



**STATE OF CALIFORNIA - MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS**

Camp San Luis Obispo
10 Sonoma Avenue, Building 1402
San Luis Obispo, California 93405-7605



Circular 010-2425-004

23 September 2024

10th Brigade STAFF SELECTIONS SY 2024-2025

1. **GENERAL:** Application process for the 2024-2025 school year, 10th Brigade Cadet staff is beginning immediately. All interested cadets must submit a letter of intent with supporting documentation. **All staff documentation is due to HQCACCOB NLT 31 October 2024.**
2. **AVAILABLE POSITIONS:** All requirements and job descriptions from CR 3-22 will apply. The following positions are available to all eligible cadets for the 2024-2025 school year. Please note that the “Authorized Grade” column states your suggested rank; experience is a bigger factor than your rank, so do not worry if you are not yet at the suggested rank.

A. Element/Position:	Authorized Grade:
1. S-1/Adjutant	C/LTC
a. Assistant S-1/Personnel	C/MAJ
b. Assistant S-1/Administration	C/MAJ
c. Administration NCOIC	C/SGM
2. S-2 Security & Safety Officer	C/LTC
a. Assistant S-2 Safety and Security	C/MAJ
b. Assistant S-2 Safety and Security	C/MAJ
c. Safety and Security NCOIC	C/SGM
3. S-3 Operations/Training Officer	C/LTC
a. Assistant S-3 Training and Evaluations	C/MAJ
b. Assistant S-3 Ranges	C/MAJ
c. Operations Sergeant Major	C/SGM
4. S-4 Logistics/Supply Officer	C/LTC
a. Assistant S-4 Supply Officer	C/MAJ
b. Assistant S-4 Facilities and Transportation	C/MAJ
c. Corps Supply Clerk NCOIC	C/SGM
5. S-5 Civic, Public, and Military Affairs Officer	C/LTC
a. Assistant S-5	C/MAJ
b. CP&MA Support NCO	C/SGM
6. S-6 IT/Communications	C/LTC
a. Assistant S-6	C/MAJ
b. IT/Comms Support NCO	C/SGM
7. HHC Commander	C/CPT

3. **APPLICATION PACKETS:**

a. All applications will be required to be sent electronically through the digital form NLT 31 October 2024.

Link for form: [10th Brigade Application Form](#) Packets must be organized and include the following:

- i. A signed 10th Brigade Staff Application Contract. This must be signed by the Cadet, a parent, the Cadet's Commandant, verifying understanding of the expectations and certifying eligibility for assignment to the 10th Brigade staff.
- ii. Letters of recommendation are required to determine suitability for staff. Prospective staff must submit a letter of recommendation from their Brigade Advisor, Commandant, or credible CACC leader. (Only one letter is needed from one of these individuals.
- iii. Any other supporting documentation the cadet believes will assist in evaluating her/his qualifications. A letter of intent outlining previous experiences and explaining the actions you plan to take in the shop you want should you get the position is suggested. If you would like a template for a letter of intent, please email cadetcommander@cacadets.org.
- iv. A complete **"True Copy,"** Form 13/Service Record. (May be a photo of a physical copy)

4. **REQUIRED ATTENDANCE:** In order to be selected as a member of the 10th Brigade, it is expected that a cadet will attend ALL of the following meetings/events:

- a. Monthly Drill Weekends as specified (Virtual option available)
- b. Telecommunication calls
- c. Any special or emergency meetings (advanced notice will be given)
- d. Attendance at Individual Major Awards, Drill Competition, and Summer Encampment. (ADVON included)
- e. **Expectation for applicants to attend and participate in Summer Encampment and ADVON in June 2025.**
- f. **Primary Shops and Command are required to attend Leadership and Advanced Encampment as 10th Brigade Staff, if you cannot for any reason, highlight this in your application.**

5. **LOGISTICS:** Transportation to/from the activities and meetings outlined in Paragraph 4 above will be **arranged BY THE CADET (take initiative!)** at no expense to the cadet. Failure to attend three scheduled meetings and/or events may result in the cadet being dismissed from staff. Breakfast, lunch, and dinner will be provided on every Drill Saturday.

6. **POINT OF CONTACT:** Point of contact regarding this circular is C/LTC Mackenzie Zablocki via email at cadetcommander@cacadets.org

FOR THE EXECUTIVE OFFICER:

MACKENZIE ZABLOCKI

C/LTC, CACC

10th Brigade Commander

PART TWO: Supporting Documentation

1. I meet the requirements in CR 3-22 for the position I am applying for.
2. I have attached a signed 10th Brigade Staff Contract to my application.
3. I have attached a letter of recommendation from my commandant and/or Brigade Advisor, or other creditable leader.
4. I have a **Copy** of my Form 13.
5. When all items of the application are complete, please submit the application electronically to the following link [10th Brigade Application Form](#)

10th Brigade Staff Expectations

10th Brigade Staff will conduct themselves professionally. In an environment where collaboration is constantly taking place, the 10th Brigade Staff is expected to contribute to the mission by providing scholarly discussions and insight relevant to the mission at hand.

10th Brigade is expected to show professionalism and dedication to the team centered growth mindset. "Together we know the answer" and "We grow together to lead and leave a Legacy of L.E.A.D.E.R.S.H.I.P." should be leading mantras of 10th Brigade Staff.

10th Brigade Staff will refrain from posting anything that is not considered "school appropriate" on any personal social media. Your online conduct reflects the Cadet Corps Values and on 10th Brigade staff you are always expected to be a leader, even online. This includes depictions of drugs/drug paraphernalia, alcohol, provocative actions, political affiliations, excessive displays of affections, etc. 10th Brigade Staff will adhere to the chain of command by keeping in constant contact with shop-heads, adult counterparts, and the 10th Brigade Executive Officer to answer any questions and gain any information in relation to completing the mission.

10th Brigade Staff will adhere to the guiding principles of the Cadet Codes, Leadership Traits and Principles. Said guidelines should encourage Staff members to have an eager mindset for self-leadership.

10th Brigade Staff will understand their duties and assignments and follow through to completion. 10th Brigade Staff will constantly seek self-improvement and will be willing to actively contribute to peer mentorship.

10th Brigade Staff will complete assignments by the scheduled date posted. If unable to complete the task by that time, the cadet will contact the 10th Brigade Executive Officer. When problems arise, all Staff members will look for articles, research, or videos of proposed or sustainable solutions within a short period of time as active contributors. The staff will remember to attack the proposed problem and never a person.

10th Brigade Staff will attend all meetings unless a serious issue arises. If the cadet is unable to attend a meeting, the cadet will contact the 10th Brigade Executive Officer five days in advance. If transportation is the only issue the staff member must be willing to attend the drill through a virtual platform.

10th Brigade Staff will refrain from the practice of hazing or any form of harassment (cyber, emotional, physical, racial, religious, sexual, verbal, etc.) through ANY means of communication.

10th Brigade Staff will not publish, transmit electronically, or distribute information or letters concerning the 10th Brigade staff without prior approval of the 10th Brigade Advisor.

10th Brigade Staff applied for the staff position because they are cadet leaders, know the job description, and will always find a way to carry out the tasks at hand. They will take initiative and exceed the expectations set upon them.

10th Brigade Staff will present themselves professionally, use pristine military courtesy, and wear uniforms in accordance with CR 1-8. 10th Brigade Staff will **NEVER** delegate a task they would not complete on their own.

You are expected to be a leader and strive on, no excuses.

10th Brigade Performance Improvement Plan (PIP):

If a staff member is not meeting the expectations of the 10th Brigade staff, they will not immediately be dismissed from staff. The following steps will be taken prior to dismissal, with the goal of leadership and character development. NO PART OF THIS PLAN WILL BE ISSUED IF THE CADET DOES NOT KNOW WHAT TO DO AND IS SEEKING HELP. This is for cadets who are not conducting themselves according to expectations only.

Initial Goals: All primary staff cadets will have an individual meeting with one of the 10th Brigade Command staff members (Command is briefed by Commander, Commander by the 10th Brigade Advisors) to ensure they understand the conditions and expectation of the staff, and how to guide assistants in the right directions should they not meet expectations. This meeting should happen no later than two weeks after appointment to staff. Shop heads must disseminate these expectations to assistants in a timely manner. Command will ensure they make themselves available to staff members, and staff members will never be punished for asking for help or asking questions.

First Warning: The staff cadet will be verbally warned or guided to reach expectations. No written warning is issued, but the cadet is expected to fix the issue at hand. The warning will be shared with the 10th Brigade Command.

Second Warning: The staff cadet is issued a documented warning (through email or in a documented channel) that regurgitates the expectations and the problem. The senior leader must make themselves available for guidance should the subordinate have questions. Advisors will be notified of the situation.

Third Warning: If the problem persists, the senior leader will set up a counseling session and complete a plan to improve utilizing the California Cadet Corps form 24. This form 24 will set a plan with guidance to improve and will be sent to the Commander and Advisors. The form will be revisited a month from the date of the counseling to ensure improvement is happening.

Dismissal From Staff: If the cadet has received all 3 steps of the guidance process and shows no improvement, or no initiative to improve, all aspects of the process will be reviewed by the

10th Brigade Command, (and shop head of assistant if needed) and the 10th Brigade Advisors. Cadet will only be dismissed if documentation shows they have been supported by their leaders and are not actively seeking to improve.

Zero Tolerance Policies: Cadets will immediately be dismissed from staff ONLY for the following reasons. These decisions will be made by the 10th Brigade Advisors and Commander:

- Cadet uses drugs or alcohol and has solid evidence or publicly brags about it.
- Any form of sexual harassment
- Cadet brings contraband (any form of drugs, alcohol, weapons, etc) to a state event
- Commandant or Brigade Advisor has probable cause for cadets' removal from staff. (failing grades, kicked out of school unit, etc)
- Cadet no longer responds to any form of communication with 10th Brigade staff, even direct communications. Warnings will be sent, but there can be no steps to improve with no response.
- Blatant Fraternalization that affects staff operations.
- Using title of "10th Brigade Staff Member" to bully and harass other cadets

10th Brigade Staff Application Contract

I, _____, agree to the following contract and expectations and will uphold its values in highest regards.

I understand that I am in a position of great responsibility, and therefore should act in a way that reflects positively to the cadets.

I will ensure that my cadets are my prime concern; anyone under my scope will have their welfare a priority.

I make the goals of my cadets a high priority. If I can, I will aid cadets in accomplishing their goals, long term or short term.

I understand that I will act in accordance with the commander's intent as well as the goals of the California Cadet Corps.

I will be fair and honest. There will be no signs of favoritism when a situation arises. I will analyze the situation accordingly and make a fair and honest decision.

I understand that failure to meet these expectations will result in removal of 10th Brigade staff by the Cadet Command Team's discretion. If I lack initiative to be an active contributor on staff, I will have a development meeting with the 10th Brigade advisor and if I do not take initiative for self- development, I put my position in jeopardy.

I have reviewed the "10th Brigade Staff Expectations" document and agree to conduct myself accordingly.

By signing this form, the cadet and parent agree that, if selected, the cadet must attend all the meetings and events outlined in the 10th Brigade staff selection circular. The cadet and parent acknowledge that if a cadet anticipates any conflict(s) with the meetings and events outlined in this circular, the 10th Brigade Executive Officer must be notified one week prior to a drill weekend and one month prior to a state event. It is also understood that the cadet must maintain a "C" or higher in all classes and uphold the components of the cadet code "LEADERSHIP" at all times. It is understood that the cadet will also follow all the rules and guidelines of the 10th Brigade Staff Contract and SOPs. Violation of these agreements may/will result in a board of review and/or dismissal from staff.

(If the cadet is not eligible for any reason, please do not sign).

Signed by Cadet: _____ Date: _____

Signed by Parent: _____

Signed by Commandant: _____