

**Officer Candidate Schools  
and Basic and Advanced  
Non-Commissioned Officer  
Courses**

State of California-Military Department  
Joint Force Headquarters  
Sacramento, California  
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# ***SUMMARY of CHANGE***

CR 3-2  
Officer Candidate Schools and Basic and Advanced Non-commissioned Officer  
Courses

\*This is a new regulation not previously published.

**OFFICER CANDIDATE SCHOOLS AND  
BASIC AND ADVANCED NON-COMMISSIONED OFFICER COURSES**

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By Order of the Adjutant General

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**History.** This is a new regulation not previously published.

**Summary.** This regulation prescribes the policies for the conduct of cadet Officer Candidate and Basic and Advanced Non-Commissioned Officer courses.

**Applicability.** This regulation applies to all commandant personnel in active service with the California Cadet Corps (CACC). It applies to all units organized within the CACC.

**Proponent and exception authority.** The proponent of this regulation is the Executive Officer, CACC. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a field-grade M-day staff officer or State Projects Officer. Activities or units may request a waiver to this regulation by providing full justification that includes a full analysis of the expected benefits. All waiver requests will be

endorsed by the senior commandant officer of the requesting activity or unit and forwarded through their higher headquarters to the policy proponent.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval, in writing, from the Executive Officer, California Cadet Corps. Send a draft copy of each supplement to: Headquarters, California Cadet Corps, ATTN: Executive Officer, PO Box 269101, Sacramento, CA 95826-9101

**Suggested improvements.** Users are invited to send comments and suggested improvements in memorandum form directly to the address listed above

**Development and revision committee.** The following committee members are recognized for their significant contribution to the revision of this regulation –

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## Chapter 1

### General

#### 1-1. Purpose.

This regulation outlines the responsibilities of brigade- and state-level cadet commanders and staffs and commandant personnel in the conduct of Officer Candidate Schools (OCS) and Basic and Advanced Non-Commissioned Officer Courses (BNCOC or ANCOC).

#### 1-2. Responsibilities.

Commandants who plan and implement these types of training are responsible for ensuring quality curriculum, effective delivery of instruction, close monitoring of cadet safety, and ensuring that these experiences have adequate levels of rigor. Cadet commanders and their staffs who assist in the planning and implementation of Officer Candidate Schools and Basic and Advanced Non-commissioned Officer Courses are responsible for developing and disseminating a mission, goals, and objectives for the training, as well as conducting necessary work to support the accomplishment of that mission through administration and personnel management, training and operational planning, supply and logistic support plans, and public relations planning.

#### 1-3. Authority.

Section 516.1 of the California Military and Veterans Code authorizes the CACC and its members to conduct encampments for the purpose of training members of the CACC

#### 1-4. OCS Curriculum.

The curriculum of a cadet Officer Candidate School should have as its goal the imparting of skills, knowledge, and dispositions commensurate with appointment as a junior officer (C/WO1, C/WO2, C/2LT, C/1LT, and C/CPT) in the California Cadet Corps. It is recommended that Officer Candidate Schools include a minimum of 16 hours of classroom and/or field instruction. As time and resources dictate, instruction can be conducted over a single extended period of time or can be a series of courses offered after school or on weekends. Specific instructional objectives for the Officer Candidate School should include, at a minimum:

- a. A review of the necessary knowledge and skills for promotion to Cadet Master Sergeant (it is strongly recommended that Officer Candidates take a written qualifying test consisting of questions from the written promotions tests from Cadet Through Staff Sergeant and the questions asked in the C/SFC and C/MSG promotion boards; candidates should score a minimum of 80% on that test in order to participate in the Officer Candidate School).
- b. The fundamentals of officership, including:
  - (1) Being leaders of character.
  - (2) how the role of officers differ from the roles of non-commissioned officers.
  - (3) The 8 principles of officership – duty, honor, loyalty, service to country, competence, teamwork, subordination, and leadership.
  - (4) The “Be, Know, and Do” components of Army leadership.
- c. Developing a mission statement, goals, and objectives.
- d. Duties and Responsibilities of a Platoon Leader.
- e. Duties and Responsibilities of a Company Commander and XO.
- f. Formations and Inspections.

- g.* Platoon and Company Drill roles for cadet officers.
- h.* Methods of Instruction and Lesson Planning.
- i.* The Leader's Code and its meaning for cadet officers.
- j.* Motivation.
- k.* Leadership Counseling roles and techniques for cadet officers.
- l.* Cadet regulations.
- m.* Cadet Corps organization (CR 3-22).
- n.* Serving as a range safety officer (if applicable to the local school district curriculum).
- o.* Professional Ethics and Personal Conduct.
- p.* Contemporary Leadership Issues (fraternization, sexual harassment, gender discrimination, bullying, alcohol, tobacco and drug use, etc).
- q.* Safety and Risk Management.
- r.* Promoting the Leadership Indicators.
- s.* Maintaining your service record.
- t.* Basic cadet staff functions.
- u.* Completion of a Leadership Reaction or similar (low ropes, high ropes, team building, physical challenges) course.
- v.* Conduct of/during a promotion board.
- w.* It is also recommended that during or after completion of the OCS curriculum, candidates be required to complete a variety of performance tasks commensurate with the duties and responsibilities of cadet junior officers, including, but not limited to:
  - (1) Teaching cadet classes.
  - (2) Performing a variety of staff roles.
  - (3) Commanding a platoon and/or company.
  - (4) Counseling subordinate cadets for discipline and other problems.
  - (5) Utilizing cadet regulations.
  - (6) Serving as a range safety officer.
  - (7) Meeting with senior cadet leaders and demonstrating self-reflection on leadership strengths and weaknesses, especially as they relate to the leadership traits and principles and the 8 principles of officership.
  - (8) Conducting formations and inspections of platoons and companies.
  - (9) Sitting on the promotion boards of cadets and cadet NCOs.

### **1-5. BNCOC Curriculum.**

The curriculum of a cadet Basic Non-commissioned Officer Course should have as its goal the imparting of skills, knowledge, and dispositions commensurate with appointment as a non-commissioned officer in ranks of C/CPL through C/SSG in the California Cadet Corps. It is recommended that Officer Candidate Schools include a minimum of 16 hours of classroom and/or field instruction. Specific instructional objectives for the Basic Non-Commissioned Officer Course (BNCOC) should include, at a minimum:

- a.* Mastery of military courtesy and customs, including rules of saluting, and forms of address.
- b.* Leading a flag detail.
- c.* Leading a Color Guard.
- d.* Proper wear of the CACC Uniforms and Insignia and the regulations governing them.
- e.* Leading squad- and platoon-level physical fitness sessions.
- f.* Principal NCO duties.
- g.* The Chain of Command, Chain of Concern, and Staff and NCO Support Channels.
- h.* Techniques for promoting discipline in subordinates.
- i.* Maintaining morale and esprit de corps in subordinates.
- j.* Methods of Instruction in squad size units.
- k.* The Ten Values of the Cadet Code (L-E-A-D-E-R-S-H-I-P).

- l.* Professional Ethics and Personal Conduct.
- m.* Contemporary Leadership Issues (fraternization, sexual harassment, gender discrimination, bullying, alcohol, tobacco, and drug use, etc).
- n.* Leadership Counseling.
- o.* Maintaining your service record.
- p.* Serving as a range safety NCO (if applicable to the local school district curriculum).
- q.* Safety and Risk Management.
- r.* Importance of maintaining a strong academic record during secondary and post-secondary education.

## **1-6. ANCOC Curriculum.**

The curriculum of an Advanced Non-commissioned Officer Course should have as its goal the imparting of skills, knowledge, and dispositions commensurate with appointment as a non-commissioned officer in ranks of C/SFC, C/MSG, C/1SG, C/SGM and C/CSM in the California Cadet Corps. It is recommended that Officer Candidate Schools include a minimum of 16 hours of classroom and/or field instruction. Specific instructional objectives for the Advanced Non-Commissioned Officer Course (ANCOC) should include, at a minimum:

- a.* Leading company and larger sized unit physical fitness sessions.
- b.* Duties of Platoon Sergeants, First Sergeants, Sergeants Major, and Command Sergeants Major.
- c.* The Chain of Command, Chain of Concern, and Staff and NCO Support Channels.
- d.* Techniques for promoting discipline in subordinate cadets and NCOs.
- e.* Maintaining morale and esprit de corps in subordinate cadets and NCOs.
- f.* Accountability (strength reporting) at cadet operations.
- g.* NCO Relationships with cadet officers.
- h.* Methods of Instruction in platoon and company sized units.
- i.* Professional Ethics and Personal Conduct.
- j.* NCO roles in battalion, regimental, and brigade staff sections.
- k.* Contemporary Leadership Issues (fraternization, sexual harassment, gender discrimination, bullying, alcohol, tobacco, and drug use, etc).
- l.* Promoting responsibility and success in junior NCOs.
- m.* Safety and Risk Management.
- n.* Maintaining your service record.
- o.* Leadership Counseling for senior NCOs.
- p.* Completion of a Leadership Reaction or similar (low ropes, high ropes, team building, physical challenges) course.
- q.* Conduct of/during a promotion board.

## **1-7. Enrollment Prerequisites and Procedures.**

*a.* OCS enrollment prerequisites: In order to enroll in OCS, a cadet must have met the following prerequisites commensurate with the six CACC objectives;

- (1) Attained at least the rank of C/SSG as a demonstration of basic military knowledge.
- (2) Must have met the requirements for satisfactory academic progress as defined in CR 1-5.
- (3) Must have passed the CA Physical Fitness Test (Fitnessgram) within the previous school year.
- (4) Must have demonstrated leadership potential.
- (5) Must have satisfactory citizenship records at school; generally this would be defined as having no serious classroom or school disciplinary infractions during the previous 12 calendar months.
- (6) Must have demonstrated satisfactory patriotic spirit and attitude as evidenced by participation in civic and school patriotic events such as flag details, color guards, parades, etc.

*b. BNCOC enrollment prerequisites:* In order to enroll in BNCOC, a cadet must have met the following prerequisites commensurate with the six CACC objectives;

(1) Attained at least the rank of CFC as a demonstration of basic military knowledge.

(2) Must have shown effort to meet the requirements for satisfactory academic progress as defined in CR 1-5; since a junior NCO is not required to have fully met the definition of satisfactory academic progress, commandant personnel and cadet commanders considering cadet enrollment in a BNCOC program are granted significant latitude in deciding whether a cadet is demonstrating effort to meet the definition of satisfactory academic progress.

(3) Must have taken and shown improvement toward meeting the Healthy Fitness Zone requirement of the CA Physical Fitness Test (Fitnessgram) within the previous school year.

(4) Must have demonstrated leadership potential.

(5) Must have satisfactory citizenship records at school; generally this would be defined as having no serious classroom or school disciplinary infractions during the previous 12 calendar months. Cadets who have serious disciplinary infractions within the last year, but who have demonstrated improvement and effort in this area, may at the discretion of the commandant, be enrolled in the BNCOC course.

(6) Must have demonstrated satisfactory patriotic spirit and attitude as evidenced by participation in civic and school patriotic events.

*c. ANCOC enrollment prerequisites:* In order to enroll in ANCOC, a cadet must have met the following prerequisites commensurate with the six CACC objectives:

(1) Attained at least the rank of C/SGT as a demonstration of basic military knowledge.

(2) Must have met the requirements for satisfactory academic progress as defined in CR 1-5.

(3) Must have passed the CA Physical Fitness Test (Fitnessgram) within the previous school year.

(4) Must have demonstrated leadership potential.

(5) Must have satisfactory citizenship records at school; generally this would be defined as having no serious classroom or school disciplinary infractions during the previous 12 calendar months.

(6) Must have demonstrated satisfactory patriotic spirit and attitude as evidenced by participation in civic and school patriotic events such as parades, color guards, and flag detail.

*d. Waivers.* Waivers of the above enrollment prerequisites may be made at the discretion of the commandants if enrollment is in the best interests of the cadet and unit. It should be noted that enrollment and successful completion of a course does not mandate promotion, nor does successful completion of an OCS or Non-Commissioned Officer Course authorize a commandant to waive the requirements set forth in CR 1-5, Cadet Appointments and Promotions.

*e. Procedures.* The following procedures are recommended for enrollment in an OCS or ANCOC course (some or all of these may be required by commandants for enrollment in a BNCOC program):

(1) Submit a neatly printed or typed application which includes a copy of the cadet's service record

(2) Submit a brief statement of interest in the course and reasons for desired enrollment.

(3) Submit a copy of the most recent report card(s) and signed statements by all current teachers and the academic counselor indicating their agreement that the cadet meets the citizenship and academic requirements for promotion to ranks above C/SSG.

*f. Culminating Boards.* It is recommended that all cadets participate in oral interview boards as part of the ANCOC or OCS programs. Since oral boards are a requirement of CR 1-5 for promotion to all ranks above C/SSG, practice in techniques for taking an oral interview board is a critical skill for cadets to master.

## **1-8. Cadet Safety.**

The safety of cadets must be of paramount concern to adult supervisors during the conduct of all cadet activities, but is of heightened significance during field exercises. Though much of an OCS or BNCOC/ANCOC program will be held in classrooms, part of the instruction will, by necessity, be held outdoors. The following precautions should be taken at OCS/BNCOC/ANCOC training sessions:



*a. Emergency Medical Services Contact Information.* The senior commandant should have on hand the contact numbers, location, and driving directions to Emergency Medical Service providers closest to the training site. This includes the location of the nearest trauma center.

*b. Medical Personnel.* A qualified medical service provider must accompany cadets when Leadership Reaction Courses or similar programs with inherent risk are being undertaken. This individual must, at minimum, maintain first aid and CPR certification from a nationally recognized agency such as the American Heart Association or American Red Cross.

*c. Medical Equipment.* Adequate first aid supplies and basic life support equipment must be on hand at all cadet field training events.

*d. Medical Histories.* Cadets in attendance should have on file with the commandant a current medical history form to be used by medical personnel in the event of an injury or illness requiring medical treatment beyond first aid.

*e. Emergency Medical Transport.* The senior commandant at bivouacs must ensure that there is an adequate plan to transport injured cadets from the training site to medical facilities.

*f. Supervision.* Individual school district regulations will dictate the ratio of required adults to cadets at overnight events. Adequate distribution of chaperons to reflect the gender ratio must also be considered.

*g. Separation by Gender.* Senior commandants will ensure adequate separation of cadets into gender-specific sleeping areas and will ensure that cadets are properly briefed on policies prohibiting inappropriate contact with individuals of the opposite gender.

*h. Nighttime supervision.* It is critical at overnight events, especially in the field, that adequate adult supervision be provided during nighttime hours to ensure that fraternization and horseplay do not occur.

*i. Adult sleeping arrangements.* Adults must be situated in such a position as to properly supervise cadets during overnight events. Adults should in no case sleep in areas alone with a single cadet of either gender.

*j. The Rule of Three.* Cadets must be instructed to travel to/from training areas with at least two other cadets and to do so only with the explicit knowledge and permission of a commandant.

*k. Hazard Mitigation.* The senior commandant in attendance at the event will conduct a check of the area to mitigate hazards.

*l. Evacuation Plan.* The senior commandant will ensure that an adequate evacuation plan is in place to safely get all cadets and adults out of the training area into a safe zone within a reasonable amount of time. Considerations for the evacuation plan include:

- (1) Transportation of cadets and equipment.
- (2) Communication with parents.
- (3) Pick up or cadets by parents.
- (4) Emergency food, water, and shelter.
- (5) Protection from fire, flood, and other natural disaster.

*m. Communication.* The senior commandant shall ensure that there is a method of contacting Emergency personnel. This may require consideration of such alternatives as satellite phones.

## **1-9. Awards.**

*a.* IAW CR 1-1, authorized ribbons may be awarded to cadets who successfully complete the course of study of an OCS or BNCOC or ANCOG program. For the purposes of these awards, “Successfully complete” shall be defined as passing ALL written and performance assessments during/associated with the training with scores of 70% (or equivalent on a performance task/rubric) or better.

*b.* First, Second, and Third place medals in each training program (OCS, BNCOC ANCOG) may be awarded to the individual cadets whose written and performance test score totals distinguish them with the highest, second highest, and third highest performance totals respectively. Individual brigades/regiments (or the state HQs in the case where such an event is sponsored by that HQ) shall establish written procedures for determining the first, second, and third place medallists. Though

occasional “ties” may be necessary, efforts should be made to minimize ties so as to make the awards more meaningful and special.

*c.* Brigade Event Honor unit ribbons may be awarded at OCS/BNCOC/ANCOC IAW the provisions of CR 1-1.

*d.* Brigade Headquarters Company and Cadre ribbons may also be awarded IAW CR 1-1.