

## **Cadet Regulation 1-4**

# **Commandant Officer Personnel Management**

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

# ***SUMMARY of CHANGE***

CR 1-4  
Commandant Officer Personnel Management

This regulation defines the procedure and process for commissioning, promotion, reassignment, transfer, demotion, and discharge of Commissioned Officers in the California Cadet Corps. It is a comprehensive revision.

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## COMMANDANT OFFICER PERSONNEL MANAGEMENT

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*The Adjutant General*

Official:



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**History.** This regulation supersedes and replaces Cadet Regulation 1-4, dated 13 Nov 90. This publication is a significant update.

**Summary.** This regulation provides the procedures for the management of officers of the California Cadet Corps, including their initial appointment, promotion, assignment, transfer, demotion, and separation.

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

**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 prescribes the policies, procedures, and responsibilities of officer personnel management for all male and female commissioned officers in the California Cadet Corps and does not apply to cadet officers.

#### 1-2. Definitions.

This paragraph provides clarity and understanding of positions and titles used in the California Cadet Corps.

*a. Commandant:* A credentialed teacher assigned by a public or charter school to teach one or more class periods of the California Cadet Corps consisting of not less than 200 minutes per week of instruction and commissioned as an officer in the California Cadet Corps. In the case of private schools, the individual must be assigned to teach a California Cadet Corps class of not less than 200 minutes per week and be commissioned as an officer in the California Cadet Corps. A commandant may also be a credentialed administrator assigned as principal of a public, charter, or private school, and commissioned as an officer in the California Cadet Corps, who is responsible for the leadership and supervision of Assistant Commandants of Cadets teaching one or more of the above specified classes at the school.

*b. Assistant Commandant:* An Officer of the California Cadet Corps assigned to support and assist the Commandant of Cadets at one or more schools. This individual may be a credentialed teacher, school volunteer, or other school staff member.

*c. Brigade/Regimental Advisor:* An officer in the California Cadet Corps who has been selected by Headquarters, California Cadet Corps to oversee, direct, and advise commandants, assistant commandants, and project officers assigned to a brigade or regiment. Brigade/Regimental Advisors are chosen and assigned by the Executive Officer based on their education, general California Cadet Corps knowledge, and experience as a teacher/commandant. Normally, a Brigade or Regimental Advisor will be a commandant in the region who has been approved for employment by the governing board of a school district in the region. Exceptions to this policy must have the approval of the Executive Officer, CACC. A Regimental Advisor may also serve as a Brigade Support Officer. The duties of a Brigade or Regimental Advisor include, but are not limited to the following:

- (1) Ensuring compliance with CACC Regulations and guidance.
- (2) Managing Brigade Supply Accounts and monitoring subordinate unit supply accounts.
- (3) Assisting commandants with the implementation of the CACC Curriculum.
- (4) Planning and implementing Brigade Activities such as drill competitions, leadership schools, bivouacs, rifle matches, individual major awards, and other brigade-wide training and operations.
- (5) Providing monthly brigade strength, activity, and personnel reports.
- (6) Cadet officer personnel management.
- (7) Commandant officer personnel management of individuals assigned to the brigade.
- (8) Public relations management within the brigade.
- (9) Maintaining brigade files and historical documents.
- (10) Selection and management of the cadet brigade staff.
- (11) Providing staff development to commandant and cadet personnel.
- (12) Evaluating subordinate units of the brigade.

*d. Brigade Support Officer:* An officer in the California Cadet Corps who has been selected by the Brigade advisor to help in the administration of brigade and district functions. Each brigade is authorized (1) one brigade support officer. In the case of multiple districts in a brigade or in the case of brigades with more than 1000 cadets, upon approval of headquarters California Cadet Corps, additional brigade support officers may be assigned.

*e. Projects Officer:* An officer in the California Cadet Corps assigned to duties in support of Cadet Corps operations that do not involve direct supervision of cadets. Examples include, but are not limited to: medical services, chaplain services, legal services, conflict mediation, instructional support, regulations and curriculum writing, administrative, logistical or public relations support. These individuals may be required by school district policy to follow volunteer approval protocols, but their appointment and functions in the California Cadet Corps are at the pleasure of the Executive Officer. Brigade Advisors may nominate individuals for appointment as special project officers.

### **1-3. Authority.**

Sections 502 and 502.1, California Military and Veterans Code.

### **1-4. Appointing Authority.**

*a.* All appointments as commissioned officers in the California Cadet Corps shall be by the Governor, with consideration of the recommendations of the governing board of the applicable school district, and with the approval of the Adjutant General or his designee. Such appointed officers shall serve at the pleasure of the Governor, and may be ordered, with their consent, to duty at encampments and exercises held or conducted by the California Cadet Corps.

*b.* Exceptions to the provisions of this regulation will be made only by the Adjutant General or his designee on an individual basis and only where it serves the best interest of the State.

### **1-5. Appointing Limitations.**

*a.* Appointments of qualified applicants are limited to commissioned officers to fill vacancies within the California Cadet Corps as Commandants of Cadets, Assistant Commandants of Cadets, M-Day Staff Members or Special Projects Officers.

*b.* There are no noncommissioned officers positions in the California Cadet Corps.

*c.* School districts may delegate authority to sign documents identified in this regulation using the procedures outlined in CR 1-11, Governing Board Delegation of Authority.

## CHAPTER 2

### ELIGIBILITY REQUIREMENTS

#### 2-1. General.

The primary purpose of the California Cadet Corps is to provide for the development of leadership, patriotism, and citizenship in the youth of California through enrollment and participation at the elementary, middle, junior and senior high school, and community college levels. Therefore, a highly qualified corps of commissioned officers is essential. Such individuals are specifically sought for appointment and assignment in the California Cadet Corps, as indicated below.

#### 2-2. Active and Prior Military Service Personnel.

Present and former officers, warrant officers, and enlisted personnel of the Regular or Reserve Components of the Armed Forces of the United States, or the California State Military Reserve may be selected for appointment in the California Cadet Corps. Former members must have been separated with an "Honorable" discharge. Prior service officers may be reappointed at their previous federal/state rank last held. Individuals who have achieved a general officer rank may be commissioned in the California Cadet Corps at the last honorable rank held in the Regular or Reserve Components of the Armed Forces of the United States, or the California State Military Reserve.

#### 2-3. Non-Prior Military Service Personnel.

Applicants without prior military service may be selected for appointment in the California Cadet Corps as described in Table 2-3.

#### 2-4. Initial Appointment.

*a.* The recommendation for an initial appointment of commandant and assistant commandant personnel, will be completed by the school board having jurisdiction over the school to which the Commandant/Assistant Commandant is assigned and forwarded to Headquarters, California Cadet Corps. School boards will follow the guidelines established in paragraph 2-5 and table 2-1, 2-2 and 2-3 when recommending appointment of commandant and assistant commandant personnel.

*b.* Request for appointment as an M-day staff officer, will be submitted in letter format to the executive officer. The Executive Officer will follow the guidelines established in paragraph 2-2, 2-3 and table 2-1 when recommending appointment of M-day staff and/or special projects officers.

#### 2-5. Recognition of Commandant Personnel.

*a.* Recognition of commandant personnel by the Office of the Adjutant General is essential. Without recognition, commandant personnel will not be authorized to wear the uniform, will not be compensated for services rendered as a part of the State funded program, will not be furnished with uniforms or equipment, and will not be allowed to participate in State supported activities. The recognition of officers appointed in the California Cadet Corps will be governed by the rules established in this paragraph.

*b.* Minimum Age. Prior to appointment, the applicant must have met the minimum age indicated in Table 2-1, for that grade.

*c.* Citizenship. The applicant must be a citizen of the United States, or an alien who has been lawfully admitted to the United States for permanent residence and be a resident of the State of California.

*d.* Education/Experience. Applicants must meet educational and/or experience requirements as described in Table 2-3.

*e.* Character. Applicants must be of good moral character. Applicants must not have been convicted of an offense defined in CALIFORNIA PENAL CODE 290 (Megan's Law) and be able to pass a background LIVE SCAN check by the Federal Bureau of Investigation (FBI) and California Department of Justice (DOJ). Applicants are required to submit a LIVE SCAN transmission verification document with the application packet.

f. **Leadership.** Applicants must possess qualities of a leader and have the ability to deal effectively with people, especially youth. Such qualifications may be evaluated in terms of the applicant's age, education, background and experience.

g. **Medical.** Applicants must be free from any contagious or communicable diseases that the California Education Code deems a barrier to employment in California schools and be of such good health as to not prevent the applicant from performing assigned duties. Applicant must submit a current Tuberculosis (TB) Test showing negative results, not more than 2 years old with the appointment application.

## **2-6. Basic Military Drill Credentials.**

Commandant personnel requiring a Special Subjects, Designated Subjects Teaching Credential for Basic Military Drill to perform their duties will apply through the employing school district or a qualifying university for the credential. The requirement for verification of experience by the Adjutant General of the State of California will be initiated by forwarding a completed appointment application packet through the Brigade Advisor to Headquarters, California Cadet Corps requesting verification. The letter will include a copy of the applicant's DD Form 214, or appropriate CA SMR or CA NG form, for those having prior military service, a recommendation letter from the brigade advisor, a high school transcript/copy of service record for former cadets, and/or a college transcript for those whose military experience includes ROTC participation. The request may be included in the application packet described in chapter 3 of this regulation. Additional information about the qualifications and procedures to obtain the Designated Subjects Special Subjects Basic Military Drill Credential are contained in CR 1-10, Credentialing of CACC Personnel.

## **2-7. Live Scan Verification.**

All commandant personnel will include a copy of a LIVE SCAN transmission verification report to include the FBI and DOJ with their initial appointment package. Current commissioned officers in the California Cadet Corps will include a copy of a LIVE SCAN verification report (indicating both the FBI and DOJ are reviewing their records) with their promotion/application packet. This requirement cannot be waived for any reason. A letter or form from the employing school district stating the applying individual has been LIVE SCANNED and cleared will not be accepted. The cost of this LIVE SCAN will be paid for by the applicant/promotee and is not reimbursable by the State of California. Results of this scan will be submitted electronically to California National Guard Youth Programs (CAJS-J7-YP), and the results forwarded to Headquarters, California Cadet Corps. No application for appointment or promotion will be processed without a LIVE SCAN on file with CAJS-J7-YP.



**Table 2-1. Minimum Age Limitations**

<u>Grade</u>	<u>Minimum Age</u>
2LT	18
1LT	21
CPT	25
MAJ	30
LTC	35

**EXCEPTION:**

An individual who is or has been previously commissioned as an officer of, and honorably separated from Federal or State Military Defense Forces, may be appointed in the California Cadet Corps and commissioned in the same rank.

**Table 2-2. Maximum Grade by Duty Assignment**

Executive Officer, CACC – COL  
Assistant Executive Officer – LTC  
State Special Projects Officer – LTC  
State S-1, S-3, S-4, S-5 – LTC  
State Assistant S-1, S-3, S-4, S-5 – MAJ  
Brigade Advisor – LTC  
Regimental Advisor - MAJ  
Brigade Support Officer – MAJ  
Commandant of Cadets – MAJ  
Assistant Commandant – CPT  
Bn/Bde Special Projects Officer – MAJ

**EXCEPTION**

An individual who is or has been previously commissioned as an officer of, and honorably separated or retired from Federal or State Military Defense Forces, may be appointed in the California Cadet Corps, commissioned in the same rank as previously held, and may serve in any CACC assignment for which otherwise qualified, e.g., a retired Colonel may volunteer and serve as an assistant commandant with a school or brigade of choice.

Officers who have served a tour on the CACC M-Day Staff, or as a Brigade Advisor, may continue to serve as a Commandant of Cadets at whatever rank they have achieved.

**Table 2-3. Initial Appointment Grade**

2LT 0-1 (Second Lieutenant)

1. Former CACC cadet for at least three (3) years who is a high school graduate and who has been out of school for at least one full year, OR
2. Volunteered with the CACC or other appropriate youth leadership program for at least two (2) continuous years as an adult after the age of eighteen (18), OR
3. With prior military service attained E4 with a minimum of four (4) years military service OR
4. 60 semester hours or quarter hours equivalent successfully completed at an accredited college or university.

1LT 0-2 (First Lieutenant)

1. Have at least 120 semester hours from an accredited college or University or a Bachelors Degree and at least 4 years credentialed teaching experience OR
2. With prior military service, attained E-5 with a minimum of four (4) years military service.

CPT 0-3 (Captain)

1. Have a Masters Degree and two (2) years credentialed teaching experience OR
2. Have any degrees above a Masters Degree and one year credentialed teaching experience OR
3. With prior military service attained E7 or above with over ten (10) years military service.

Other

1. Commissioned officers identified in paragraph 2-2 may be appointed in the grade last held.
2. Former adult California Cadet Corps Commissioned Commandant Officers may be reappointed in the last grade held.
3. Initial appointments will not exceed the rank of captain, except in cases of specialists commissioned to serve as Special Project Officers; or, individuals with military experience as noted in exception 1, Table 2-1, having previously held a commission in a grade higher than captain. At the discretion of the Executive Officer, individuals with an earned doctoral degree and 10 or more years teaching experience may be appointed directly as a major or lieutenant colonel, depending on their overall qualifications and the needs of the state.
4. The Adjutant General or his designee may waive any requirement listed in this table or exceed the initial appointment grade if it is in the best interest of the State of California. This will normally be reserved for special projects officers.

**TABLE 2-4. PROMOTION REQUIREMENTS  
TIME IN GRADE IN MONTHS**

	<u>Commandants</u>	<u>Asst. Cmdts/SPOs</u>
Second Lieutenant to First Lieutenant	24	48
First Lieutenant to Captain	36	72
Captain to Major	48	96
Major to Lieutenant Colonel	60	120

## CHAPTER 3

### RECOGNITION PROCESSING AND PROCEDURES

#### 3-1. Application Packet.

The application packet for recognition of commandant personnel by the Office of the Adjutant General will include the following documents, where applicable.

- a. CACC Form 2, Application package checklist (Appendix A).
- b. CACC Form 7, Application for Commission (see Appendix B).
- c. DD Form 214 (or equivalent CSMR or CNG State form/letter) - for prior military service personnel only. Copy of CACC service record (if previously a cadet) (If previously a cadet and CACC service record is not available, include a copy of high school transcripts).
- d. Copy of current teaching credential or vocational certificate or license.
- e. Copy of highest diploma awarded or copy of transcripts, if non-graduate.
- f. CACC Form 9 Personal Identification Data Sheet (Appendix C).
- g. CACC Form 10 Oath of Office (Appendix D).
- h. STD. 689 (REV. 5/2002) Form - Oath of allegiance and declaration of permission to work for persons employed by the State of California (Appendix E).
- i. CACC Form 11 School Board Recommendation (Appendix F).
- j. CACC Form 27 Waiver of Pay And Allowances (Appendix G).
- k. CACC Form 6, Brigade Advisor's Recommendation (for established Brigades) (Appendix H).
- l. Four 1-1/2" x 1-1/2" passport sized pictures of head and face or digital photo.
- m. LIVE SCAN transmission verification.

#### 3-2. Processing Procedures.

- a. For recognition as a Commandant of Cadets or Assistant Commandant of Cadets, each applicant will:
  - (1) Complete the application packet described in paragraph 3-1.
  - (2) Forward the completed application packet with all enclosures along with the school board documentation appointing the applicant to the Headquarters, California Cadet Corps for final action.
- b. Personnel applying for Special Projects Officer or M-day Staff positions will forward the completed application packet directly to the Headquarters, California Cadet Corps ATTN: Executive Officer, for final action.
- c. Upon receipt of completed application packets, the Headquarters, California Cadet Corps will:
  - (1) Review the application for completeness.
  - (2) Determine eligibility and grade authorized, based on criteria described in Chapter 2.
  - (3) Return Package if incomplete, ineligible or illegible.
  - (4) Publish orders and prepare a CACC ID card for the officer.
- d. California Cadet Corps identification cards will be authorized and issued to California Cadet Corps commissioned officers only. The identification cards will be valid for terms of no more than 3 years. Upon expiration, the identification card must be surrendered to the State S-1 and a new identification card will be issued. If commissioned personnel are being discharged from the California Cadet Corps, identification card must be surrendered to the State S-1 before any release of liability for state property or discharge certificate is authorized.

## CHAPTER 4

### PROMOTIONS, ASSIGNMENTS, AND TRANSFERS

#### 4-1. General.

The Adjutant General shall determine by the adoption of rules and regulations the grade and rank to be held by officers appointed in the California Cadet Corps. Promotions to higher rank shall be determined by the appointed officer's experience as a commandant, assistant commandant, or special projects officer, along with their professional knowledge and performance of California Cadet Corps duties.

#### 4-2. Promotion Requirements.

*a.* Commandants of Cadets must meet the minimum time in grade as stated in table 2-4 to be considered for promotion without a waiver. Time in grade is calculated at one month of duty equaling one month of time in grade for commandants and two months of duty equaling one month of time in grade for assistant commandants and project officers.

*b.* For the purpose of this regulation, duty is defined as: commandant staff development, instruction to commandants or cadets on CACC related material, CACC activity planning, supervision of cadets or, M-day staff meetings / planning.

*c.* Assistant Commandants and/or Project Officers who provide more than 20 hours of service in a calendar month can receive one full month's credit toward time in grade if they maintain a log of hours worked and have that log authenticated by the signature of a school administrator or brigade advisor. It is the responsibility of the officer to include these logs with applications for promotion.

*d.* In order for a Commandant to be promoted to the rank of Major, the school(s) to which that commandant is/are assigned must have achieved a rating of SUPERIOR on their most recent Annual General Inspection and the officer must have successfully completed all phases of the Basic Commandant Training Academy. Additionally, to be promoted to the rank of LTC, an individual must have successfully completed the Advanced Commandant Training Academy in its entirety.

*e.* Officers who also hold commissions in a Reserve Component of the Armed Forces of the United States or State of California who are promoted in such force shall be promoted concurrently in the California Cadet Corps.

#### 4-3. Procedures.

*a.* Personnel who meet the basic criteria established above may be considered for promotion as outlined in the following procedures.

*b.* School principals may request promotion of officers in the California Cadet Corps by submitting a California Cadet Corps Form 14 (appendix I), Commandant Request for Promotion, through the Brigade Advisor to the CACC headquarters. Requests for waiver for personnel not meeting the criteria outlined in this regulation may be submitted only if just cause is cited in a narrative letter attached to the Form 14.

*c.* Individuals being considered for promotion to field grade ranks of MAJ or LTC will appear before a promotion board consisting of an M-Day Staff officer appointed by the Executive Officer and no less than two Brigade Advisors (other than the candidate's own Brigade Advisor). That board will review the candidate's promotion package and most recent Annual General Inspection report and make a recommendation to the Executive Officer about the candidate's suitability for promotion. The State S-1 is an ex-officio member of all such promotion boards. Upon submission of a Form 14 with any supporting documentation requesting a field grade promotion, the State S-1 will review the package for completeness and contact the Executive Officer who will select the board president (a member of the HQ staff) and other board members.

*d.* The Adjutant General may, based upon recommendations of the principal involved, the brigade advisor, and where indicated the field grade promotion board, promote officers as necessary in furtherance of the mission and objectives of the California Cadet Corps. Promotions are not mandatory and are never automatic simply upon achievement of minimum standards and time in grade (TIG).

*e.* Personnel are authorized to request a waiver of the TIG requirement once during their career as an officer in the California Cadet Corps. The executive officer in rare circumstances may authorize an additional waiver in the TIG requirement to better serve the California Cadet Corps or to clearly define the chain of command at a unit or brigade. Requests for an additional waiver will be submitted as defined in paragraph 4-3b.

*f.* The Office of the Adjutant General will publish promotion orders for commandant personnel.

*g.* If they did not submit one with their initial application, current commissioned officers in the California Cadet Corps will include a copy of a LIVE SCAN verification report to include the Federal Bureau of Investigation (FBI) and California Department of Justice (DOJ) with their promotion/application packet. This requirement cannot be waived for any reason. A letter or form from the employing school district stating the applying individual has been LIVE SCANNED and cleared will not be accepted. This will be at the promotee's expense and is not reimbursable by the state.

#### **4-4. Assignments and Transfers.**

*a.* Commandants and Assistant Commandants of Cadets. The assignment and transfer of officers as Commandants and Assistant Commandants of Cadets are functions of the appropriate school authorities, subject to the approval of the Headquarters, California Cadet Corps. All such assignments and transfers will be announced in State orders, after requests for assignments or transfers have been received and approved. Requests for transfer will be accomplished on CACC Form 3, found in appendix K to this regulation.

*b.* Special Project Officers. The assignment and transfer of Special Project Officers is a function of the Headquarters, California Cadet Corps with the concurrence of the officer concerned and the appropriate school authority, if applicable. State orders will be published announcing these assignments or transfers

## **CHAPTER 5**

### **TEMPORARY DUTY**

#### **5-1. General.**

This chapter prescribes the policies and procedures pertaining to the status, pay, reimbursement for expenses, and casualty compensation of California Cadet Corps officers ordered to Temporary Duty, pursuant to Sections 502, 513, and 520, California Military and Veterans Code.

#### **5-2. Policies.**

*a.* Officers may, with their consent, be ordered by the Adjutant General to Temporary Duty at encampments and exercises held or conducted by Headquarters, California Cadet Corps, and while on such duty may receive such compensation as provided by the California Military and Veteran's Code.

*b.* Officers may, with their consent, be placed on Temporary Duty by the Headquarters, California Cadet Corps, without pay or allowances, other than necessary and actual travel expenses, for participation in Cadet Corps related activities. See paragraph 5-3 for procedures.

*c.* In all cases in which an officer ordered to Temporary Duty with the California Cadet Corps is wounded, injured, disabled, or killed in the performance of such duty, and in the line of duty, he/she shall be entitled to receive compensation from the State in accordance with Division 4, Labor Code. In all such cases, such officers shall be held and deemed to be employees of the State.

#### **5-3. Procedures.**

*a.* Once the activity has been approved by the Headquarters, California Cadet Corps, a written request for Temporary Duty may be submitted.

*b.* Upon receipt of the request, this headquarters will publish and forward appropriate State Temporary Duty orders to requestor and maintain copies of the activity approval, request and orders in the officer's 201 file(s).

*c.* The Headquarters, California Cadet Corps will publish appropriate State orders and provide necessary documents indicated below for completion for those officers identified in paragraph 5-2b.

(1) Standard Form 262, Travel Expense Claim.

(2) Standard Form 261, Authorization to Use Privately Owned Automobile on State Business, if applicable.

#### **5-4. Ineligibility.**

Commandant personnel not recognized by the Headquarters, California Cadet Corps in accordance with Chapter 3 of this regulation are ineligible for assignment to temporary duty and are ineligible to request supplies or support from the state.

## CHAPTER 6

### SEPARATIONS

#### 6-1. General.

This chapter prescribes the separation standard for commissioned officers of the California Cadet Corps.

#### 6-2. Types of Discharges.

*a.* Honorable. Commissioned officers of the California Cadet Corps may be separated under honorable conditions for the following reasons:

- (1) Termination of employment with schools enrolled in the California Cadet Corps for reasons not considered less than honorable.
- (2) To accept employment elsewhere.
- (3) To accept appointment in the United States or State Military Forces. Individuals may still be a commissioned state officer while on active duty.
- (4) Inactivation of the Cadet Corps element to which assigned.
- (5) Permanent change of residence from the State or to a location remote from a Cadet Corps element.
- (6) Business or education interference.
- (7) Physical disqualifications.
- (8) Upon individual's request for the good of the Cadet Corps.
- (9) Upon disassociation, with or without the individual's request, from the unit to which assigned or upon termination from M-Day staff.

*b.* Dishonorable or Less Than Honorable.

- (1) By request of the brigade advisor for reasons dishonorable or less than honorable
- (2) Any legal reason that would prohibit the individual from working with minors or conviction of any statute defined in California Penal Code 290 (Megan's Law)

*c.* Separation with prejudice. Commissioned officers of the California Cadet Corps separated under other than honorable conditions will be separated with prejudice (SWP).

#### 6-3. Resignations.

Voluntary resignations from the California Cadet Corps may be submitted anytime such action is deemed appropriate by the officer concerned.

#### 6-4. Procedures.

*a.* Requests for separation (which must be accompanied by the CACC identification card) will be submitted through channels, as appropriate, to Headquarters, California Cadet Corps. Requests will be in letter form using CACC form 12 (see Appendix J) and will include the officer's full name, address, Cadet Corps assignment, effective date and reason(s) for desired separation. Request should arrive at least 15 days prior to effective date of discharge.

*b.* When requests are forwarded through channels, individuals receiving the request will include their endorsements and recommendations.

*c.* Upon receipt of a request for separation, Headquarters, California Cadet Corps will publish appropriate State orders and Certificate of Discharge, CACC Form 4. Copies of the orders and the certificate will be forwarded through channels to the individual's 201 File, which will then become part of the inactive file maintained at the Headquarters, California Cadet Corps and used for historical and reference purposes.

*d.* Individuals discharged from the California Cadet Corps will receive copies of the discharge orders. When necessary and appropriate, copies will be sent via certified mail to the individual, return receipt requested.



## **CHAPTER 7**

### **DEMOTIONS**

#### **7-1. General.**

This chapter prescribes the policies and procedures pertaining to the demotion of California Cadet Corps officers commissioned under the California Military and Veterans Code.

#### **7-2. Policies.**

- a.* Officers found to have violated the Code of Conduct and Ethics found in CR 1-2, may, at the discretion of the Executive Officer, be demoted.
- b.* Officers found guilty of a crime involving moral turpitude, shall be demoted and dishonorably discharged.

#### **7-3. Procedures.**

- a.* The Headquarters, California Cadet Corps will publish orders announcing the demotion and send a copy of the demotion orders to the individual concerned via certified mail, return receipt requested.
- b.* Attempts will also be made to send copies of demotion orders to the school district with which the officer is connected.

**APPENDIX A – CACC Form 2  
Commandant Application for Commission  
Checklist / Coversheet**

Applicant's Name

Date

- CACC Form 2, Application package checklist (this page).
- CACC Form 7, Application for Commission (see Appendix B).
- DD Form 214 (or equivalent CSMR or CA NG State form) - for prior military service personnel only.
- High School transcript for prior cadet who does not have CACC service record (if previously a cadet) (If previously a cadet and CACC service record is not available, include a copy of high school transcripts.)
- Copy of CACC service record (if previously a cadet)
- Copy of current teaching credential or vocational certificate or license .
- Copy of highest diploma awarded or copy of transcripts, if non-graduate.
- CACC Form 9 Identification Card, Personal Data Sheet (Appendix C)
- CACC Form 10 Oath of Office (Appendix D)
- STD. 689 (REV. 5.2002) Oath of Allegiance and Declaration of Permission to Work for Persons Employed by the State of California (Appendix E)
- CACC Form 11 School Board Recommendation (Appendix F)
- CACC Form 27 Waiver of Pay And Allowances (Appendix G)
- CACC Form 6 Bde Advisor's Recommendation (for established Bdes) (Appendix H)
- Four 1-1/2" x 1-1/2" passport sized pictures or digital photo
- LIVE SCAN transmission verification
- Evidence of freedom from active TB

**APPENDIX B – CACC Form 7**  
**Military Department – State of California**  
**CALIFORNIA CADET CORPS**  
**APPLICATION FOR APPOINTMENT**

<b>SECTION 1: Personal Qualification Statement</b>				
1. NAME (Last, First, Middle)	2. SOCIAL SECURITY NUMBER	3. DATE		
4. HOME ADDRESS	5. BUSINESS ADDRESS			
A. TELEPHONE (    )	A. TELEPHONE (    )			
B. Fax (if available) (    )	B. Fax (if available) (    )			
C. E-mail:	C. E-mail:			
6. DATE OF BIRTH (mm/dd/yy)	7. PLACE OF BIRTH (City, County, State)	8. CA DRIVER'S LICENSE NO.		
<b>9. ANSWER ITEMS "A" THROUGH "E" BY PLACING AN "X" IN THE PROPER COLUMN</b>			Yes	No
A. Are you a citizen of the United States? If "No", give the country of which you are a citizen:				
B. Are you now, or have you been, within the past ten years, a member of an organization that, to your present knowledge, seeks the overthrow of the constitutional form government of the United States by force or other unlawful means? If your answer is "Yes", please explain on a separate sheet of paper indicating the dates of your membership, and the purpose of the organization while you were a member.				
C. To ensure that you are not placed in a position which might impair your health, or which might be a hazard to others, do you have a valid Tuberculosis (TB) test not more than 2 years old with negative results? Send a copy with this application.				
D. Have you ever been convicted of an offense against the law, or are you now under charges for any offense against the law? (Other than minor traffic violations) **				
E. Have you been convicted with an offense defined in CALIFORNIA PENAL CODE 290? (Megan's Law) **				
F. While on military duty, were you ever convicted by a general or special court-martial? **				
** IF the answer to "D" or "E" or "F" is yes, explain on a separate sheet of paper. Show for each offense, Date , charge, Court, and action taken. Submit police or military records if available.				
<b>SECTION 2: Military Experience</b>				
10. Do you have prior military service? (Check all applicable boxes) Yes <input type="checkbox"/> No <input type="checkbox"/>				
Active <input type="checkbox"/> Resv <input type="checkbox"/> CSMR <input type="checkbox"/> RET <input type="checkbox"/> Branch: _____				
(Provide DD Form 214 or other approved document to substantiate service.)				
11. Have you ever been discharged from the armed services under other than honorable conditions?				
Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide details:				

**Military Department – State of California  
CALIFORNIA CADET CORPS  
APPLICATION FOR APPOINTMENT – CACC FORM 7 (Continued)**

**SECTION 3: Military Service (Start with most recent, list primary duty stations: attach additional sheets as needed)**

FROM	TO	ORGANIZATION AND COMPONENT	GRADE	DUTY ASSIGNMENT

**SECTION 4: Military Education (start with the most recent; attach additional sheets as needed)**

Course Title	Date Completed

**SECTION 5: Civilian Education (start with the most recent; attach additional sheets as needed)**

From	To	School/College	Degree	Major

Do you currently hold a California Teaching Credential? Yes \_\_\_\_\_ No \_\_\_\_\_  
Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**SECTION 6: Professional Experience**

12. Please list your present position and work background for the past 10 years (use additional pages as needed). Also account for periods of unemployment. May inquiry be made to your present employer regarding your character, qualifications and record of employment? (A “No” answer may affect consideration for appointment.)

YES     NO

A.	Dates of employment (Month, Year)	Exact Title or Position	Grade if Federal or Military Service
----	-----------------------------------	-------------------------	--------------------------------------

Name of Immediate Supervisor	Name of Employer (Firm, organization, etc.) and Address
Telephone (    )	

B.	Dates of employment (Month, Year)	Exact Title or Position	Grade if Federal or Military Service
----	-----------------------------------	-------------------------	--------------------------------------

Name of Immediate Supervisor	Name of Employer (Firm, organization, etc.) and Address
Telephone (    )	

**ATTENTION – THIS STATEMENT MUST BE SIGNED**

A false answer to any question in this statement may be grounds for not appointing you, or for discharging you after your appointment, together with any additional sanctions or punishments allowed by the California Military and Veterans Code and State and Federal Laws. All statements are subject to verification including a review of Department of Motor Vehicles records, police records, (if warranted), DOJ and FBI clearance (if warranted) and former employers.

CERTIFICATION	Signature (Sign in ink)	Date signed
I certify that all of the statements made in this Declaration are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.		

**APPENDIX C – CACC Form 9  
Identification Card  
Personal Data Sheet**

(Name)

--	--	--

Last First MI

--	--	--	--	--	--

Height Weight Eye Color Hair Color Date Of Birth Sex

--

Email:	
--------	--

Social Security Number (this will not be released)

**HOME ADDRESS:**

--	--

Street Address APT.

--	--	--

City State Zip Code

--	--

Home Phone Number Cellular Phone Number

1. This information will be used to create your CACC Identification card upon initial appointment.
2. By signing this form, I agree that my address, email address, and telephone numbers may be published in the California Cadet Corps directory. I understand my social security number will be kept confidential.

--	--

Signature Date

--	--

Assigned School Name Principals Name

--	--	--

Street Address City  
Zip

( )	( )
-----	-----

School Phone School Fax

APPENDIX D – CACC Form 10  
Oath of Office

## Oath of Office

I,    
(First Name, Middle Name, Last Name) (SSN)

having requested appointment as an officer in the **CALIFORNIA CADET CORPS** do solemnly swear (or affirm) that I will support and defend the Constitution of the **UNITED STATES** and the Constitution of the **STATE OF CALIFORNIA**, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I will obey the orders of the President of the **UNITED STATES**, the Governor of the **STATE OF CALIFORNIA**, and all lawful orders of any superior officers set over me according to the laws, rules and regulations governing the **CALIFORNIA CADET CORPS**; that I make this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties of the office upon which I am about to enter **SO HELP ME GOD.**

SIGNATURE OF APPOINTEE: \_\_\_\_\_  
(Signature – full name as shown above)

### AUTHENTICATION

SWORN TO AND SUBSCRIBED BEFORE ME AT \_\_\_\_\_  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

SIGNATURE OF WITNESSING OFFICER:

\_\_\_\_\_  
(Name, Grade and Office of Official)

\_\_\_\_\_  
(Signature)

### INSTRUCTIONS

This form will be executed upon acceptance of appointment as an Officer in the **CALIFORNIA CADET CORPS**. Without this document being properly executed, subscribed and attested to by competent authority, the individual's enlistment is without force of law and the individual is not authorized to be issued any state identification, nor participate in any CSMR activities. Immediately upon completion, this document must be returned to **Headquarters, California Cadet Corps, ATTN: Executive Officer**. In case of non-acceptance, the original commissioning orders will be returned to the above office with written documentation indicating the fact of non-acceptance.

## APPENDIX E State of California Oath of Allegiance

STATE OF CALIFORNIA – STATE PERSONNEL BOARD

### OATH OF ALLEGIANCE AND DECLARATION OF PERMISSION TO WORK FOR PERSONS EMPLOYED BY THE STATE OF CALIFORNIA

STD. 689 (REV. 5/2002)

*Oath may be administered by a person having general authority by law to administer oaths, or may be administered by the appointing power, or by a person for whom written authorization to witness oaths has been executed by the appointing power. The appointing power maintains a file of such authorizations.*

#### PART 1—OATH OF ALLEGIANCE TO BE COMPLETED BY UNITED STATES CITIZENS ONLY

**WHO MUST SIGN OATH**—As required in Section 3 of Article XX of the Constitution of the State of California, every State employee except legally employed noncitizens, must sign the following oath or affirmation before he or she enters upon the duties of his or her State employment. Noncitizens are required to possess a Declaration of Permission to Work. If an alien employee becomes a naturalized citizen, an oath must then be obtained and filed.

**WHEN OATH MUST BE SIGNED**—As required in Government Code Section 3102, all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council must sign an oath or affirmation before entering upon the duties of their employment. For intermittent, temporary or emergency employments, an oath or affirmation may, at the discretion of the employing agency, be effective for all successive periods of employment which commence within one calendar year from the date of the oath.

**OATH OF ALLEGIANCE** (Type or print name of employee, then complete Part 3.)

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

**WHERE OATHS ARE FILED**—As required in Government Code Section 3105, all oaths for public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council shall be filed in the official employee file within 30 days of the date the oath is executed. The oath is considered a public record.

**FAILURE TO SIGN**—As stated in Government Code Section 3107, no compensation or reimbursement for expenses incurred shall be paid to any public employee or any volunteer in any disaster council or emergency organization accredited by the California Emergency Council unless such public employee has taken and subscribed to the oath or affirmation.

**PENALTIES** (Government Code)

"3108. Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison not less than one nor more than 14 years."

#### PART 2—DECLARATION OF PERMISSION TO WORK TO BE COMPLETED BY LEGALLY EMPLOYED NONCITIZENS ONLY

I am a lawful permanent resident alien of the United States.       YES       NO

If NO, please read the following:

I hereby certify that I have permission to work in this country and have declared any restrictions placed upon me in this regard by the United States government to the appointing power.

#### PART 3—SIGNATURE AND CERTIFICATION (No fee may be charged for administering) TO BE COMPLETED BY UNITED STATES CITIZENS AND LEGALLY EMPLOYED NONCITIZENS

EMPLOYEE'S SIGNATURE

STATE DEPARTMENT OR AGENCY

DIVISION/UNIT

Taken and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_

AUTHORIZED OFFICIAL'S SIGNATURE

AUTHORIZED OFFICIAL'S TITLE

(SEAL)

**APPENDIX F – CACC Form 11  
School Board Recommendation**

The governing board of \_\_\_\_\_ School District  
approves the application of :

\_\_\_\_\_

LAST NAME	FIRST NAME	MI	Social Security Number
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as a:

Commandant of Cadets  Assistant Commandant of Cadets

and upon approval from the Adjutant General, State of California and Headquarters California Cadet Corps, will be eligible to work in said capacity.

NOTE: This form may be signed only by an individual authorized by the governing board to sign on behalf of the board. Reference CR 1-11 for the policy on delegation of signature authority.

\_\_\_\_\_  
NAME OF PERSON SIGNING

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY ZIP

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



**APPENDIX G – CACC Form 27  
Waiver of Pay, Allowances and  
Reimbursement from the State of California**

**WHEREAS**, orders are about to be published by the Adjutant General by which the undersigned member of the California Cadet Corps, with his/her consent, will be ordered to special duty with the California Cadet Corps pursuant to Sections 500-530, California Military and Veterans Code, and

**WHEREAS**, the undersigned, for good and valuable consideration, desires to waive all pay, allowances and reimbursements otherwise payable to him for said special duty from the State of California, and

**WHEREAS**, the execution of this waiver is a condition precedent to the publication of said order, and said special duty would not have been authorized but for the execution of this instrument,

**NOW THEREFORE**, the undersigned does hereby waive all pay, allowances and reimbursements payable to him from the State of California for the performance of any special duty pursuant to said or any order published by the Adjutant General as a result and by reason of the execution of this waiver.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
GRADE AND ORGANIZATION

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY ZIP

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**APPENDIX H – CACC Form 6  
Brigade Advisor’s Recommendation  
for Commissioning**

1. I have reviewed the application package of

\_\_\_\_\_  
PRINT APPLICANT’S FULL NAME

and recommend him/her as a

- Commandant
- Assistant Commandant of Cadets
- Brigade Special Projects Officer

I am recommending that this individual’s initial appointment in the California Cadet Corps be the grade of \_\_\_\_\_ for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The applicant will be assigned to the following unit:

School: \_\_\_\_\_ UNIT: \_\_\_\_\_ BRIGADE: \_\_\_\_\_

\_\_\_\_\_  
BRIGADE ADVISOR’S NAME

\_\_\_\_\_  
UNIT OF ASSIGNMENT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



**APPENDIX I**  
**CALIFORNIA CADET CORPS**  
**PROMOTION RECOMMENDATION**  
**Page 2 of 2**

Recommended by Brigade Advisor:

\_\_\_\_\_  
Full Name and Rank

Recommend       Do not recommend, for the following reason (s):

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be Completed by Headquarters California Cadet Corps

Headquarters, CACC, S-1 : \_\_\_\_\_

Full Name and Rank

Individual **DOES** meet promotion requirements stated in CR 1-4

Individual **DOES NOT** meet promotion requirements stated in CR 1-4, for the following reasons:

Schedule field grade officer promotion board

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Field Grade Officer Promotion Board Recommendation:

Recommend       Do not recommend, for the following reason (s):

\_\_\_\_\_  
Board President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CACC Executive Officer: \_\_\_\_\_

Full Name and Rank

Approve       Disapprove, for the following reasons:

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**APPENDIX K – CACC Form 3**  
**Military Department – State of California**  
**CALIFORNIA CADET CORPS**  
**Unit Transfer Form**

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The assignment and transfer of officers as Commandants and Assistant Commandants of Cadets are functions of the appropriate school authorities, subject to the approval of the Headquarters, California Cadet Corps.

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**PERSONAL INFORMATION:**

<hr/> Last Name, First Name, MI	<hr/> SSN	<hr/> Rank
<hr/> Mailing Address	<hr/> City	<hr/> Zip
<hr/> Email Address	<hr/> Phone/FAX	

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**DEPARTING UNIT:**

Bde \_\_\_\_\_ Bn \_\_\_\_\_ School Name \_\_\_\_\_  
School Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Principal/POC \_\_\_\_\_

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**RECEIVING UNIT:**

Bde \_\_\_\_\_ Bn \_\_\_\_\_ School Name \_\_\_\_\_  
School Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Principal/POC \_\_\_\_\_

- 
- Signature of Releasing Brigade Advisor: \_\_\_\_\_ Date \_\_\_\_\_  
Name and Rank of Releasing Brigade Advisor: \_\_\_\_\_
  
  - Signature of Receiving Brigade Advisor: \_\_\_\_\_ Date \_\_\_\_\_  
Name and Rank of Receiving Brigade Advisor: \_\_\_\_\_
  
  - Signature of Receiving School District Official: \_\_\_\_\_  
Title of School District Official \_\_\_\_\_ Date \_\_\_\_\_