



Florida Conference of Seventh-day Adventists
Florida Conference Brigade, Medical Cadet Corps
351 S State Rd 434, Altamonte Springs, FL 32714



Personnel Assignment Policy and Regulations

Purpose: The purpose of this policy is to standardize the administrative management of all assigned personnel within the Florida Conference Brigade of the Medical Cadet Corps.

Applicability: This policy manual applies to all personnel assigned to the Florida Conference Brigade of the Medical Cadet Corps.

Authority: Authority for this document is derived from the creation of the Florida Conference Brigade Command, by General Mario Ceballos, Commander, Medical Cadet Corps, General Conference of Seventh-day Adventists.

Policy:

I. The Personnel Board & Authority of Personnel Actions

1. The Personnel Board is the agency that reviews and recommends membership acceptance, position assignment, temporary rank assignment, and promotion on behalf of and under the authority of the Brigade Commander.
 - a. The Personnel Board consists of 3 officers and 1 enlisted person as voting members (when assigned). Non-voting members includes the Adjutant to present any member's information and any other invited guests that may or may not be present.
 - b. Recommendations to the Personnel Board are sent to the Adjutant, who then compiles the information and presents the case(s) to the Personnel Board. When the Personnel Board makes a decision, orders are issued by the Adjutant to the involved individual(s).
 - c. Meetings of the Personnel Board are called for and chaired by the Adjutant who presents the cases for discussion by the board. Upon reaching consensus, the Personnel Board will direct to publish and distribute the appropriate orders.
2. Permanent Rank will be recommended by the Florida Conference Brigade Command and endorsed by the General Conference Command based upon performance, experience, and position.
3. Temporary rank, is authorized by the Florida Conference Brigade Command and will be granted to designated personnel solely based upon the position within the organization to which they have been assigned.

4. All personnel actions shall become effective only upon the date published in the official orders of the Florida Conference Brigade. Orders shall be published at the direction of and delegated by the authority of the Brigade Commander to the officer assigned as Adjutant of the Brigade. Orders shall be sequentially numbered and retained for archival purposes as described in Appendix 1.
5. Appeal of the determinations made by the Personnel Board should be sent to the Adjutant, who will then forward the information directly to the Brigade Commander for review. The decisions of the Brigade Commander are final.
6. Members of the Florida Conference Brigade of the Medical Cadet Corps are authorized to use the signature block, as assigned in their appointment orders, for Official Business of the Florida Conference Brigade of the Medical Cadet Corps. Use of affiliation or membership in the Florida Conference Brigade of the Medical Cadet Corps for any other purposes; such as marketing, endorsements, etc. is strictly forbidden and is grounds for disciplinary action.

II. Joining the Florida Conference Medical Cadet Corps (Florida Conference MCC) Brigade

1. All personnel desiring to join Florida Conference Brigade of the Medical Cadet Corps must fully complete the application process according to the *How to Become a Florida Conference MCC Member* document on the website. The Florida Conference MCC Application Package contents is found in Appendix 2.
2. The completed application (along with any supporting documentation that may be requested by the Adjutant for review) is then submitted to the Personnel Board for review, acceptance, position and rank assignment.

III. Position Assignments

1. All Personnel will be assigned to a specific position (role) within the Florida Conference Brigade, which will thereby clearly determine their chain of command. The structure of the positions is outlined in *The Organizational Structure* manual as found on the website. The system for numbering and identification of positions (roles) is explained in *The Position Numbering System* manual as found on the website.
2. Authority to assign positions (roles) within the Florida Conference Brigade is delegated by the Brigade Commander to the Personnel Board. Determinations made by the Personnel Board may be appealed directly to the Brigade Commander by submitting a request to the Brigade Adjutant. The Brigade Commander's decision is final.
 - a. The Personnel Board will review the personnel action package which shall consist of the individual's resume and/or MCC Membership Application Package, recommendation letters from the MCC Chain of Command,

individual qualifications, and any other appropriate documentation before taking a vote. Qualifications and recognitions from previous assignments within the Medical Cadet Corps of other Conferences shall be verified by the applicant, at the request of the Personnel Board.

- b. No member of the Florida Conference Brigade of the Medical Cadet Corps has authority to promise any position within the Florida Conference MCC Brigade, other than that of Team Member.
3. Vacant positions within the Brigade Command shall be announced within the command and all members in good standing may apply by responding to the process outlined in the vacancy announcement.

IV. Rank Assignment

1. Rank within the Florida Conference Brigade of the Medical Cadet Corps is assigned as a matter of delegated authority of the Brigade Commander to effectively train, minister to, and protect the members of the Brigade while preparing for the soon coming return of Jesus. Christ-like, servant leadership is essential to develop and maintain the spirit-de-corps necessary for the Medical Cadet Corps to be an effective response team in times of Disaster.
2. The Florida Conference Brigade of the Medical Cadet Corps uses a military rank structure. but is briefly defined to be as follows.
 - a. The Enlisted ranks are the members of the Medical Cadet Corps who are actively training to become leaders and the front-line supervisors within the Brigade. The range of the Enlisted ranks includes the sub-category of the Non-Commissioned Officers. Enlisted Ranks include the ranks of Trainee (E1) to Corporal (C/CPL; E4) and the Non-Commissioned Officers of ranks Sergeant (C/SGT; E5) to Sergeant Major (C/SGM; E10). Though the rank of Command Sergeant Major (C/CSM; E11) does exist within the Medical Cadet Corps, the Florida Conference Brigade does not have the authority to authorize that rank.
 - b. The Warrant Officers are serving in the role of Chaplains. These hold the ranks of Warrant Officer 1 (C/WO1; W1) to Chief Warrant Officer 4 (C/CW4; W4).
 - c. The Officers are primarily concerned with the overall organization and management of policy within the Brigade. These hold the ranks of Second Lieutenant (C/2LT; O1) to Brigadier General (C/BG; O7). Though there are ranks higher than Brigadier General (C/BG; O7) within the Medical Cadet Corps, the Florida Conference Brigade does not have the authority to authorize any of those ranks.

- d. The imagery associated with each rank can be found in the *Field Deployment and Uniform Manual* can be found on the website. Additionally, the requirements for each rank can be found in the *Rank Curriculum* documentation for Enlisted, Warrant Officers, and Commissioned Officers on the website.
3. Authority to assign rank within the Florida Conference Brigade is solely at the discretion of the Personnel Board's recommendation or through an appeal made to the Brigade Commander. The Brigade Commander's decision is final.
 - a. No member of the Florida Conference Brigade of the Medical Cadet Corps has authority to promise any rank within the Florida Conference MCC Brigade Command, other than that of Trainee (E1).
 - b. The Personnel Board will review the personnel action package which consists of the individual's resume and/or MCC Membership Application Package, recommendation letters from the MCC Chain of Command, individual qualifications, and any other appropriate documentation before making a recommendation to the Commander. Qualifications and recognitions from previous assignments within the Medical Cadet Corps of other Conferences shall be verified by the applicant, at the request of the Personnel board.
 - c. The Personnel board will follow the guidance as outlined in Appendix 4 for crediting experiences to rank assignments and the Florida Conference Brigade's *Rank Curriculum* for Enlisted, Warrant Officer, and Officer ranks.
4. Personnel may hold a temporary rank of "one up or one down" of the rank associated to the position to which they have been assigned. For example, a Captain's slot may be filled by a First Lieutenant (C/1LT; O2), Captain (C/CPT; O3) or Major (C/MAJ; O4).

V. Promotion & Performance Review

1. Authority to grant promotions within the Florida Conference Brigade has been delegated by the Commander to the Personnel Board.
 - a. To be considered for promotion, a personnel action package for promotion includes submitting evidence for satisfactorily meeting the *Rank Curriculum* requirements for the rank in question and a recommendation for promotion letter from the member's Chain of Command.
 - b. Promotions are effective as of the date of the order issuance but ceremonially will be recognized at Brigade-wide Semester Training Events.

- c. No member of the Florida Conference Brigade of the Medical Cadet Corps has authority to promise any promotion within the Florida Conference MCC Brigade Command, other than to that of Trainee (E1).
2. Provisional status of rank assignment may be issued to individuals who do not meet the *Rank Curriculum* requirements and would be considered underqualified. However, the issuance of provisional status of rank does not exempt the recipient from the unfinished requirements but are to be working on completing those requirements in preparation for the annual performance review.

VI. Annual Performance Review

1. All Florida Conference MCC members are subject to an annual performance review. The *Rank Curriculum* for the member's respective rank in addition to organizational involvement collectively compose the minimum standard.
 - a. If it is discovered during the performance review that the member meets rank requirements for promotion, the Personnel Board may request the member's Chain of Command supervisor for a recommendation letter directly, but the Personnel Board reserves the power to recommend a promotion to the Brigade Commander without a recommendation letter for promotion.
 - b. If it is discovered during the performance review that the member does not satisfactorily pass the performance review, then the member will be subject to the process of Disciplinary Actions.

VII. Disciplinary Actions

1. Disciplinary action should always be metered proportionately with the offence and be redemptive in nature. That said, we serve a risen Savior who is a God of Order.
2. Disciplinary actions shall span for immediate corrective actions (such as extra duty for disruptive behavior in class), to reduction of rank and privilege (for demonstrated poor judgement in leadership), and to dismissal from the Corps for actions inconsistent with the code of conduct and values of the Seventh-day Adventist Church.
3. All disciplinary actions may be reviewed by the next higher Headquarters within the Chain of Command, at the request of the person being disciplined; and appealed to the Brigade Commander for final disposition, should the individual feel the need to do so. The decisions of the Brigade Commander are final.

Appendix 1

Order Tracking System

The Brigade shall use a serial order tracking system such that orders can be referenced as historical records.

Whenever someone changes roles, transfers locations, or other such matters, these activities must be trackable to the individual(s) to which the order applies, the date the order was cut, and the applicable organizational positions that are affected by the order.

Orders will be stored in a long term database so that they may be retrieved and referenced as necessary and cross linked to both the member profiles (via FEMA SID) and the position location (via position numbering system).

Appendix 2

Florida Conference MCC Application Package

The contents of the Florida Conference MCC Application Package are as follows. The application form, the Code of Conduct, and Photo & Video Release form is found at the following website:

<https://forms.gle/FiKGCKydtoTkwxvJ9>.

If the FEMA SID and/or the ASV at the time when the form was being filled out, then follow up emails will be written to the MCC Applicant to provide information and guides to assist their respective completion.

Once a person has created a profile as part of the MCC within the Florida Conference Brigade, the following details will additionally be tracked along with their profile.

- Date Joined
- Certifications/Trainings Completed
- Rank (Permanent/Temporary)
- Current Position Number
- Order History
- Awards & Decorations

MCC Membership Application

Member Profile

- First Name
- Middle Name
- Last Name
- Preferred Name
- T-shirt Size
- (Y/N) if have FEMA Student ID (SID)
- FEMA SID Number Entry

Member Contact Information

- Physical Address
- Email
- Cell Phone Number
- Carrier for Cell Phone Number
- Languages (Spoken and/or written)

Medical Capacity

- Date of Birth
- Gender
- Self-Reported Y/N for Deployable
- Self-Reported Y/N for Lifting Capacity
- Dietary Preference (Choice of Kosher, Pescatarian, Vegetarian (Lacto-Ovo), Lacto-Vegetarian, Ovo-Vegetarian, Vegan, Gluten Free)
- Food Allergies (Request to serve no: Milk, Egg, Peanuts, Tree nuts, Fish, Shellfish, Soy, Wheat, Sesame, Self-Reported Other)
- Other Allergies (Self-Reported)
- Medical Conditions (Self-Reported)

Emergency Contact Information

- Name
- Relation
- Phone Number
- Phone Carrier
- Email
- Address

Educational & Professional Experience

- Highest Level of Education Obtained
- Profession
- Question of do they carry a Professional Certification/License (Y/N)
- Specification of Certification/License: Ordained SDA Minister, Physician, Nurse, Physician's Assistant, Paramedic, EMT, Pharmacist, Clinical Psychologist, Dentist, Other
- License Number Entry
- US Military/ROTC Experience

Driving Licensure

- Class (Letters corresponding to car, forklift, etc.)
- Endorsement (such as able to drive more than 15 passengers)
- License Number
- Date of Expiry

SDA Church

- (Y/N) Baptized
- (Y/N) Master Guide
- SDA Church Membership Location
- Previous MCC Experience
- Adventist Screening Verification (Y/N)
- Date of Completion
- Conference with ASV completion
- Interested MCC Activities

Code of Conduct

By signing this form electronically, I being the MCC Registrant acknowledges that the Medical Cadet Corps (MCC) or the Adventist Medical Cadets, to which I belong, are an organization within the Seventh-day Adventist Church within the Chaplaincy Ministry Department in the North American Division (NAD). I hereby declare and acknowledge the following:

1. Recognizing that I must possess and maintain a healthy body in sound mind, I will refrain from using all those substances that harm my health such as controlled substances, hallucinogens, cigarettes, and all kinds of drugs.
2. I am committed to be trained in a high-quality program that includes the harmonious development physical, mental and spiritual capacities; therefore I will obey the rules, commands and orders of the officers in my chain of command, providing they are not in conflict with any greater moral standard believed by the doctrines of the Seventh-day Adventist Church.
3. I understand that the resources provided to me, and those of our group are a gift of God, and we are only custodians. I will make cheerful contributions, as I am able and called, and seek to care for those things entrusted to me while awaiting the Savior's return.
4. Because I wear a Uniform, I am a visible representation of the character of the Medical Cadet Corps, and the Master, Jesus Christ. Therefore, I will not go to places or do things that are inappropriate while wearing my uniform and will strive to present myself in a well-groomed appearance, and seek to ensure my uniform is in compliance with the directions and guidance of my command.
5. I understand that as part of the body of Christ, each of us has a contribution to make. Therefore, I will work to be engaged in all of my MCC unit activities, and provide a just reason for my absences.
6. I will not use profane, vulgar, or obscene language at any time.
7. I will assist responsibly and respectfully, to the best of my ability and understanding, in the ministerial and outreach activities by my Medical Cadet Corp staff.

Check boxes for having read and understood terms and authorization for typed initials to stand for signature.

Entry boxes for printed full name of the registrant, initials signifying agreement, and date of signing.

Photo & Video Release Form

By electronically signing this form, permission is officially granted to the Florida Conference Medical Cadet Corps (MCC) and its overseeing organizations including the Florida Conference of Seventh-day Adventists and their agents the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of the written MCC Registrant for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium.

By electronically signing this form, hereby is officially released to the Florida Conference Medical Cadet Corps (MCC) and its overseeing organizations, agents, and legal representatives for all claims and liability relating to said images or videos and shall have the right to assign its rights hereunder, without the MCC Registrant/Guardian's consent, in whole or in part, to any person, firm, or corporation.






















Furthermore, by electronically signing this form, all rights to any compensation are waived and the MCC Registrant/Guardian will not bring or will not consent to others bringing claim or action against the Florida Conference MCC and its overseeing organizations and agents on the grounds that anything contained in the Property, or in the advertising and publicity used in connection herewith, is defamatory, reflects adversely on you, violates any other right whatsoever, including, without limitation, rights of privacy and publicity.

Check boxes for having read and understood terms and authorization for typed initials to stand for signature.

Entry boxes for printed full name of the registrant, verification of age for the MCC Registrant, initials signifying agreement of the releaser, full name of the releaser, relation of the releaser to MCC Registrant, phone number of the releaser, and date of signing.

Appendix 3

The following table includes the list and the corresponding collar pin for the Enlisted Ranks (E1 – E11), Warrant Officer Ranks (W1 – W4), and Officer Ranks (O1 – O7).

Enlisted Rank	Collar Pin	Officer Ranks	Collar Pin
Trainee (E1)	None	Warrant Officer 1 (W1)	
Private (E2)		Chief Warrant Officer 2 (W2)	
Private First Class (E3)		Chief Warrant Officer 3 (W3)	
Corporal (E4)		Chief Warrant Officer 4 (W4)	
Sergeant (E5)		Second Lieutenant (O1)	
Staff Sergeant (E6)		First Lieutenant (O2)	
Sergeant First Class (E7)		Captain (O3)	
Master Sergeant (E8)		Major (O4)	
First Sergeant (E9)		Lieutenant Colonel (O5)	
Sergeant Major (E10)		Full Colonel (O6)	
Command Sergeant Major (E11)		Brigadier General (O7)	

Appendix 4

Criteria for Assignment of Permanent Rank for Newly Assigned Officers

Physicians

Physicians may provide clinical guidance and direct care under their medical authority and license. They are not in the Chain of Command unless so assigned by slot. Physicians will be assigned the minimum rank of Captain (O3) with no additional qualifications. Master guide and 4 years Pathfinder/Adventurer/Youth Ministries/MCC experience will advance them one step to Major (O4). When a Physician has previous Military service, they shall be assigned to their highest military rank earned through the rank of Lieutenant Colonel (O5).

Nurses (RN/BSN/RNP)

Nurses may provide clinical guidance and direct care under their medical authority and license. They are not in the Chain of Command unless so assigned by slot. Registered Nurses (2 year) will be assigned the minimum rank of 2LT (O1) with no additional qualifications. Nurses with a BSN will be assigned as 1LT (O2). Certified Registered Nurse Practitioners (with prescribing authority) will be assigned the minimum rank of Captain (O3). Master guide and 4 years Pathfinder/Adventurer/Youth ministries/MCC experience will advance them one step. When a Nurse has previous Military service, they shall be assigned to their highest Military rank earned through the rank of Lieutenant Colonel (O5).

Physician Assistants

Physician Assistants may provide clinical guidance and direct care under their medical authority and license. They are not in the Chain of Command unless so assigned by slot. Physician Assistants will be assigned the minimum rank of 2LT (O1) with no additional qualifications. Master guide and 4 years Pathfinder/Adventurer/Youth ministries/MCC experience advance will advance them one step. When a Physician Assistant has previous Military service, they shall be assigned to their highest Military rank earned through the rank of Lieutenant Colonel (O5).

Other Staff

Other Staff shall be assigned their rank based upon Professional Qualifications, education, ministerial experience, military service, and needs of the Corps.