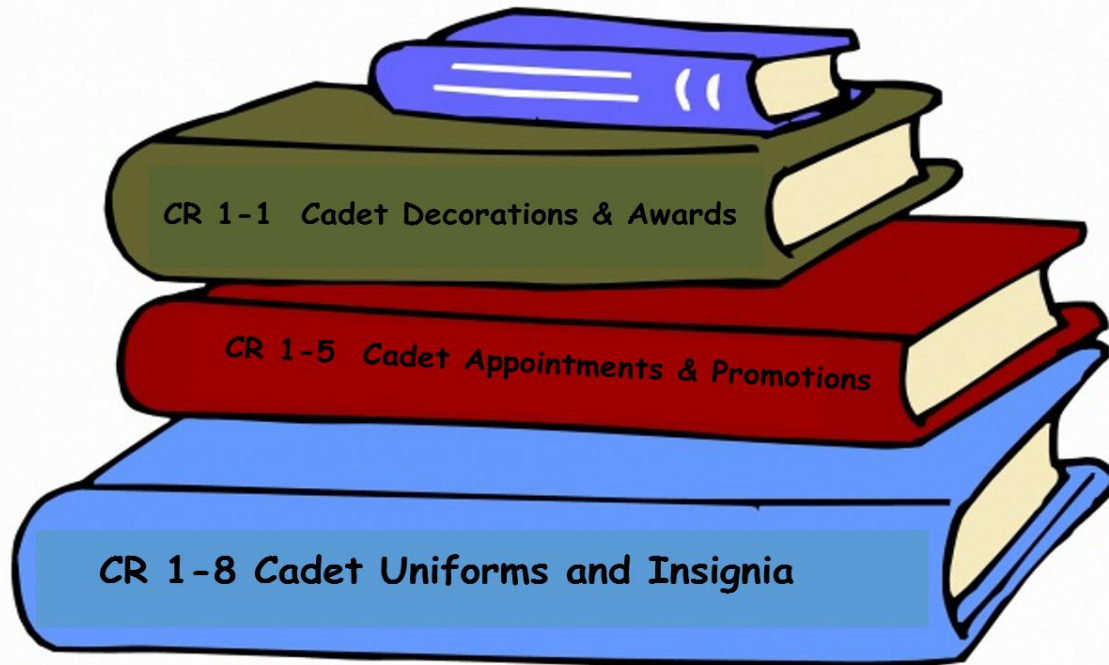




# Curriculum on Military Knowledge



## B. Cadet Staff Regulations

*"Earn it. Achieve it. Wear it."*



# Agenda

- B1. Personnel (S-1) Regulations
- B2. Safety (S-2) Regulations
- B3. Operations (S-3) Regulations
- B4. Logistics Regulations
- B5. Civic, Public & Military Affairs Regulations



# PERSONNEL REGULATIONS

## **Objectives:**

1. Use CR 1 to properly prepare a Strength and Activities Report
2. Use CR 1 to prepare orders and permanent orders
3. Use CR 1 to prepare and maintain Cadet Service Records and Personnel Files
4. Use CR 1 to prepare and maintain unit files in accordance with the Master Files Index
5. Use CR 1-6 to prepare for an Annual General Inspection



# Personnel Regulations

## **OBJECTIVES**

*Cadet Leaders are able to identify where to get information about the standards required to do a staff job, S1 through S6.*

## **Plan of Action**

Use CR 1 to properly prepare a Strength and Activities Report

Use CR 1 to prepare orders and permanent orders

Use CR 1 to prepare and maintain Cadet Service Records and Personnel Files

Use CR 1 to prepare and maintain unit files in accordance with the Master Files Index

Use CR 1-6 to prepare for an Annual General Inspection

**Essential Question:** How do Cadet Regulations help us properly do the S1 – S6 staff jobs at a cadet battalion?

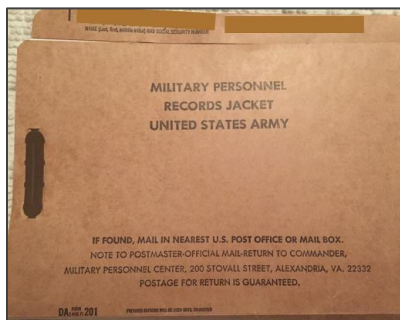


# CR 1: General Administration

is a regulation that gives everyone in the Cadet Corps, Commandants and Cadets alike, the standards and formats for administrative and personnel functions. It covers:

- Strength and Activity Reporting
- Preparation of Orders and Permanent Orders
- Cadet Service Records and Personnel Files
- Preparing and Managing Correspondence (covered in Lesson C)
- File Management

*These are what make your promotions and awards "official"!*



Appendix C-1 Blank Service Record

ORDER 701-2006-047

14 January 2007

The following cadets are being promoted and/or promoted:

Name	Rank	Assignment	Effective Date
Steve, Anthony	CADP	Company Cadet, Alpha Det	15 January 2007
James, Bradley D. III	SGT	Staff Sergeant, Supply Officer	16 January 2007
Alvin, Myk C.	SGT	Platoon Leader, 1st Platoon Engineer	15 November 2005
Christopher, Andrew	SGT	Platoon Cadet, Alpha Det	16 January 2007
John, William V.	CADP	Platoon Cadet, Alpha Det	30 December 2006

Additional instructions: Individuals identified with an asterisk (\*) are administratively reduced to the rank of private first class upon receipt of this order. Individuals identified with an asterisk (\*) are administratively reduced to the rank of private first class upon receipt of this order.

Authority: Sections 504 and 505, CMVC and CR 3-22

Formal: CAL333

FOR THE PRINCIPAL:

OFFICIAL: MATTHEW P. JONES  
Major, CACD  
Commandant of Cadets

JOSEPH A. BALEY  
Capt, CACD  
Commanding

NOTES:

1. This order is effective as of the date of the order.

2. This order is effective as of the date of the order.

3. This order is effective as of the date of the order.

4. This order is effective as of the date of the order.

5. This order is effective as of the date of the order.

6. This order is effective as of the date of the order.

7. This order is effective as of the date of the order.

8. This order is effective as of the date of the order.

9. This order is effective as of the date of the order.

10. This order is effective as of the date of the order.

CALIFORNIA CADET CORPS  
HEADQUARTERS, 1001 BATTERY  
ROAD, SAN DIEGO, CALIFORNIA 92161  
WWW.CALCACORPS.COM

ORDER 071-2006-007

1 August 2006

The following cadets are promoted:

Name	Rank	Assignment	Effective Date
APRIL, Mary	CADP	Platoon Cadet, Alpha Det	15 August 2006

Additional instructions: Individuals identified with an asterisk (\*) are administratively reduced to the rank of private first class upon receipt of this order.

Authority: Sections 504 and 505, CMVC and CR 3-22

Formal: CAL333

FOR THE PRINCIPAL:

OFFICIAL: ANNEFELIX R. STEWART  
1st Lt, CACD  
Regimental Advisor

SWANATHA R. KNODTS  
Capt, CACD  
Commanding

NOTES:

1. This order is effective as of the date of the order.

2. This order is effective as of the date of the order.

3. This order is effective as of the date of the order.

4. This order is effective as of the date of the order.

5. This order is effective as of the date of the order.

6. This order is effective as of the date of the order.

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CALIFORNIA CADET CORPS  
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ORDER 071-2006-007

1 August 2006

The following cadets are promoted:

Name	Rank	Assignment	Effective Date
APRIL, Mary	CADP	Platoon Cadet, Alpha Det	15 August 2006

Additional instructions: Individuals identified with an asterisk (\*) are administratively reduced to the rank of private first class upon receipt of this order.

Authority: Sections 504 and 505, CMVC and CR 3-22

Formal: CAL333

FOR THE PRINCIPAL:

OFFICIAL: ANNEFELIX R. STEWART  
1st Lt, CACD  
Regimental Advisor

SWANATHA R. KNODTS  
Capt, CACD  
Commanding

NOTES:

1. This order is effective as of the date of the order.

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5. This order is effective as of the date of the order.

6. This order is effective as of the date of the order.

7. This order is effective as of the date of the order.

8. This order is effective as of the date of the order.

9. This order is effective as of the date of the order.

10. This order is effective as of the date of the order.



# Strength & Activity Report

- Tells the HQ CACC and Military Department how many cadets are in each unit, their ranks, and what activities they're doing.
- Due every month by the 10<sup>th</sup>, updated as of the 1<sup>st</sup>.
- Done online in Commandant Tools.
- Once you populate your database, it's just the click of a mouse!



# Orders & Permanent Orders

- Orders are the written and oral means by which instructions are transmitted to cadets, units, or personnel. There are two types:
- Orders: Appointments, promotions, reductions, demotions, and assignment of cadets or commandants
- Permanent Orders: The award of ribbons, medals, badges, bars, decorations, accouterments, and unit awards identified in CR 1-1 and CR 1-7.
- Specific formats are required – they're in CR 1



CALIFORNIA CADET CORPS  
HEADQUARTERS, 701<sup>ST</sup> BATTALION  
WILSON HIGH SCHOOL  
1900 WEST HILL DRIVE  
SAN CLEMENTE, CALIFORNIA 92407-2932

ORDER 701-0506-047

14 January 2006

The following cadet duty assignments are<sup>1</sup> announced.

<u>Name</u>	<u>Rank</u>	<u>Assignment</u>	<u>Effective Date</u>
Bravo, Johnny	C/2LT <sup>2</sup>	Company Cdr <sup>3</sup> , Alpha Co <sup>4</sup>	11 January 2026 <sup>5</sup>
Jones, Bradley D. * <sup>6</sup>	C/2LT	Battalion S4, Supply Officer	14 January 2026
Alpha, Mary K.	C/SGT	Platoon Leader, 1 Plt First Sergeant	15 November 2025
Camargo, Janice	C/SGT	Bravo Co Squad Leader, 6 Plt	14 January 2026
Zulu, William V.	C/CPL	Bravo Co Guidon Bearer	20 December 2025

Additional instructions:<sup>7</sup> Individuals must maintain a minimum 2.0 GPA each grading period to remain in a leadership position. Individuals identified with an asterisk (\*) are authorized wear of the Battalion Staff Cord.

Authority: Sections 504 and 505, CMVC and CR 3-22<sup>8</sup>  
Format: CAL401

FOR THE PRINCIPAL:

OFFICIAL:

MATTHEW P. JONES  
MAJ, CACC  
Commandant of Cadets

JOSHUA SMILEY  
C/CPT, CACC  
Commanding

NOTES:

1: Use plural case even if only a single duty assignment is announced.

2: Use only the abbreviations for rank listed in CR 3-22.

3: Use only the official position title listed in CR-22, do not abbreviate.

4: Include specific unit of assignment, using abbreviations listed in CR 3-22 if necessary.

5: Effective dates are used only if the date is different than the date of the order; if one date in a list is different, all must include effective dates, even if the same as the order date.

6: A single asterisk (\*) without parentheses may be typed directly following an individual's name to cite special instructions not pertinent to all individuals listed on the order.

7: Using brief, clear language, include notations pertinent to the order, such as those noted in the example above. First cite instructions pertinent to all individuals on the order and then list any citations specific to individuals identified with an asterisk (\*). If none, write **None**.

8: Sections 504 and 505 of the California Military and Veterans Code and Cadet Regulation 3-22 are the legal authority upon which all cadet duty assignments are based.



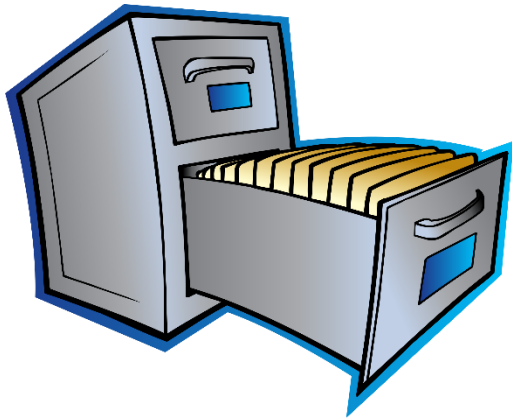
# Cadet Service Records

- CACC Form 13 (covered in Lesson M1A)
- Cadet's permanent record, also called 201 file
- Reflects the career progression while in CACC
- CR 1 tells the S1 how to enter data properly on the Form 13
- Other records (orders, rosters, PTA checklists, etc.) are kept with the Form 13 in the Personnel File





# Files



- Units must maintain certain files
- They must be organized per CR 1, Chapter 7 & Appendix C
- They're an official record of what the unit has done
- They're checked during the Annual General Inspection
- They may be kept electronically, but must be accessible and per the reg



# Files

- See the Master Index in Appendix C
- List of all required files
- By Staff Area & Subject
- Many will be empty for your unit
- Keep a copy of everything you do as a staff member and put it in the right file
- Review before the AGI and ensure required documents are filed where they're supposed to be
  - i.e. A copy of every Training Schedule for the past year





# CR 1-6 AGI

- CR 1-6 gives us the standards by which we grade CACC units at the AGI
- Cadet Commanders should set goals and plan their unit activities based on CR 1-6 requirements
- Cadet Staff should plan and execute their jobs based on what CR 1-6 requires





# CR 1-6



- The Inspection Program
- The Rubric (standards)
- The Report form
- Recommended briefing slides for the staff

*CR 1-6 tells you what to expect during the AGI. By going through it, you can plan and prepare by having all the questions answered before the inspection, while you can still fix things!*



# Sample from the Rubric

#5	Parades	[SGM]
4 Superior	There is solid evidence that the CACC program has participated in 3 parade during the past 12 months with a minimum of 10% of the unit, or 20 cadets (whichever is less) participating.	
3 Excellent	There is solid evidence that the CACC program has participated in 2 parade during the past 12 months with a minimum of 10% of the unit, or 20 cadets (whichever is less) participating.	
2 Satisfactory	There is solid evidence that the CACC program has participated in 1 parade during the past 12 months with a minimum of 10% of the unit, or 20 cadets (whichever is less) participating.	
1 Marginal	There is solid evidence that the CACC program has participated in at least one parade during the past 12 months.	
0 Unsat	There is no evidence that the CACC program has participated in any parades during the past 12 months.	

This is Requirement #5. The Cadet Sergeant Major is responsible for answering this requirement.

- For each level of grade, Superior thru Unsatisfactory, it describes what the unit must have done.
- The unit must provide proof/evidence of completion (i.e. a Roster of cadets who participated in each parade the unit has marched in)



CALIFORNIA  
CADET CORPS

# Form 15 -- AGI Report

## APPENDIX A - CACC FORM 15

CALIFORNIA CADET CORPS

ANNUAL GENERAL INSPECTION REPORT  
(Page 1 of 9)

Unit Office Symbol - CACC- \_\_\_\_\_

Date of Inspection - DOI \_\_\_\_/\_\_\_\_/\_\_\_\_

INSPECTORS - Please complete for every page

_____	_____	_____	_____
SCHOOL	UNIT	CITY	UNIT RATING
_____	_____	_____	_____
BRIGADE	COMMANDANT	PRINCIPAL	

TOTAL UNIT ENROLLMENT: \_\_\_\_\_

CADETS EXCUSED (PRINCIPAL AUTH) / OFF TRACK: \_\_\_\_\_

PRESENT IN FORMATION: \_\_\_\_\_

PRESENT IN UNIFORM: \_\_\_\_\_

UNIT RATING (based on the completed report, please enter the point total and check the appropriate rating)

\_\_\_\_\_ PTS     SUPERIOR     EXCELLENT     SATISFACTORY     MARGINAL     UNSATISFACTORY

### EXPLANATION OF RATING

The point awarded for each inspection item in this report is based on the Rubric in Appendix A.

Any item deemed "Not Rated" should be given the average points awarded for that category, so that it neither helps nor hinders the category score.

Units requesting not to be inspected will receive a rating of **Unsatisfactory**.

### GRADING STANDARD

RATING	POINT AWARD (RANGE)	ACADEMIC GRADE
Superior	4 (3.50-4.00)	A
Excellent	3 (2.50-3.49)	B
Satisfactory	2 (1.50-2.49)	C
Marginal	1 (0.50-1.49)	D
Unsatisfactory	0 (0-0.49)	F



CALIFORNIA  
CADET CORPS

# Form 15 – AGI Report

CALIFORNIA CADET CORPS

Unit Office Symbol – CACC-_____
Date of Inspection - DOI ____/____/____

ANNUAL GENERAL INSPECTION REPORT  
(Page 2 of 9)

INSPECTORS - Please complete for every page

**I. SCHOOL AND COMMUNITY SERVICE**

CATEGORY	INSPECTED ITEM	PTS POSS	PTS AWARD	COMMENTS
I. SCHOOL AND COMMUNITY SERVICE	1. Community Service (Unit)	4		
	2. Community Service (Individual)	4		
	3. School Service (General)	4		
	4. School Service (Color Guard)	4		
	5. Parades	4		
	6. Specialized Service	4		
	7. Community Partnerships (Military/Veteran)	4		
	8. Public Communications	4		
	<b>I. SCHOOL AND COMMUNITY SERVICE TOTAL:</b>	32		
Category Result	Superior: 28-32 Excellent: 20-27 Satisfactory: 12-19 Marginal: 4-11 Unsatisfactory: 0-3	Circle One		



CALIFORNIA  
CADET CORPS

# Form 15 -- AGI Report

CALIFORNIA CADET CORPS

ANNUAL GENERAL INSPECTION REPORT  
(Page 3 of 9)

Unit Office Symbol – CACC- \_\_\_\_\_

Date of Inspection - DOI \_\_\_\_/\_\_\_\_/\_\_\_\_

INSPECTORS - Please complete for every page

**II. UNIT DISCIPLINE (IN-RANKS / DRILL)**

CATEGORY	INSPECTED ITEM	PTS POSS	PTS AWARD	COMMENTS
II. UNIT DISCIPLINE (IN-RANKS / DRILL)	9. Percentage of Cadets Present for In-ranks Inspection	4		
	10. Percentage of Cadets in Uniform for In-ranks Inspection	4		
	11. Conduct of In-ranks Inspection (NTE #9 Score)	4		
	12. Neatness and Appearance of Cadets in Uniform (NTE #9 Score)	4		
	13. Execution of Close Order Drill, Squad	4		
	14. Execution of Close Order Drill, Platoon	4		
	15. Proper Wearing of the Cadet Corps Uniform	4		
	16. Proper Wearing of the Commandant Uniform	4		
	<b>II. UNIT DISCIPLINE TOTAL:</b>		32	
Category Result	Superior: 28-32 Excellent: 20-27 Satisfactory: 12-19 Marginal: 4-11 Unsatisfactory: 0-3	Circle One		





CALIFORNIA  
CADET CORPS

# Form 15 – AGI Report

**CALIFORNIA CADET CORPS**

**ANNUAL GENERAL INSPECTION REPORT**  
(Page 4 of 9)

Unit Office Symbol – CACC- \_\_\_\_\_

Date of Inspection - DOI \_\_\_\_ / \_\_\_\_ / \_\_\_\_

INSPECTORS - Please complete for every page

**III. LEADERSHIP**

CATEGORY	INSPECTED ITEM	PTS POSS	PTS AWARD	COMMENTS
III. LEADERSHIP	17. Demonstrated Followership of Junior Cadets	4		
	18. Demonstrated Leadership of NCO Corps	4		
	19. Demonstrated Leadership of Officer Corps	4		
	20. Promotions	4		
	21. Command Leadership Briefing	4		
	22. Demonstrated Leadership of Staff	4		
	23. Participation in CACC Brigade and State Events	4		
	24. Cadet Recognition and Awards	4		
	III. LEADERSHIP TOTAL:	32		
Category Result	Superior: 28-32 Excellent: 20-27 Satisfactory: 12-19 Marginal: 4-11 Unsatisfactory: 0-3	Circle One		



CALIFORNIA  
CADET CORPS

# Form 15 -- AGI Report

CALIFORNIA CADET CORPS

ANNUAL GENERAL INSPECTION REPORT  
(Page 5 of 9)

Unit Office Symbol - CACC-\_\_\_\_\_

Date of Inspection - DOI \_\_\_\_/\_\_\_\_/\_\_\_\_

INSPECTORS - Please complete for every page

**IV. TRAINING**

CATEGORY	INSPECTED ITEM	PTS POSS	PTS AWARD	COMMENTS
IV. TRAINING	25. Publication of Unit Training Schedule	4		
	26. Unit Training Schedule Supports CACC Content Standards	4		
	27. Applied Leadership Training (Internal)	4		
	28. Maintenance of Training Publications / Materials / Aids	4		
	29. Unit Participation in Major CACC events	4		
	30. Unit Participation in Miscellaneous CACC events	4		
	31. Field Training (Bivouac)	4		
	32. Participation in Summer Encampment Training	4		
	<b>IV. TRAINING TOTAL:</b>	32		
Category Result	Superior: 28-32 Excellent: 20-27 Satisfactory: 12-19 Marginal: 4-11 Unsatisfactory: 0-3	Circle One		



CALIFORNIA  
CADET CORPS

# Form 15 -- AGI Report

CALIFORNIA CADET CORPS

ANNUAL GENERAL INSPECTION REPORT  
(Page 6 of 9)

Unit Office Symbol - CACC-

Date of Inspection - DOI  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**V. KNOWLEDGE AND CACC INSTRUCTION**

INSPECTORS - Please complete for every page

CATEGORY	INSPECTED ITEM	PTS POSS	PTS AWARD	COMMENTS
V. KNOWLEDGE AND CACC INSTRUCTION	33. Demonstrated Knowledge of CACC	4		
	34. Demonstrated Rank-appropriate Knowledge (PTAs)	4		
	35. Demonstrated Military Courtesy Knowledge	4		
	36. Circulars and Information Bulletin Awareness	4		
	37. Progression and Continuity (Cadet Career Management)	4		
	38. Commandant Credentialing	4		
	39. Commandant Training	4		
	40. Participation in Leadership / Specialized Schools	4		
	<b>V. KNOWLEDGE AND CACC INSTRUCTION TOTAL:</b>	<b>32</b>		
Category Result	Superior: 28-32 Excellent: 20-27 Satisfactory: 12-19 Marginal: 4-11 Unsatisfactory: 0-3	Circle One		



CALIFORNIA  
CADET CORPS

# Form 15 -- AGI Report

**CALIFORNIA CADET CORPS**

**ANNUAL GENERAL INSPECTION REPORT**  
(Page 7 of 9)

Unit Office Symbol - CACC-\_\_\_\_\_

Date of Inspection - DOI    /   /   

INSPECTORS - Please complete for every page

**VI. ADMINISTRATION & SUPPLY DISCIPLINE**

CATEGORY	INSPECTED ITEM	PTS POSS	PTS AWARD	COMMENTS
<b>VI. ADMINISTRATION &amp; SUPPLY DISCIPLINE</b>	41. Publication and Maintenance of Orders and Permanent Orders	4		
	42. File Management System	4		
	43. Maintenance of Form 13 - Service Records	4		
	44. Publication and Maintenance of Unit Strength Reports	4		
	45. Maintenance of Property Book	4		
	46. Supply Discipline (Use of Procedures)	4		
	47. Storage and Maintenance of Supplies	4		
	48. Maintenance of Individual Clothing Records	4		
	<b>VI. ADMINISTRATION &amp; SUPPLY DISCIPLINE TOTAL:</b>		32	
<b>Category Result</b>	Superior: 28-32 Excellent: 20-27 Satisfactory: 12-19 Marginal: 4-11 Unsatisfactory: 0-3		Circle One	



CALIFORNIA  
CADET CORPS

# Form 15 – AGI Report

## APPENDIX A - CACC FORM 15

CALIFORNIA CADET CORPS

ANNUAL GENERAL INSPECTION REPORT

(Page 8 of 9)

Unit Office Symbol – CACC- \_\_\_\_\_

Date of Inspection - DOI \_\_\_\_/\_\_\_\_/\_\_\_\_

INSPECTORS - Please complete for every page

### VII. SECTION SCORING

RATING	SECTION	POINTS
	I. SCHOOL AND COMMUNITY SERVICE	
	II. UNIT DISCIPLINE (IN-RANKS / DRILL)	
	III. LEADERSHIP	
	IV. TRAINING	
	V. KNOWLEDGE AND INSTRUCTION	
	VI. ADMIN & SUPPLY DISCIPLINE	
<b>TOTAL POINTS (192 Possible)</b>		
Note 1 : Any individual rating of 'Marginal' will result in an overall maximum grade of 'Satisfactory'		
Note 2: Any individual rating of 'Unsatisfactory' will result in an overall 'Unsatisfactory' rating		

Circle One

GRADE	POINTS
Superior	168-192
Excellent	120-167
Satisfactory	72-119
Marginal	24-71
Unsatisfactory	0 - 23

### VIII. INSPECTOR COMMENTS / RECOMMENDATIONS

Printed Name of Inspector \_\_\_\_\_

Signature of Inspector \_\_\_\_\_

APPENDIX A - CACC FORM 15



# Command & Staff Briefing

## APPENDIX C - Command and Staff Briefing Agenda for AGIs

- 1) XO
  - a) Intro/Welcome [#21]
  - b) School, Unit, Brigade, City, Principal, Commandant Info[#21]
- 2) CDR
  - a) Command mission statement [#21]
  - b) Goals / Commander's Intent [#21]
  - c) Unit strength [#21]
  - d) Participation in CACC Brigade and State Events [#22], [#29]
  - e) Unit morale [#21]
  - f) Challenges [#21]
  - g) Lessons learned during their tenure [#21]
- 3) SGM / 1SG
  - a) Color Guard (List Performances and dates) [#4]
  - b) Parades (List Parades and dates) [#5]
- 4) S3
  - a) Unit Community Service (List Activities, dates, and # of cadets attended) [#1]
  - b) Individual Community Service (Total Hours & Average hours per cadet) [#2]
  - c) School Service (# of cadets that have provided at least 5 hours of school service) [#3]
  - d) Specialized Service [#6]
  - e) Miscellaneous CACC Events [#30]
  - f) Bivouacs [#31]
  - g) Summer Encampment Training [#32]
  - h) Leadership / Specialized Schools [[#40]
- 5) S1
  - a) SAR Reports [#44]
  - b) Cadet Recognition and Awards [#24]
  - c) Circulars and Information Bulletins [#36]
- 6) S5
  - a) Community Partnerships (Military/Veteran) [#7]
  - b) Public Communications [#8]



# Check on Learning

1. What regulation tells you about the Strength & Activity Report?
2. Of the actions listed, which goes into an order, and which into a permanent order?
  - A promotion
  - The award of a ribbon
  - An appointment to a staff job
  - The award of an Honor Cadet badge
  - Eligibility to wear the red beret
3. Where are the standards for each area inspected during the AGI found?
4. How do you know what to put in your Command and Staff Briefing for the AGI?



# SAFETY (S-2) REGULATIONS

6. Use CR 2-1 to oversee the Unit Safety Program and prepare/implement Risk Management Worksheets for cadet activities
7. Identify the 3 CACC Environmental Principles
8. Identify the rules and standards from CR 2-1 that apply to Cadets and Commandants regarding Cadet Protection





# Safety Regulations

## **OBJECTIVES**

*Cadet Leaders are able to identify where to get information about the standards required to do a staff job, S1 through S6.*

## **Plan of Action**

Use CR 2-1 to oversee the Unit Safety Program and prepare/implement Risk Management Worksheets for cadet activities

Identify the 3 CACC Environmental Principles

Identify the rules and standards from CR 2-1 that apply to Cadets and Commandants regarding Cadet Protection

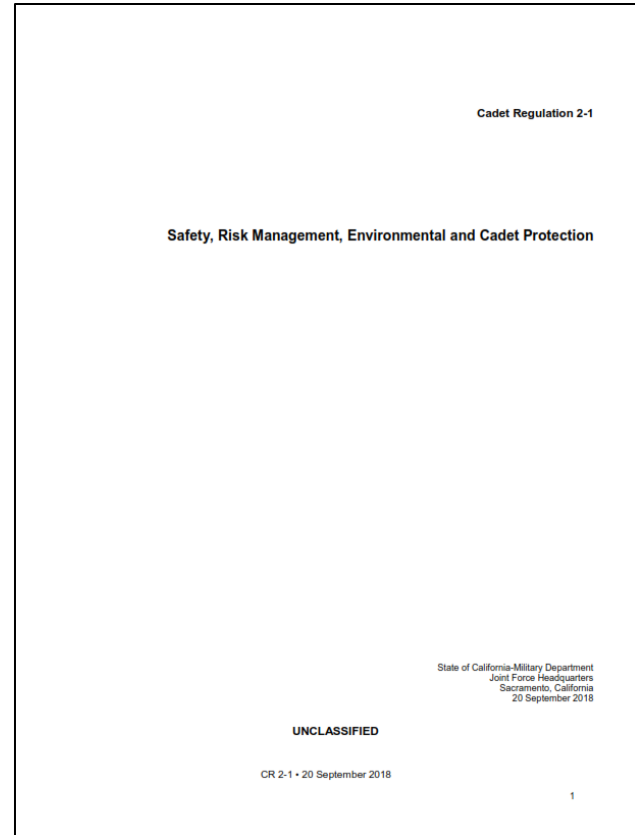
**Essential Question:** How does CR 2-1 define the Risk Management process, describe environmental concerns, and establish rules that protect our cadets?



# CR 2-1

## Safety, Risk Management, Environmental & Cadet Protection

- CR 2-1 covers a LOT of material, all SAFETY related
- We need to identify hazards
- We need to mitigate hazards through planning & safety implementation
- We need to be good STEWARDS of our environment
- We need to protect our CADETS from harm





# Risk Management Process

- (1) Identify hazards
- (2) Assess hazards to determine risks
- (3) Develop controls and make risk decisions
- (4) Implement controls
- (5) Supervise and Evaluate



*Once we know what the potential hazards are, we figure out ways to reduce those risks to a reasonable level through 'controls.' We ensure leaders and cadets know the controls – the safety rules – and follow them. And we evaluate how it went, and how we can do better next time.*



# Assessing a Hazard

- Probability and Severity of Hazard
- Determine how likely the hazard might happen
- Determine how severe the result will be
- Put that on the chart to determine the risk





CALIFORNIA  
CADET CORPS

# Risk Assessment Chart

PROBABILITY→ SEVERITY↓	FREQUENT	LIKELY	OCCASIONAL	SELDOM	UNLIKELY
CATASTROPHIC (death/serious injury and/or environmental damage)	Extremely High	Extremely High	High	High	Moderate
CRITICAL (extensive injuries and/or environmental damage)	Extremely High	High	High	Moderate	Low
MARGINAL (minor injury/illness/environmental damage)	High	Moderate	Moderate	Low	Low
NEGLIGIBLE (first aid, very minor loss)	Moderate	Low	Low	Low	Low



# Risk Management Example

## Running the Paintball Course

**Hazard** (there may be many – you do this for each one): **Putting an eye out with a direct hit**

**Probability:** *Seldom*

**Severity:** *Critical*

**Risk Level:** *Moderate*



*(when I started this, I thought the risk would be High; examine my answers; do you agree?)*



# Risk Mitigation

Hazard: Putting an eye out with a paintball round

Control Measures:

- Wear protective eyewear/helmet
- Safety briefing – don't aim at other cadets' heads
- Training – aiming with the paintball gun

Outcome:

- Probability goes to Unlikely, Severity stays at Critical
  - This reduces the risk to Low

Supervision:

- Range and Safety Officers
- Cadet chain of command
  - Operate in Teams in the Paintball Course

Evaluation:

- Review –
  - Did anyone get hit in the eye? Did anyone get hit in the head? Where were the hits?
  - Use this information for training before the next course





# Environmental Principles

Principle #1. Cadets will always leave an area better than when it was found.

Principle #2. Cadet Corps leadership will be familiar with applicable local, state, and national policies regarding environmental impact and fully comply with those policies.

Principle #3. Cadet Corps activities will strive to mitigate any negative impact on the environment and will, whenever possible, avoid such impact.







CALIFORNIA  
CADET CORPS

# Cadet Protection

- Commitment to Safety
- Proximity of Supervisor - always near
- Semi-Private Discussions – not alone w/cadet
- Transportation – At least 3 in vehicle
- In the Field – Rule of Three
- No Favoritism / No Gifts
- Social Media approved by S5
- No cadets in Adult quarters/tent/  
room





# Cadet Protection

- Segregation by Gender(overnight)
- Reasonable Accommodation for Sexual Orientation or Transgender Cadets
- Personal Care Time – private
  - Cadet Supervisors
- Confidentiality w/medical/health info
- Training intensity appropriate for situation
- Train adults & cadets on rules





# Check on Learning

1. List the 5 steps in the Risk Management Process.
2. Name one of the 3 CACC environmental principles.
3. Name 3 CACC Cadet Protection Rules.



# OPERATIONS (S-3) REGULATIONS

9. Use CR 3 to prepare a Lesson Plan
10. Use CR 3 to prepare a Unit Training Schedule
11. Use CR 3-14 and the Cadet Activity Planning Process (CAPP) to plan a unit activity



# Operations Regulations

## **OBJECTIVES**

*Cadet Leaders are able to identify where to get information about the standards required to do a staff job, S1 through S6.*

## **Plan of Action**

Use CR 3 to prepare a Lesson Plan

Use CR 3 to prepare a Unit Training Schedule

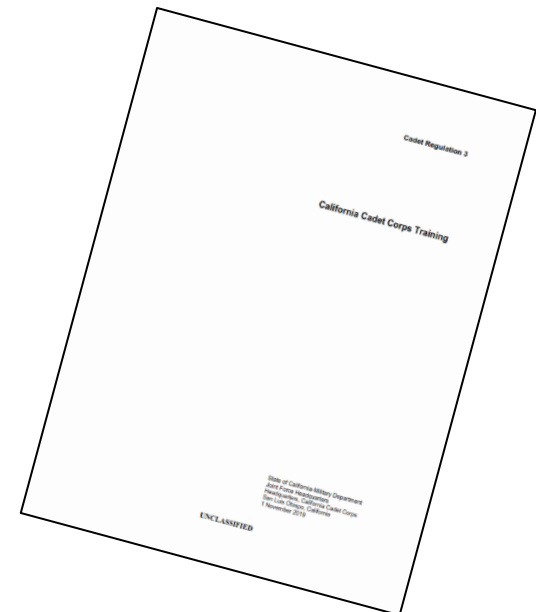
Use CR 3-14 and the Cadet Activity Planning Process (CAPP) to plan a unit activity

**Essential Question:** What are the requirements outlined in cadet regulations for planning cadet training and activities?



# CR 3 Training

- The CACC Training Concept
  - Applied Leadership
  - Flexible, with recommended subjects per semester
- CACC Curriculum Design
  - 4 Instructional Groups, 33 Strands, >600 Lessons
  - 4 Content Standards
  - A-G Requirements, CTE
- Lesson Planning template
- CACC Knowledge & Basic Facts
- Training Schedule template





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# Training Schedules

CALIFORNIA CADET CORPS TRAINING SCHEDULE							
UNIT: 504th Bn				DATES: 20-25 AUG 2018			
DATE/TIME	WHO	WHAT	WHERE	TRAINER	UNIFORM	NOTES	CACC STD/ STRAND/LESSON
8/20/2018 Pds 2/3/4	1st Yr	Class: CACC History & Organization	CR 201	C/SFC Jones	None		Std 1a. M5/A1 & A4
8/20/2018 Pds 2/3/4	2d Yr	Class: Teaching Drill	Drill Pad	C/1SG Diaz	None	Bring TC 3-21.5	Std 1z. M7/A1 & A2
8/20/2018 Pds 2/3/4	Sr Cdts	Self-Study: Leadership Styles	CR 202	C/MAJ Scanlon	None		Std 3h. L4/A1-4
8/21/2018 Pds 2/3/4	ALL	D&C: Ind Drill	Drill Pad	Sqd Ldrs	None	Fall In, Attn, Facing	Std 1aa. M3/B
8/22/2018 Pds 2/3/4	ALL	Uniform Issue	CR 201	C/2LT Smith	None	Class B & C	
8/23/2018 Pds 2/3/4	1st Yr	Class: Class B Uniform	CR 201	C/2LT Smith	None		Std 1f. M2/A
8/23/2018 Pds 2/3/4	2 & 3d Yr	Practice: Teaching Drill	Drill Pad	C/1SG Diaz	None	Individual Drill Movements	Std 1aa. M3/B
8/24/2018 Pds 2/3/4	ALL	PT: Extended Rectangular Formation	Field	C/1SG Diaz	None	PT Clothes	Std 4c. W3/B2
8/25/2018 Pds 2/3/4	ALL	D&C: Ind Drill	Drill Pad	Sqd Ldrs	None	Facing, DRD/Cover/ Open Ranks	Std 1aa. M3/B

NOTES: Staff Requirements: S1 start Personnel Files; S3 finalize Training Schedules & File Lesson Plans; S4 issue Uniforms; S5 Market to get late registering students into CACC.

APPROVAL

Initial/Date: Cdt Tng Off: \_\_\_\_\_ Cdt Cdr: \_\_\_\_\_ Commandant: \_\_\_\_\_



# CACC Knowledge “Memory Work”

Knowledge that is expected  
of a successful Cadet

- The CACC Mission, Goals (Cadet Code), and Objectives
- The CACC Core Values, Honor Code, Definition of Leadership, & Leader’s Code
- CACC History and General Orders
- CACC Chain of Command







# Lesson Planning Appendix C, CR 3

**Step 1:** Decide what you want your cadets to know and be able to do at the end of your instruction.

**Step 2:** Decide how you will know your cadets have learned what you taught. Select the method(s) you will use to ASSESS their understanding, knowledge, and skill

**Step 3:** Write out the steps you will use to get the cadets to learn the material you are presenting so they are successful on the assessment. Organize the information in a logical way.

**Step 4:** Gather the materials you need for the class. What materials will you need for the class?

**Step 5:** After the class: What went well in your class and what would you do differently next time to make the class better?

Mrs. Shannon's Lesson Plan			
INFORMATION	Day: _____ Date: _____		
	Class: _____		
	Bell Ringer: Conversation Calendars		
	Standard: _____		
BEFORE	Daily Outcome: _____		
	Topic: _____ Chapter: _____ Lesson: _____ Page #s _____ T W I R L		
	Resources: _____		
DURING	Purpose	Strategy	Procedure
AFTER	Purpose	Strategy	Procedure
ASSESS	How will I measure if the outcome is met?		
REFLECTIONS			



# CR 3-14

## Cadet Activity Planning

The Cadet Activity Planning Process:



- Step 1: Envision the Activity
- Step 2: Initial Planning
- Step 3: WARNORD/  
Marketing/Staff Selection
- Step 4: Detailed Planning
- Step 5: Support Planning
- Step 6: Preparation
- Step 7: Execution
- Step 8: Assessment



# Check on Learning

1. What are the 8 pieces of information for each event on the CACC Training Schedule?
2. T/F: A cadet is expected to be able to list the 6 Objectives of the California Cadet Corps
3. What regulation covers the Cadet Activity Planning Process?



# LOGISTICS (S-4) REGULATIONS

12. Use CR 4-1 to prepare and maintain an Individual Clothing Record, CACC Form 100
13. Use CR 4-1 to prepare and maintain a Unit Property Book
14. Use the CACC Website to prepare supply requisitions using the online forms



# Logistics Regulations

## **OBJECTIVES**

*Cadet Leaders are able to identify where to get information about the standards required to do a staff job, S1 through S6.*

## **Plan of Action**

- Use CR 4-1 to prepare and maintain an Individual Clothing Record, CACC Form 100
- Use CR 4-1 to prepare and maintain a Unit Property Book
- Use the CACC Website to prepare supply requisitions using the online forms

**Essential Question:** How do the requirements of CR 4-1 and 4-2 protect Cadet Corps supplies and equipment?



# CR 4-1 Supply Management

- Managing supplies is all about **Accountability**
- Equipment at a unit belongs to the State of California, and it's a leader's job to ensure it stays in the unit
- We use the Individual Clothing Record and Hand Receipts to maintain Accountability
  - This ensures we know where all the equipment that we hand out is, so we can get it back

**ACCOUNTABILITY**



# 2 Types of Property

## State Controlled

**Must** be accounted for

- Weapons
- Uniform Items
- CPR Mannequins
- Compasses
- Color Guard Equipment
- Anything costing >\$100 that was issued by CACC

## Quick Service Items

Low Cost Items

- Rank Insignia
- Ribbons & Medals
- Attachments & Badges

**These SHOULD be controlled so that they aren't pilfered or taken by unauthorized people**

*Some property must be accounted for but does not need to be collected back. Uniform items like hats or PT T-Shirts & Shorts, because they touch the skin, are expendable*



# Clothing Record

- Maintained on every cadet who has been issued uniform items
- Every time you issue or receive a uniform item, it's annotated on the Form 100 & signed in or out
- Issued # for each item is carried over to the next column. The latest column lists everything the cadet has signed for
- Sizes & Ranks are entered in pencil

**FORM 100 - INDIVIDUAL CLOTHING RECORD**

LAST NAME, FIRST NAME, MI	INSTRUCTIONS: Entries in INK except size or rank which are in PENCIL. Enter individual. Advance ALL totals to next column on any item changes. Use a forward Connect consecutive zero cells with a vertical line between slashes. Individual's sign									
	auth Alw	1	2	3	4	5	6	7	8	9
CLOTHING AND EQUIPMENT										
Insignia, CAL	2									
Insignia, CORPS	2									
Patch, CACC	1									
Patch, Unit	1									
Buckle, Brass	1									
Belt, Web (with brass tip)	1									
Buckle, Black	1									
Belt, Web (with black tip)	1									
Insignia, Distinctive CACC	2									
Cap, Utility, Class C (Size )	1									
Shirt, Utility, Class C (Size )	1									
Trousers, Utility, Class C (Sz )	1									
Windbreaker, Black (Size )	1									
Cord, Shoulder ( )	1									
Cord, Shoulder ( )	1									
Cap, Garrison (Size )	1									
Shirt, White (Size )	1									
Trousers, Male, Black (Size )	1									
Tie, Four in hand, male	1									
Coat, Class A (Male) (Size )	1									
Necktab, Female	1									
Skirt, black (Size )	1									
Coat, Class A (Female) (Size )	1									
Rank, Brass ( )	3 pr									
Rank, Shoulder ( )	2 pr									
Tab, Leader	2 pr									
Other (Specify )										
I assume responsibility for maintenance and safe keeping of all items issued to me. I will return them or pay for them if lost. →										
<b>SIGNATURE AND DATE</b>										



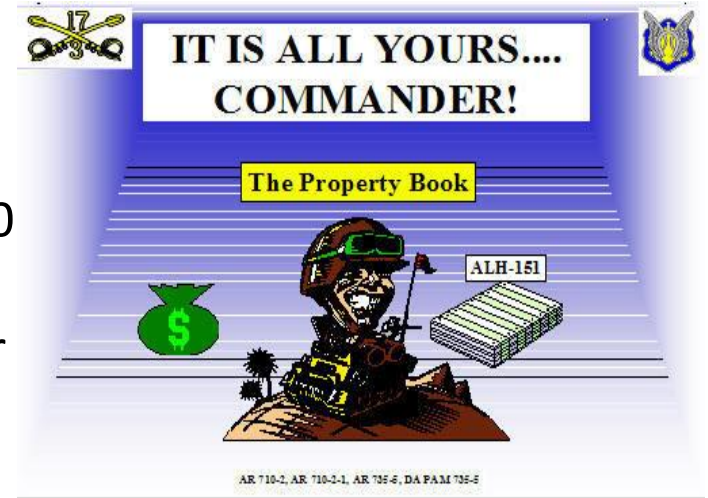




CALIFORNIA  
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# Property Book

- The legal record of the state-controlled items that a unit has been issued.
- CACC Form 104 (electronic)
- Lists what you should have on hand
  - Received or Purchased
  - Issued Out (accounted for by Forms 100 & 101)
- You must have CACC Form 100's & 101's for the items issued out
- Must conduct formal inventories and document them to show you have the equipment
- If equipment is lost, you must complete a Report of Survey to show the loss; then you can remove it off your Property Book





# Requisitions

- CACC Website
- Headquarters
- S-4
- Uniform Requisitions

MAIN ABOUT THE CACC HEADQUARTERS CURRICULUM DOCUMENTS EVENTS

Home / Headquarters / Headquarters S-4, Supply & Logistics

## Headquarters S-4, Supply & Logistics

### S-4 Function

The supply and logistics office is primarily concerned with the sustainment of the California Cadet Corps; it falls on the S-4 to purchase, distribute, track, and maintain the resources the CACC needs to operate and accomplish its mission.

### S-4 Contacts

STAFF	CADET STAFF
S-4 OIC: CPT Williams Hicks	TBD
S-4 NCO: SSG Sarahy Barrera	
S-4 NCO: SSG Albert Rhodes	
Email: <a href="mailto:Logistics@cacadets.org">Logistics@cacadets.org</a>	Email: <a href="#">TBD</a>

### S-4 Actions

- [Current Stock of Uniforms and Equipment Available](#)
- [Uniform Requisitions](#)
- Classroom Supplies (Coming Soon)

*Note: HQ CACC does not always have all uniform items on hand, nor do they always have people able to pull and ship the items. Communicate with your chain of command about what you need and whether you can get it.*



# Check on Learning

1. What is managing supplies “all about”?
2. What are the two types of property, and what’s the difference?
3. What should you **ALWAYS** do when issuing property to someone?
4. Where are the forms for requisitioning uniform items?



# **CIVIC, PUBLIC, & MILITARY AFFAIRS REGULATIONS**

15. Use CR 5-1 to manage Civic, Public, and Military Affairs for a CACC unit.



# Civic, Public, & Military Affairs Regulations

## **OBJECTIVES**

*Cadet Leaders are able to identify where to get information about the standards required to do a staff job, S1 through S6.*

## **Plan of Action**

Use CR 5-1 to manage Civic, Public, and Military Affairs for a CACC unit.

**Essential Question:** How do we publicize the activities of the California Cadet Corps in a positive, responsible manner?



# CR 5-1

## Civic, Public, & Military (CPM) Affairs

### CPM Activity Rules:

- No discrimination
- No religion or partisan politics
- No endorsement of private ventures
- Fostering of public service, patriotism, national security, national heritage = okay
- School/Community Service = great
- We can't be individually paid for our service
- Your support to charities of your choice is fine
- No participation (as CACC) in protests or demonstrations





# Outreach

Every effort will be made by units, regiments, brigades, and the HQ, CACC to promote positive relationships with civic entities, including but not limited to:

- city council members
- mayors
- city departments/agencies
- school board members
- school district officials
- county supervisors
- county government offices/agencies
- the state assembly
- the state senate
- The California Department of Education and California State Board of Education
- The Governor, Lieutenant Governor, and other elected statewide officials
- Other State of California departments/agencies







# Role of the S5

- Invite dignitaries to CACC events
- Request proclamations for 5 April
- Seek membership in civic organizations
- Outreach to local parades, events
- Conduct a Flag Disposition Ceremony
- Promote Color Guard & Flag Details
- Publish CACC newsletters & web pages
- Outreach to fraternal organizations
- Create media with photos & video





# Check on Learning

1. Which of the following is acceptable under CPM rules?
  - a) CACC cadets, as a group, participate in a BLM demonstration
  - b) CACC cadets hold a prayer service at the end of practice
  - c) Cadets on a Color Guard receive \$25 each for presenting the colors at a function
  - d) A CACC cadet attends a BLM demonstration with their family
  
2. Name 5 political officials (by position) the S5 could outreach to gain support for the program.
  
3. Name 4 roles the S5 can perform