



MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
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October 2, 2017

Office of the Military Department Inspector General

Honorable Kevin de León, President pro Tempore of the Senate

Honorable Anthony Rendon, Speaker of the Assembly

Honorable Josh Newman, Chair, Senate Veterans Affairs Committee

Honorable Jacqui Irwin, Chair, Assembly Veterans Affairs Committee

Pursuant to Military and Veterans Code section 55, this letter and the referenced enclosures constitute the Military Department Inspector General's annual report. This reporting period is July 1, 2016 through June 30, 2017.

The Military Department Inspector General office completed three investigations, 13 assistance cases, 25 information inquiries, 10 unit visits, and one inspection. This inspection covered the Youth and Community Programs Task Force (YCPTF) management and oversight of cadre and adult member's certification and screening requirements. As evidenced in the enclosed executive summary for this inspection, the systemic issues identified are being addressed by the Military Department.

The Military Department Inspector General (MDIG) conducts inspections on behalf of the Adjutant General that are focused on identifying areas within a program or process that can be improved to increase efficiency, effectiveness, and strengthen internal controls. Though the MDIG often discovers aspects of a program or process that are commendable, the inspection report is written to emphasize those areas that need improvement. Generally, the MDIG office schedules three inspections per fiscal year. However, for this reporting period, investigation took priority over inspections. In accordance with California Military and Veterans Code section 57, this office also conducted four training sessions for State Civil Service employees and State Active Duty Servicemembers. These training sessions covered the role of the Military Department Inspector General and the California Military Whistleblower Protection Act.

Please direct any questions or comments concerning this report to the Military Department Inspector General at (916) 854-3483.

Sincerely,

A handwritten signature in black ink, appearing to read 'Saul Rangel', with a long horizontal line extending to the right.

Saul Rangel
Colonel (CA)
Military Department Inspector General

Enclosure

Objectives

The primary focus of this inspection was to determine if required training is conducted and if systems are in place to track training and certification requirements. This office also reviewed if tracking systems that are in place provide YCPTF oversight of members' required training. The MDIG also reviewed the screening processes as it primarily relates to background checks and training requirements.

This inspection of the Youth and Community Program Task Force (YCPTF) certification and screening processes focused on the following objectives:

- Determine whether YCPTF cadre and the California Cadet Corps (CACC) adult members meet required certifications, qualifications, and pertinent education/training requirements as required by state and/or federal laws, regulations, procedures or policies.
- Determine whether sufficient systems, controls, and safeguards are in place to track mandatory certifications, training and/or annual screenings requirements in accordance with state or federal laws, regulations, procedures and/or policies.
- Determine whether the CACC adult members' promotion system aligns with updated regulatory requirements, procedures and/or policies.
- Determine whether regulations and policies are effective and rationally based. In determining whether these regulations and policies are rationally based, consider whether they generally comport to parallel with Junior Reserve Officer Training Corps (JR ROTC) JR ROTC regulations, procedures and policies.

Methodology: To assess the YCPTF certification and screening processes, the California Military Department Inspector General (MDIG) interviewed key leadership and staff, to include directors, deputy directors, executive officers, first sergeants and administrative staff.

Additionally, this inspection reviewed the CACC promotion process to ensure new promotion standards are being enforced.

This office inspected the following programs within the YCPTF:

Youth ChalleNGe Academies (ChalleNGe Programs): The ChalleNGe programs inspected were Discovery Youth Academy located at Lathrop; Grizzly Youth Academy located at Camp San Luis Obispo; and, Sunburst Youth Academy located at Joint Force Training Base, Los Alamitos. Discovery, Grizzly and Sunburst Youth Academies will be collectively referred to in this report as ChalleNGe programs.

The ChalleNGe programs consist of 5 ½ month residential phase and a 12 month mentoring program for at-risk youth between 16-18 years old. The combined number of

students enrolled for FY17 was 1,316. The goal of the ChalleNGe programs is for graduates to leave the program with the values, life skills, education, and self-discipline necessary to succeed as productive citizens. The ChalleNGe programs partner with local school districts for teaching staff. The ChalleNGe programs staffing is primarily State Active Duty (SAD).

Certification Requirements: ChalleNGe programs certification and annual training requirements are governed by the U.S. National Guard Bureau (NGB).

Starbase Academies (Starbase): There are two Starbase Academies within California: Sacramento and Joint Force Training Base (JFTB), Los Alamitos. The Starbase Academies are a non-residential 25 hours program that focuses on elementary students, primarily fifth graders. The combined number of students enrolled for FY17 was 5,600. The goal is to motivate the students to explore science, technology, engineering and math (STEM) as they continue their education. The Starbase staffing is primarily State Civil Service (SCS) and the directors are SAD.

Certification Requirements: The State of California Commission on Teacher Credentialing governs the requirements to be a certified teacher. The U.S. Department of Defense governs classroom curriculum and minimum job training requirements for Starbase staff.

Oakland Military Institute (OMI): OMI is a seven-year non-residential college preparatory program to promote excellence in the four pillars of academics, leadership, citizenship, and athletics. OMI is a charter school, which partners with the Oakland Unified School District for the teaching staff. The number of students for FY17 was 652. OMI's goal is to prepare students for successful admission to college, completion of college, and entry into the adult world as leaders of character.

Certification Requirements: OMI has minimal published guidance that outlines certification and training requirements for SAD staff.

California Cadet Corps (CACC): The CACC is comprised of approximately 50 schools. The CACC provides California schools and students with a quality educational and leadership development program that prepares students for success in college and the work force. The goal of the CACC program is to develop leadership, citizenship, patriotism, promote academic excellence, encourage personal health and wellness, and teach basic military subjects. The CACC staff is comprised of volunteers, teachers, and prior military. The combined number of students enrolled for FY17 was 5,950. Each school district hires their Commandant and CACC staff.

Certification Requirements: The CACC is governed by Cadet Regulations.

Overall Inspection Results: Overall, the YCPTF provides minimal guidance to the various programs to standardize general internal processes or ensure required training is conducted. This inspection report recommends that YCPTF provide additional

guidance to standardize general practices as appropriate and establish and maintain oversight of training and screening.

ChalleNGe Programs: The ChalleNGe programs are conducting training and screening processes. However, NGB does not currently provide all required certification training to the ChalleNGe programs, such as counselor, recruiter, and budget training courses. YCPTF has not provided written guidance to define the training certification requirements for training that is currently not offered by NGB.

Additionally, NGB requires that the ChalleNGe programs enter training data into the *National Data Management System*; however, this system does not currently exist. Although each ChalleNGe programs tracks training differently, this tracking primarily consists of excel spreadsheets, which are not shared with YCPTF.

Starbase Academies: YCPTF does not have a process to ensure live scans are completed on Starbase members. Live scans consist of fingerprint clearance from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

OMI: OMI has minimal published guidance that defines training, certification, or screening requirements for the SAD staff. Furthermore, there is no defined process at YCPTF or OMI to ensure all SAD staff temporarily assigned at OMI have a completed a live scan. Lastly, training is not tracked.

CACC: The CAAC lacks records management and administrative processes to ensure screenings and promotions are completed as required. Additionally, the CACC requires clarification of written requirements within the various cadet regulations.

Live Scans within YCPTF: With the exception of Starbase, it appears that most members within YCPTF are receiving appropriate background checks (live scans). However, the tracking system utilized by YCPTF is not maintained with updated data and there is no process established to ensure that all members receive the appropriate background checks.

Recommendations:

- YCPTF provide guidance to the various YCPTF programs, such as screening process for Servicemembers, employees, and volunteers.
- YCPTF, in conjunction with ChalleNGe program directors, determine a standardized functional curriculum in absence of NGB guidance.
- YCPTF define OMI SAD staff training standards, such as certification requirements to teach Leaders of Character (LOC), and physical education.
- YCPTF determine Starbase staff in-house training requirements, as deemed appropriate.
- YCPTF implement/update current tracking system to ensure all YCPTF members receive live scans.
- YCPTF complete live scans on Starbase staff.

- YCPTF implement a process to ensure staff temporarily assigned at OMI have a completed live scan.
- YCPTF monitor development of new NGB tracking system to enter Servicemember training data. When completed, ensure implementation of a new system among the Challenge programs.
- YCPTF implement a training and certification tracking system.
- YCPTF clarify the CACC standards and requirements as it applies to OMI and ChalleNGe programs.
- YCPTF clarify the Designated Subject Special Subject Teaching Credential in Basic Military Drill requirement.
- YCPTF continue coordinating open lines of communication between the various YCPTF programs.
- CACC implement a system to track training, certification requirements, promotion and other administrative processes.
- CACC implement a process to manage records.
- CMD develop process and policy on live scans.
- Provost Marshal Office (PMO) initiate process to manage/complete live scans on all SAD Servicemembers and selected SCS employees as appropriate and required by law or duty position.
- CMD implement a process to complete Child Care National Agency Check and Inquiries (CNACI) as required by DoDI 1402.05.
- CMD conduct an in-process review 6-8 months of issuance of approved inspection report.

Follow-up: The office of the MDIG has briefed both the Adjutant General and YCPTF leadership on the recommendations of this inspection. YCPTF is currently developing an action plan to complete the recommendations by March 2018. MDIG will conduct a follow up inspection 1st quarter of 2019.

YCPTF Accomplishments: The YCPTF has reported the following accomplishment to date:

- All programs were directed to keep accurate records of employee training requirements and provide quarterly updates to YCPTF HQ.
- 100% of the STARBASE staff have completed the Live Scan requirement with YCPTF.
- The Live Scan requirement has been added to the new hire checklist and each academy is tracking their individual employees along with the YCPTF HQ.
- CACC regulatory requirements regarding the training and certification of instructors is being added to the Annual General Inspection checklist to ensure compliance.
- OMI Military Staff Operating Procedures (SOP) published January 2017
- OMI Hands-off leadership policy (reviewed annually for new cadet summer camp).

- OMI Harassment and Discrimination policy, reviewed Spring 2017 with on-board staff.
- OMI Professional Code of Conduct Training.
- OMI Designated Special Subject Basic Military Drill Credentialing underway for new hires and on-board staff members.
- OMI staff cross-training with the ChalleNGe programs underway for Basic Cadre Train-the-Trainer, Crisis Prevention Intervention, Direct Interactive Instructions that standardized classroom pedagogy for all OMI teachers, civilian and military members.
- All on-board staff Live Scanned as of May 2017.
- All on-board TAC staff completed Cadet Corps Basic Commandant Course. Course only taught once a year; new hires to enroll in next course available (Summer of 2018).