

**Commandant  
Professional Development**

State of California-Military Department  
Joint Force Headquarters  
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**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

CR 3-10

Commandant Professional Development

\*This is a new regulation not previously published.

**State of California – Military Department  
Joint Force Headquarters  
Headquarters, California Cadet Corps  
Sacramento, California**

**Cadet Regulation 3-10**

**Effective 30 January 2007**

## COMMANDANT PROFESSIONAL DEVELOPMENT

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

**Summary.** This regulation describes the training program for commandant personnel assigned to units of the California Cadet Corps (CACC).

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

**Proponent and exception authority.** The proponent of this regulation is the Executive Officer, CACC. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and

Regulations. The proponent may delegate this approval authority, in writing, to a field-grade man-day staff officer or State Projects Officer. Activities or units may request a waiver to this regulation by providing full justification that includes a full analysis of the expected benefits. All waiver requests will be endorsed by the senior commandant officer of the requesting activity or unit and forwarded through their higher headquarters to the policy proponent.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval, in writing, from the Executive Officer, California Cadet Corps. Send a draft copy of each supplement to – Youth Programs, California Cadet Corps, ATTN: Executive Officer, 10620 Mather Blvd., Suite 6, Sacramento, CA 95655

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

**Distribution.** This publication is available in electronic media only and is intended for all levels of the California Cadet Corps organization and is authorized for public distribution. Printed copies of this publication may be provided, within budget limitations, at the discretion of the Joint Force Headquarters, California

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# CHAPTER 1

## GENERAL

### 1-1. PURPOSE.

This regulation establishes the curriculum for the Basic Commandant Training Academy and Advanced Commandant Training Academy and establishes the protocol for other commandant professional development opportunities to be sanctioned by HQCACC.

### 1-2. OBJECTIVE.

The objectives of the California Cadet Corps professional development program are in consonance with the six California Standards for the Teaching Profession (CSTPs). Specifically, training programs are designed for commandant personnel to:

- Engage and support cadets in their learning (CSTP 1)
- Create and maintain effective environments for cadets to learn (CSTP 2)
- Understand and organize subject matter for cadet learning (CSTP 3)
- Plan instruction and design learning experiences for all cadets (CSTP 4)
- Assess cadet learning (CSTP 5)
- Develop as a professional educator (CSTP 6)

### 1-3. AUTHORITY.

- a. The California Commission on Teacher Credentialing and California Department of Education adopted the CSTPs in January of 1997 and hold all California teachers to those standards.
- b. Section 508 of the California Military and Veterans Code states that the Adjutant General shall prescribe training for California Cadet Corps personnel.

### 1-4. GENERAL.

- a. Within budgetary constraints, professional development opportunities offered by HQCACC will be offered with expenses for participant and instructor travel, lodging, and subsistence paid for out of available funds.
- b. A Basic Commandant Training Academy will be offered each summer as resources permit.
- c. An Advanced Commandant Training Academy will be offered every two years as resources permit.
- d. Additional training opportunities for Commandant personnel will be offered as necessary and appropriate.

### 1-5. BASIC COMMANDANT TRAINING ACADEMY.

- a. The Basic Commandant Training Academy (BCTA) shall consist of no less than 60 hours of classroom and field-based instruction.
- b. Instruction shall include the following, at a minimum:
  - a. CSTP 1 –3 hours
    - i. Connecting to prior knowledge, life experience and interests with learning goals
    - ii. Using a variety of instructional strategies and resources to respond to cadets' diverse needs
    - iii. Facilitating learning experiences that promote autonomy, interaction, and choice
    - iv. Engaging cadets in problem solving, critical thinking and others activities that make subject matter meaningful
    - v. Promoting self-directed, reflective learning

- b. CSTP 2 – 3 hours
  - i. Creating a physical environment that engages cadets
  - ii. Establishing a climate that promotes fairness and respect
  - iii. Promoting social development and group responsibility
  - iv. Establishing and maintain standards for cadet behavior
  - v. Planning and implementing classroom procedures and routines that support cadet learning
  - vi. Using instructional time effectively
- c. CSTP 3 – 3 hours
  - i. Demonstrating knowledge of subject matter content and cadet development
  - ii. Organizing curriculum to support cadet understanding of subject matter
  - iii. Interrelating ideas and information within and across subject matter areas
  - iv. Developing cadet understanding through instructional strategies that are appropriate to the subject matter
  - v. Using resources, and technologies to make subject matter accessible to cadets
- d. CSTP 4 – 4 hours
  - i. Drawing on and valuing cadets’ backgrounds, interests, and developmental learning needs
  - ii. Establishing and articulating goals for cadet learning
  - iii. Developing and sequencing instructional activities and materials for cadet learning
  - iv. Designing short-term and long-term plans to foster cadet learning
  - v. Modifying instructional plans to adjust for cadet needs
- e. CSTP 5 – 4 hours
  - i. Establishing and communicating learning goals for all cadets
  - ii. Collecting and using multiple sources of information to assess cadet learning
  - iii. Involving and guiding all cadets in assessing their own learning
  - iv. Using the results of assessments to guide instruction
  - v. Communicating with cadets. Families, and other audiences about cadet progress
- f. CSTP 6 –1 hour
  - i. Reflecting on teaching practice and planning professional development
  - ii. Establishing professional goals and pursuing opportunities to grow professionally
  - iii. Working with communities to improve professional practice
  - iv. Working with families to improve professional practice
  - v. Working with colleagues to improve professional practice
  - vi. Balancing professional responsibilities and maintaining motivation
- g. CACC Content Standard 1 (Patriotism) – 2 hours
  - i. Care and display of the flag
  - ii. Patriotic songs
  - iii. Flag details
  - iv. Color guards
  - v. US and CA history
  - vi. CACC history
- h. CACC Content Standard 2 (Scholastics and Citizenship) – 3 hours
  - i. Cornell notes
  - ii. Academic vocabulary
  - iii. Test-taking
  - iv. Writing process
  - v. Conflict resolution
  - vi. Study strategies
  - vii. Citizen rights and responsibilities
  - viii. Listening
  - ix. Learning styles
  - x. Current events
  - xi. Cultural diversity/sensitivity

- i. CACC Content Standard 3 (Basic Military Subjects) – 4 hours
  - i. Objectives, motto, symbols of the CACC
  - ii. Military courtesy
  - iii. Ranks
  - iv. Chain of command, chain of concern, NCO and staff support channels
  - v. Cadet Code
  - vi. Cadet uniforms
  - vii. General orders
  - viii. Guard duty
  - ix. Bivouacking
  - x. Basic survival
  - xi. Military and civilian leadership examples
  - xii. Hunter safety
  - xiii. Basic marksmanship
- j. CACC Content Standard 4 (Fitness and wellness) – 4 hours
  - i. Dimensions of wellness
  - ii. HFZ and the Fitnessgram administration
  - iii. PT Regimen; conducting PT
  - iv. Activities to develop strength
  - v. Activities to develop flexibility
  - vi. Activities to develop endurance and aerobic capacity
  - vii. Team sports
  - viii. Drugs, alcohol, and tobacco
- k. CACC Content Standard 5 (Drill and Ceremonies) – 5 hours
  - i. Command voice
  - ii. Individual drill without arms
  - iii. Individual drill with arms
  - iv. Squad drill
  - v. Platoon drill
  - vi. Company drill
  - vii. Commanding squads, platoons, and companies
  - viii. Squad and platoon drill with arms
  - ix. Formations and inspections
  - x. Marching to cadences
  - xi. Marching to music
- l. CACC Content Standard 6 (First aid and CPR) – 4 hours
  - i. Triage, head-to-toe exams, standard precautions
  - ii. Bleeding
  - iii. CPR
  - iv. Choking
  - v. Shock
  - vi. Burns
  - vii. Sprains, strains, and broken bones
  - viii. Head, neck, and spinal injuries
  - ix. Asthma, allergies, stroke, poisoning, food-borne illness, bites, and stings
  - x. Heat and cold injuries
  - xi. Use of an AED
  - xii. Activating EMS
  - xiii. Disaster preparedness
- m. CACC Content Standard 7 (Map Reading) – 4 hours
  - i. Road maps
  - ii. Marginal information
  - iii. Coordinates
  - iv. Scales

- v. Compasses
- vi. Types of north and declination diagrams
- vii. Direction
- viii. Major and minor terrain features and contour lines
- ix. Orienteering
- n. CACC Content Standard 8 (Leadership) – 3 hours
  - i. Traits, principles and indicators
  - ii. Followership
  - iii. Leader’s code
  - iv. Cadet staff functions
  - v. NCO and officer roles and responsibilities
  - vi. Leadership counseling
- o. CACC Lesson and Unit Planning – 2 hours
  - i. Training schedules
  - ii. Master training schedules
  - iii. Lesson plan template
  - iv. Strands
- p. Legal Issues for Commandants – 2 hours
  - i. Child abuse and reporting
  - ii. Supervision
  - iii. Keys
  - iv. Professional distance
  - v. Being alone with students
  - vi. Driving students
  - vii. Permission slips
  - viii. Leaving students alone
  - ix. Commandant Code of Ethics and Conduct
  - x. Credentialing
  - xi. Corporal punishment
  - xii. Evaluation by school administrators
  - xiii. Teacher’s unions
- q. The Commandant Uniform - .5 hour
  - i. Class A
  - ii. Class B
  - iii. Class C
- r. CACC Regulations – 2.5 hours
  - i. Cadet Awards
  - ii. Commandant personnel management
  - iii. Cadet promotions
  - iv. AGI
  - v. Commandant Awards
  - vi. Training events regulations
    - 1. bivouacs
    - 2. leadership schools
    - 3. survival training
    - 4. etc.
  - vii. CACC Organization
  - viii. Physical Fitness
- s. Supply Management – 3 hours
  - i. Property book
  - ii. Clothing records
  - iii. Inventories
  - iv. Requisitions
  - v. Care and safeguarding

- t. CACC Administration – 3 hours
  - i. Service records
  - ii. Orders and permanent orders
  - iii. Memoranda
  - iv. Filing
  - v. Strength reports

#### **1-6. ADVANCED COMMANDANT TRAINING ACADEMY.**

- a. The Advanced Commandant Training Academy (ACTA) will consist of not less than 45 hours of classroom and field-based instruction.
- b. Instruction shall include the following at a minimum:
  - a. Preparation tips for Annual General Inspections –3 hours
    - i. Conduct of the in-ranks inspection
    - ii. Supply inspection
    - iii. Inspection of files
    - iv. Review of service records and orders/permanent orders
    - v. Training materials, training schedules, and instructional review
    - vi. Questions asked during the in-ranks inspection
  - b. Cadet Corps Civic, Public, and Military Affairs – 3 hours
    - i. Press releases and media advisories
    - ii. Contact with the media
    - iii. Fostering relationships with military installations/units
    - iv. Fostering relationships with civic officials and agencies
  - c. Risk Assessments – 2 hours
    - i. Using the CACC Risk Assessment Form
    - ii. Mitigating Risk
  - d. The CACC Warning Order, Operations Plan, and Operations Order – 4 hours
    - i. FM 101-5
    - ii. Format
    - iii. Responsibilities
    - iv. Developing a WARNO
    - v. Developing an OPLAN
    - vi. Developing an OPORD
    - vii. Working with cadet staffs in the development
  - e. Advanced Study of Cadet Regulations – 3 hours
    - i. CR 1 series
    - ii. CR 3 series
    - iii. CR 4 series
    - iv. CR 5 series
  - f. Developing leadership at the battalion, regimental, and brigade staff levels – 5 hours
    - i. Battalion staff functions
    - ii. Regimental and brigade staff functions
    - iii. Promoting leadership development of senior-level cadets
    - iv. Authority and Responsibility
    - v. The Art of Delegation
    - vi. Time Management
    - vii. Personal Organization
  - g. Physiological Foundations of Fitness, Health, and Wellness – 6 hours
    - i. National Physical Education Standards
      - 1. competency in many movement forms and proficiency in a few movement forms
      - 2. applying involvement concepts and principles to the learning and development of motor skills



3. exhibiting a physically active lifestyle
  4. achieving and maintaining a health-enhancing level of physical fitness
  5. demonstrating responsible personal and social behavior in physical activity settings
  6. demonstrating understanding and respect for differences among people in physical activity settings
  7. understanding that physical activity provides opportunities for enjoyment, challenge, self-expression, and social interaction
    - ii. Maximizing opportunities for cadets to learn physical education concepts
    - iii. Planning a physical education curriculum
    - iv. Best practices in physical education
    - v. Development of positive attitudes toward physical education
- h. Planning and implementing field exercises and other activities for cadets – 6 hours
    - i. Bivouacs
    - ii. Survival training
    - iii. Mountaineering
    - iv. Leadership schools
    - v. Drill competitions
    - vi. Individual Major Awards
    - vii. Rifle Matches
    - viii. Drill Academies
    - ix. BNOC/ANOC/OCS
    - x. Specialized Training
    - xi. Planning the above activities with cadet leaders
  - i. Supervising junior commandants – 1 hour
    - i. Fostering leadership among adult subordinates
    - ii. Challenges with “young” commandants
  - j. The role of the BSO and Brigade/Regimental Advisor – 1 hour
  - k. Current Issues – 3 hours
    - i. Gender discrimination
    - ii. Homosexuality
    - iii. Fraternization
    - iv. Sexual harassment
    - v. Inappropriate jokes
    - vi. Hostile work/school environments
    - vii. Cultural sensitivity and awareness
    - viii. Bullying
  - l. Promoting reading comprehension and writing across the curriculum– 3 hours
    - i. Vocabulary development
    - ii. Decoding skills
    - iii. The writing process
    - iv. California High School Exit Examination (CAHSEE) writing prompts
  - m. Integrating the CACC Curriculum with other subject areas – 5 hours
    - i. Math
    - ii. Science
    - iii. Visual and Performing Arts (VPA)
    - iv. Social Studies/History
    - v. Reading, Language Arts, and English Language Development (ELD)
    - vi. Health
    - vii. Physical Education

**1-7. OTHER PROFESSIONAL DEVELOPMENT OPPORTUNITIES.** As resources permit, HQCACC will make available professional development opportunities to commandant personnel such as:

- a. Hunter Safety Instructor Certification
- b. American Safety and Health Institute (ASHI) First Aid and First Aid Instructor Training
- c. American Red Cross (ARC) or American Heart Association (AHA) CPR and CPR Instructor Training (adult, child, and infant)
- d. Marksmanship Instructor Training, in conjunction with the Office of the Civilian Director of Marksmanship Programs (OCDMP) or the National Rifle Association (NRA)
- e. CAHSEE intervention
- f. Teaching the writing process
- g. Cross-cultural Language Acquisition and Development (CLAD) Certificate training
- h. Promoting development of reading comprehension
- i. Effective Physical Education and Health instruction
- j. National Mountaineering Guides Association (NMGA) Certification
- k. High and low ropes course facilitator certification

**1-8. AWARDS.** Commandants who successfully complete professional development programs offered by HQCACC are eligible for awards as outlined in CR 1-7.