

Issuing headquarters (CACC-\_\_)  
Date-time of issue

ANNEX D TO OPERATION PLAN \_\_\_\_\_  
(SY-#, e.g. 2006-2007-01)

OPERATIONS AND TRAINING

1. TRAINING SCHEDULE (Can be published as its own Annex):

WHEN (Time)	WHO (unit being trained)	WHAT (Activity or class)	WHERE (location)	INSTRUCTOR/ TRAINER/ PERSON RESPONSIBLE	UNIFORM (to be worn)	NOTES (including CACC Standard and objective if a class)
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2. LESSON PLANS/JUDGE ORIENTATION SCRIPT (Who is providing, when, how do instructors get them?)
3. HANDOUTS AND INSTRUCTIONAL AIDS (Who is providing, what are they, when, how?)
4. INSTRUCTORS/JUDGES (Who are they, what are they teaching)
5. ASSESSMENT (How will the commander's stated mission, goals, and objectives be assessed before, during, and after training? What tests (written or performance) will be given, by whom, when, where? How will those tests be scored?)
6. STANDARDS FOR "PASSING": What does it take to "pass" the course(s) being offered?
7. RETESTING: Are there standards or methods to retest or allow cadets who do not "get it" the first time to retry?

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ANNEX E TO OPERATION PLAN \_\_\_\_\_  
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SUPPLY AND LOGISTICS

1. BUDGET: Include a chart showing all income and expenses for the event, broken down into as much detail as possible.

ITEM	EXPENSE	ITEM	INCOME
Food		Cadet fees	
Transportation to/from event		Donations	
Transportation as event			
Billeting			
Office Supplies			
Medical supplies			
Personnel costs (Commandant stipends, etc)			
Admission/facility fees			
Awards and Decorations			
Portapotties, trash			
Vehicle rental			
Hospitality (judges, VIPs, etc)			
Other			
Other			
Other			
Other			
Other			
Other			

2. FOOD SERVICE: What food will be served? When? By whom? How will it be prepared? How will the food service be accomplished (buffet, small groups, sit-down dinner, distribution station, meal packs?) What quantities of each foodstuff will be needed?
3. BILLETING: In what kind of arrangements will cadets be billeted? Where? How will cadets be assigned to their billeting location?
4. TRANSPORTATION: How will cadets be transported to/from the training? While at training? Time schedule for transportation? Transportation provider?
5. FACILITIES:
  - a. Check out:
    - i. What exact facilities will be used?

- ii. Who will check them out and when?
    - iii. When?
    - iv. From whom?
  - b. Check in
    - i. How will they be turned back into the “base”?
    - ii. Who will do this?
    - iii. When?
    - iv. To whom?
- 6. LOGISTICS: How will all supplies and equipment get to/from the site? How will it be distributed once at the site? Will Form 101’s (Special Equipment Records) be used (hopefully the answer is YES)? If vehicles are being loaded with these supplies, how exactly will those supplies be loaded (diagrams)?
- 7. ADVANCE PARTY TASKS: What tasks will the advance party need to accomplish to set up the sites, supply areas, etc? Who will accomplish these? Is there a priority to what gets accomplished?
- 8. POST CLEARING: How will post clearing be accomplished?

Part One: A chart similar to the following should be completed:

AREA TO BE CLEANED	START TIME	END TIME	CADET RESPONSIBLE	MATERIALS TO BE USED	CLEANING STANDARDS	NOTES: Adult who will check
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Part Two: Turn in of supplies issued during the event:

WHAT SUPPLIES NEED TO BE TURNED IN?	WHEN SHOULD THEY BE TURNED IN?	CADET(S) RESPONSIBLE FOR TURNING IN ITEMS	STANDARDS AT TURN IN	WHERE TO TURN IN	NOTES: Adult who will check
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Part Three: Release of cadets and commandants (What are the requirements for cadets and commandants to be released to return to home station? When will this happen? Where will their personal gear be stored during post clearing? How will they get their gear? What protocol will be used to release to busses/vans/POVs?)

- 8. MASTER SUPPLY LIST: What supplies will be taken, brought back? What is the current location in brigade supply? Who needs them when we arrive at the event? How will they be issued? When? To Whom? How will those supplies be packaged for transport?

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ANNEX F TO OPERATION PLAN \_\_\_\_\_  
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#### CIVIC, PUBLIC, AND MILITARY AFFAIRS

1. VIPS: What VIPs will be invited? What are their names and contact information? To what activities during the event will these VIPs be invited? What functions will they be asked to perform? Include civic (governmental) VIPS, military VIPS, and other VIPS. How will they be managed during the event once they show up? By whom?
2. MILITARY CONTACTS: If a military base/facility will be used for this event, who are the points of contact (POCs) for the various base offices? What specific actions will be taken to ensure that the Cadet Corps' relationships with that base remain positive and effective?
3. MEDIA: What media will be invited to cover the event? What is their contact information? What will be the content of the press release or media advisory (draft)? How will they be managed during the event? By whom?
4. PARENTS: Will parents be invited? How will they be greeted, seated, and managed during the event?
5. WEB SITE: What will be included about this event on the web site?
6. NEWSLETTER: What will be included about the event in the newsletter?
7. COMMUNITY SERVICE: Are there any community service activities which can/should/will be performed at this event? Who will do them? When? Where? How?
8. SCHOOL DISTRICT COMMUNICATIONS: How will you notify the schools, school district administrators, and school board about the event both before and after it happens? How will you help them understand we occurs at the event?
9. STATE ASSEMBLY AND SENATE, JFHQ, AND GOVERNOR CONTACT: What specific steps will you take to ensure your state assembly member, state senator, The Adjutant General, and the Governor know about the event, its winners or top achievers, and the appreciation we have for their support of the California Cadet Corps?

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ANNEX G TO OPERATION PLAN \_\_\_\_\_  
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#### COMMUNICATIONS AND COMPUTERS

1. **RADIOS:** Who will have radios? What will their call signs be? What radio protocols will be used? When will they receive radios? How will you ensure that each radio is in working order when issued and returned (Pre Maintenance Check – PMC) and Post-Maintenance Check? How will batteries be exchanged when they lose power? What rules will be in place about operation of the radios?
2. **COMPUTERS:** What computers will be used at the event? Peripherals? Software needed? How will these items get to/from the event? What protocol will be followed in the event equipment is broken? What computer support will be needed during the event (data entry, copy duplication, etc)?
3. **ELECTRONIC EQUIPMENT:** What other electronic equipment is going to this event? What precautions can/should/will be taken to ensure that the equipment is used properly, maintained, and returned to the duty station in working order (PMC)?

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