

**WARNING ORDER 010-2425-001 (BCTA)**

**1. SITUATION:**

- a. Summer Basic Commandant Training Academy (BCTA)
- b. BCTA Dates will be in two phases:
  - i. Phase 1: Online phase 1 from 01 JUNE 24 through 08 JULY 24
  - ii. Phase 1 Orientation: Students will be given dates to choose after 26 MAY 2024
  - iii. Phase 2: In-Person at Camp San Luis Obispo from 09 JULY 24 thru 13 JULY 24.
- c. Travel days for those attending BCTA are 08 and 13 JULY. Travel days for orders are 08 JULY.
- d. Start and End Times: 0730 - 2000hrs. 09 JULY and 1200 hrs. 13 JULY (08 July is a Travel Day, we will be meeting that night at 1700 for dinner and meet and greet after in Building 1301 at 1800).
- e. Location: Camp San Luis Obispo; 10 Sonoma Ave. San Luis Obispo, CA
- f. Units participating: All individuals needing to obtain a Preliminary Drill Credential or new to adult membership in CACC.
- g. Participation Requirements: Ability to attend the entire length of the program.
- h. Training events planned: CSTP's, Curriculum & Planning, Basic Drill, Cadet Management, Instruction, etc. A detailed schedule of activities will be e-mailed to participants.
- i. Uniform is CMU, OCP or school appropriate attire, school polo and pants (no jeans, no ties. Bring PT gear, shorts and a t-shirt.
- j. BCTA is a course required for all newly appointed CACC adult personnel that will **be in-classroom instructors**, contributing to their professional development, promotion qualification, and knowledge of the curriculum, policies, and regulations of the organization.
- k. BCTA is required within 18 months of appointment into the California Cadet Corps for in-classroom commandants.

- 2. MISSION:** 09-13 JULY 2024, California Cadet Corps conducts the Basic Commandant Training Academy at Camp San Luis Obispo to give new commandants in-classroom instructor knowledge and skills to run or support a Cadet Corps program in their school. The Basic Commandant Knowledge Test is to demonstrate knowledge and acquire the TAG Letter for credential, and professional development for future promotions will be administered.

### 3. EXECUTION:

- a. To offer a training academy to ensure all commandants teaching the course are better prepared to meet the challenges of instruction, operations, and inspections in the CACC program.
- b. The Commandant Training Academy will focus on the criteria of operations as per Cadet Regulation CR 3-1, Chapter 8, see the CACC website (<https://cacadets.org/Regulations>).
- c. Each day will consist of approximately 8 hours of class time and 2 hours of lab/test time.
- d. Class Hours will be from 0730 until 2000 hrs.
- e. Attendees will be given 1-hour each for lunch and dinner.
- f. Classes will consist of instruction, application, drill, and group work.
- g. The Basic Commandant's Knowledge Test will be administered in sections during lab time. The hours of 1800-2000 will be used for lab work or testing.
- h. Attendees not completing the entire course AND/OR not passing the Commandant Knowledge Test will not be approved for The Adjutant General Letter.

### 4. SUSTAINMENT:

- a. Participants will be provided contract meals at no cost to the participants beginning with the evening meal, from 1700 – 1800, on 08 JULY 2024 and ending with the morning meal on 13 July 2024.  
\*\* For those participants that will be eating with us at the Dining Hall at SLO on their travel day (COC 08 JULY or BCTA 13 JULY) need to **email OIC MAJ. Tate Burns NLT 30 June or you will have to self pay or supply your own meal.**
- b. Participants will be provided with open bay billets at no cost to the participants the evening of 08 JULY 2024 through the morning of 13 JULY 2024. For individuals that would like private billeting you will need to contact billeting at 805-594-6500. **NOTE: Private billeting is at the expense of the participants.** See Annex 1 Summer Basic Commandant Training Academy JULY 2024.  
\*\* Students should explore requesting school site funds to pay for a billet, try to request BCTA as a school conference for professional development funds from your site or potential reimbursement.
- c. **Applicants are highly encouraged to apply and be members of the Cadet Corps prior to attending the BCTA.** Only members that are processed and appointed to CACC prior to the start of in-person BCTA can apply for pay.
  - o Please go to <https://cacadets.org/node/113> and complete the "Commandant Application Package", see link at the bottom. **Packages must be completed and approved prior to BCTA in order to obtain these benefits.**
- d. Transportation to and from CSLO and while at CSLO is the responsibility of the participant **and will not be** reimbursed via state expense.
- e. Individuals not yet appointed in the California Cadet Corps will wear a black polo shirt or School Polo and khaki trousers (No jeans). The black CACC polo shirt can be purchased in advance by going to [www.cadetstore.org](http://www.cadetstore.org) shirt prices are \$50.

- f. All attendees who are officially appointed members of the California Cadet Corps or members of an Armed Forces Reserve, California Army/Air National Guard, or CalGuard will be expected to wear the regulation ACU uniform IAW CR 1-3 and AR 670-1 or the Commandant Multipurpose Uniform (CMU) IAW Change 2 to CR 1-3 to all classes and activities during the academy.
- g. **Registration: Persons interested in enrolling in BCTA, Summer 2024 must fill out this form by 01 JUNE 24:** <https://forms.gle/kn1DF3QHfCfygtwt7>
- h. **KEY SUSPENSE DATES:**
  - i. 15 May 2024: Instructor/Assignment request to MAJ. Burns
  - ii. 26 MAY 2024: BCTA Registration form, see link above.
  - iii. 30 June, Meal request for Dining Hall at 1700 at SLO on travel day.
  - iv. 09 July 2021: First Day of Instruction
  - v. 13 July 2021: Last Day of BCTA
- i. **If a minimum number of attendees are not confirmed by the 01 July 2024 cut off- then the training will be canceled and postponed to a later date.**

**5. COMMAND & SIGNAL:**

- a. The Project Officer for this BCTA is MAJ. Tate Burns. Email: [tate.burns@cacadets.org](mailto:tate.burns@cacadets.org)
- b. Instructors & Assignments: TBD (Any already qualified Commandant, teacher, or academic coach wishing to participate as a BCTA instructor please contact MAJ. Burns (tate.burnst@cacadets.org). Instructors will be assigned on a case by case basis. Those wishing to instruct will email MAJ. Burns with full contact information, area of expertise, topic of instruction.

**ACKNOWLEDGE:**

Burns, Tate  
MAJ, CACC

**DISTRIBUTION:**

Brigade Advisors  
Non Credentialed Commandants  
School Principals  
School Staff and/or Prospective Members

**ANNEX A:** (General instructions / Packing List) to Summer Basic Commandant Training Academy (SBCTA)

1. General (Resident Courses)
  - a. Billeting is available throughout the course. Billeting will be available at no cost, but students may choose their own lodging at their own expense. **NO REIMBURSEMENT** from CACC.
  - b. Location – Camp San Luis Obispo, 10 Sonoma Ave. Bldg 1402, San Luis Obispo, CA 93405
  - c. Arrival – Travel day 08 JULY 2024
  - d. Report – 0730 @ Bldg 1301, email updates will be sent out.
  - e. Dining – Meals are provided and per diem will not be authorized during specified dates.
  - f. Packing List
  
2. The following packing list details the requirements for the Basic Commandant Course (BCTA). Required:
  - a. Valid Driver's License, Valid Auto Insurance, Valid Vehicle Registration
  - b. **Prior to arrival, have a Google Drive and Google Docs set up, preferably from your school, please email MAJ. Tate Burns for assistance.**
  - c. Lap Top/Chrome Book, or Tablet with WiFi capability and USB compatible
  - d. Note taking materials (Pens, pencils, paper)
  - e. Thumb Drive
  - f. Uniform: OCP, CMU, or approved military organization
  - g. Hygiene Kit
  - h. Bath towel, wash cloth
  - i. Shower shoes
  - j. Sleeping Bag and Pillow
  - k. Laundry bag
  
3. **Highly Recommended:**
  - a. Book bag
  - b. Water Bottle
  - c. Ear plugs
  - d. Civilian Clothes
  - e. Single bed size sheets and Air Mattress if you desire.