org).
- b. Instructors & Assignments: TBD (Any already qualified Commandant, teacher, or academic coach wishing to participate as a BCTA instructor please contact COL Edinboro. Instructors will be assigned on a case by case basis based on subject matter expertise and availability. Those wishing to instruct should email COL Edinboro with full contact information, areas of expertise interested in instructing, and availability 22-25 JAN 2024.

**ACKNOWLEDGE:**

Edinboro  
COL, CACC

**DISTRIBUTION:**

Brigade Advisors  
Uncredentialed Commandants  
Principals  
School Staff Prospective Members

**ANNEX A:** (General instructions / Packing List) to Summer Basic Commandant Training Academy (SBCTA)

1. General (Resident Courses)
  - a. Billeting is available throughout the course. Billeting will be available at no cost, but students may choose their own lodging at their own expense. **NO REIMBURSEMENT** from CACC.
  - b. Location – Camp San Luis Obispo, 10 Sonoma Ave. Bldg 1402, San Luis Obispo, CA 93405
  - c. Arrival – Travel day 11 July 2021
  - d. Report – 0730 @ Bldg TBD, email updates will be sent out.
  - e. Dining – Meals are provided and per diem will not be authorized during specified dates.
  - f. Packing List
  
2. The following packing list details the requirements for the Basic Commandant Course (BCTA). Required:
  - a. Valid Driver's License, Valid Auto Insurance, Valid Vehicle Registration
  - b. **Prior to arrival, have a Google Drive and Google Docs set up, preferably from your school, please email CPT Tate Burns for assistance.**
  - c. Laptop/Chrome Book, or Tablet with WiFi capability and USB compatible
  - d. Note taking materials (Pens, pencils, paper)
  - e. Thumb Drive
  - f. Uniform: OCP, CMU, or approved military organization
  - g. Hygiene Kit
  - h. Bath towel, wash cloth
  - i. Shower shoes
  - j. Sleeping Bag and Pillow
  - k. Laundry bag
  
3. **Highly Recommended:**
  - a. Book bag
  - b. Water Bottle
  - c. Ear plugs
  - d. Civilian Clothes
  - e. Single bed size sheets and Air Mattress if you desire.