All pay and travel authorizations are based on fund availability and may change quickly.

State Active Duty Pay

ESAD Pay Forms: ESAD pay shall be requested on either the FM14 for work performed at Camp SLO, or on the CACC Remote Timecard (RTC) for work performed away from CSLO. Both Forms are located on the website at https://cacadets.org/Pay#overlay-context=Main.

ESAD Pay Amounts: All CACC personnel, and personnel paid with CACC funds will be paid Base Pay with no longevity. BAH is not authorized. Current basic pay tables may be found at DFAS at https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables.html. To calculate the daily pay rate, locate assigned grade with <2 years longevity and divide the monthly rate by 30.

Required Orders: All CACC personnel submitting for pay and/or travel reimbursement, must have orders authorizing pay and/or authorizing travel. Orders request forms may be submitted from the website homepage and require 2 weeks' advance notice.

Pay Form Submission: Signed ESAD Pay forms (FM14s or RTC) must be submitted for RAPTR Input to Personnel@cacadets.org. Forms must be submitted NLT 2 business days prior to the last working day of the month. If there is less than eight (8) hours of remote work, they can be rolled onto the Remote Time Form for the following month in the space indicated. Otherwise. We cannot submit forms for pay in arrears, so forms received after the deadline may not be paid without a valid reason for the missed deadline. In case a valid reason is approved by the XO, it will be input during the following pay cycle (30 days later). Forms that are not signed by the supervisor will not be input for pay. It is the individual's responsibility to get these forms endorsed.

Blanket Authorizations: The following maximum ESAD pay days (per month) are authorized and will be published on blanket orders. Note, this is not an automatic entitlement, work must be performed on the days indicated to earn credit for those days.

Executive Officer: The Executive Officer is authorized up to 15 days per month ESAD pay. All CACC workdays performed at CSLO will be submitted on FM14 and all work at home or on the road will be tracked and submitted on the Remote Time Card. All travel to HQ drills and state events are not reimbursable but travel days may be counted for pay. Travel to brigades or school visits shall be reimbursed through CALATERs and must follow CMD Policy. All travel reimbursements must be submitted and receipts mailed to CACC Travel POC SFC Dustin Dionne.

Assistant Executive Officer: The Assistant Executive Officer is authorized up to 10 days per month ESAD pay. All CACC workdays performed at CSLO will be submitted on FM14 and all work at home or on the road will be tracked and submitted on the Remote Time Card. All travel to HQ drills and state events are not reimbursable but travel days may be counted for pay. Travel to brigades or school visits shall be reimbursed through CALATERs and must follow CMD Policy.

All travel reimbursements must be submitted and receipts mailed to CACC Travel POC .
The Executive Officer is the approval official for the AXO's ESAD pay.

Brigade Advisors: Personnel assigned as Brigade Advisors are authorized up to 5 days per month ESAD pay for Brigade Advisor functions and will be tracked and submitted on the Remote Time Card to the Executive Officer for approval. Additional ESAD days may be submitted if working at CSLO, assigned to a TDA position, and will be submitted on FM14. Travel Reimbursement for Brigade Advisors is not authorized, unless transporting 10th Corps Cadets to drill. Valid Remote Timecard categories for Brigade Advisors include:

- o Brigade Management (meetings, courses, activities, school visits etc.)
- o Commandant Management (meetings, counseling, timecard approval, etc.)
- o Recruiting (visiting potential new schools, cadet recruiting, CMDT recruiting, etc.)
- o Travel (to above)

Brigade Support Team: Members assigned to a BST are eligible for up to 2 pay-days per month ESAD pay for Brigade Support Team functions and will be tracked and submitted on the Remote Time Card to the Brigade Advisor for approval. Additional ESAD days may be submitted if working at CSLO, assigned to a TDA position, and will be submitted on FM14. Travel Reimbursement (CALATERS) for Brigade Support Team members is not authorized. Valid Remote Timecard categories include:

- o Brigade Support (meetings, courses, activities, school visits, instruction, etc.)
- o Recruiting (visiting potential new schools, cadet recruiting, CMDT recruiting, etc.)
- o Travel (to above)

State HQ Staff: Members selected and assigned to HC CACC State Staff are eligible for ESAD pay for HQ drills and published state events while functioning in staff role. ESAD pay shall be submitted on FM14. AXO shall approve/sign all FM14s. Travel Reimbursement (CALATERS) for State HQ Staff members is not authorized unless transporting 10th Corps Cadets to Drill. ESAD pay is authorized for. Additionally, each staff section is authorized up to 5 pay-days per month of remote work at the direction and discretion of the primary staff officer for that staff section.

- o All Published Drills
- o All Published State Events for functioning staff
- o One day of travel for above (* See Notes)

Recruiters: All adult members assigned the additional duty of recruiting are eligible for up to 20 ESAD days per month while functioning as a recruiter. ESAD pay shall be tracked on the Remote Timecard and submitted monthly <u>NLT 2 business days prior to the last working day of the month</u>. The XO or FTM Deputy Director shall approve all RTC entries. Recruiters are authorized travel reimbursement for all recruiting travel.Travel shall be reimbursed through CALATERs and must follow CMD Policy. All travel reimbursements must be submitted and receipts mailed to CACC Travel POC (SFC Dustin Dionne).

Valid Remote Timecard categories include:

- o School / District Recruiting Visit
- o School / District Coordination
- o Commandant Recruiting

Curriculum Committee: All members assigned to the Curriculum Committee are eligible for up to 10 ESAD days per month while performing curriculum duties. ESAD pay shall be tracked on the Remote Timecard and submitted monthly <u>NLT 2 business days prior to the last working day of the month</u>. . The HQ S3 shall approve all RTC entries. Additional ESAD days may be submitted if working at CSLO, assigned to a TDA position, and will be submitted on FM14. Valid Remote Timecard categories include:

- o Strand Drafting
- o Strand Editing
- o Video Production
- o Graphic Design
- o Curriculum Committee Meetings (and travel)

TDA Positions for State Events: When attending state events listed on the events tab on the CACC website; orders should be requested by clicking the orders request link on our homepage. Orders should be requested a minimum of two weeks prior to event attendance. Please do not submit request just before your scheduled event, as orders may not be produced in time or staff may not be readily available to cut orders on short notice.

All pay input for members must have a valid order. Pay forms will not be furnished to members who do not have approved orders. We ask that you please plan accordingly. For events such as Summer Encampment and XTC please sign up with our operations team if there is an area you would like to assist in. Assignment to a TDA position is a pre-requisite for orders.

Travel

Not Normally Authorized: With the exceptions below, effective 1 May 2019, travel for CACC members will no longer be reimbursed. To defray the costs to the member, and in lieu of travel reimbursement, members will be authorized ESAD pay while traveling for assigned missions as follows:

Overnight Travel

If the member is placed on paid orders, then the member may be paid (ESAD) for 1 additional day. For example, if a member travels 5 hours to drill on Friday, and then returns after drill on Sunday, they will be paid (ESAD) for 2 days total (Friday Travel + Saturday Drill).

Same Day Travel

For same-day travel, members may only be paid (ESAD) for one day.

Exceptions: Exceptions to policy must be pre-approved and stated on a member's orders. CALATERs claims must be filed when travel is authorized. These include, but are not limited to:

1) Members require rental of a State-funded rental car for Cadet Transport (Claim required)

2) Members assigned as XO, AXO, or to the recruiting task force

3) Members conducting AGI inspections, or staying overnight in a hotel

CALATERs Reimbursement: If you are one of the exceptions above then CALATERs claims must be filed. The CACC website https://cacadets.org/HqS8/Travel explains step-by-step how to submit these. Submit them electronically to CW2 Daniel Williams and mail original documentation to

CACC, Attn: Daniel Williams
10 Sonoma Ave., Bldg 1402
San Luis Obispo, CA 93405

Do not mail them to Sacramento, your voucher won't get actioned
Required Forms:

- ❑ Final Rental Car Agreement (with actual amounts listed)
- ❑ Fuel Receipts (Can't be photocopied, must be taped to piece of paper)
- ❑ Orders authorizing Travel
- ❑ Other forms (if required) are listed on the J8 Section of the website

Revised: 01 January 2022, COL (CACC) Michael J. Smith