

Cadet Command Regulation 145-8-3

Junior Reserve Officers' Training Corps Program

Organizational Inspection Program and Checklists

**Headquarters
U.S Army Cadet Command
Fort Monroe, VA**

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SUMMARY OF CHANGES

Recommended Changes to CCR 145-8-3
Junior Reserve Officers' Training Corps Program, Organization Inspection Program and
Checklists

This revision —

- Changes “off-year” to “Assist Visits” throughout this regulation.
- Includes DAI, multiple schools and independent school checklist
- Clarifies definition of Assist Visits
- Changes requirement to inspect DAI offices to “every three years”
- Clarifies participation of instructors during Cadet Formal Inspections
- Requires yearly completion of School-Program Checklist
- Changes inspection point summary for Formal Inspection
- Requires inspectors to ask open ended curriculum knowledge questions in the classroom
- Deletes items of command interest (i.e., curriculum inventory)
- Removes Unit Report from regulation; included in JUMS
- Improves GPC checklist
- Requires the completion of Financial Liability of Property Loss (FLIPL) for DAIs, and independent schools
- Includes a color guard evaluation worksheet
- Revises drill and ceremony instructions

**Junior Reserve Officers' Training Corps
 Organizational Inspection Program and Checklists**

Summary. This regulation provides checklists for use in inspections of Junior ROTC units by Brigades.

Applicability. This regulation applies to Junior ROTC units. In any situation where this regulation directly conflicts with Department of the Army (DA) regulations or policies, the DA directives will govern.

Supplementation. This regulation may not be supplemented. Upon receipt, all publications on this subject will be rescinded. USACC specific guidance for Brigades, SROTC battalions, and JROTC units should be through a Memorandum of Instruction (MOI).

Forms. The copies of "R" Forms at the back of this regulation are for your use in making local reproduction.

Suggested improvements. Send comments and suggested improvements on DA Form 2028 through channels to Commander, U.S. Army Cadet Command, ATTN: ATCC-J, Fort Monroe, VA 23651-5000.

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1-1. Purpose

This regulation provides guidance for evaluating JROTC units to determine if the schools, cadet corps and instructors meet and maintain standards, and to identify and appropriately reward those that exceed program standards. Inspection members must be familiar with the inspection program. Their composite expertise must be sufficient to give detailed coverage of all aspects of the program.

1-2. Director of Army Instruction Evaluation

The inspection will be used to identify, evaluate, reward, and ensure Director of Army Instruction Offices and assigned personnel, as defined by public laws, contracts, Army Regulations, and USACC policies, comply with minimum program standards. Each DAI office will be evaluated in matters pertaining to Instructional Leadership, Program Management, Instructor Actions, Unit/School Actions, High School Administration, Cadet Training, Resource Management, Automation and Supply.

a. Brigades will conduct a formal inspection of DAI offices every three years. An Assist Visit will be conducted when no formal inspection is scheduled. The inspecting headquarters will notify the district superintendent and all JROTC personnel related to the host institution, in writing, of the scheduled inspection.

b. Inspectors will use the DAI Evaluation Checklist to record comments and score inspected areas during the inspection. The JROTC Supply Checklist will be used by the inspectors to evaluate the logistical procedures of the DAI office. All questions on the checklist, including two-part questions, will be scored in "whole" as a "Go" or "No Go". DAI offices that fail to satisfy the requirement of a two-part question will receive a "No Go" for that item.

c. DAI Offices will be evaluated in the following areas:

- (1) Instruction leadership – 300.
- (2) Personnel Administration – 100.
- (3) Instructor actions – 100.
- (4) Unit/School actions – 100.
- (5) Cadet Training – 100.
- (6) High School Administration – 100.
- (7) Resource Management/Automation – 100.
- (8) Supply – 100.

d. If the minimum passing score is not attained, the DAI office will be placed in a probationary status and a follow-up inspection must be conducted within 12 months. If the DAI

office does not attain a minimum score within 12 months from the follow-up inspection, the DAI and staff may be decertified.

1-3. School-Program Inspection

The School-Program Inspection will be used to identify, evaluate, reward, and ensure Secondary Educational Institutions and JROTC Instructors, as defined by public laws, contracts, Army Regulations, and USACC policies, comply with minimum programs standards. School Districts and instructors will receive a School-Program Inspection every three years and may be in conjunction with the Cadet Formal Inspection, and an Assist Visit annually when no Cadet Formal Inspection is scheduled on their adherence to contractual/regulatory requirements and general unit support. An unsatisfactory score during the formal evaluation may result in probation.

a. Notification. Brigades will appoint trained JROTC personnel to conduct School-Program Inspections and Assist Visits, and notify the superintendent, principal, and all JROTC personnel related to the host institution in writing of the scheduled evaluation and visits. This notification process does not preclude spot-checks or unscheduled visits to the JROTC program.

b. Inspection checklist. Inspectors will use the School-Program Checklist (CCF 187-A-R) to record comments and score inspected areas during the inspection. All questions on the checklist, including two-part questions, will be scored in “whole” as a “Go” or “No Go”. School-Programs that fail to satisfy the requirement of a two-part question will receive a “No Go” for that item.

c. Evaluation/Ratings. The School-Program Point Summary will be calculated by combining the school and the program evaluations to attain an overall rating. Schools may receive the following designated distinctions:

(1) Distinguished School Support (1950 – 2000 points). Schools must receive a combined score of 1950 points or above during the School-Program Inspection.

(2) Outstanding School Support (1850 – 1949 points). Schools must receive a combined score of 1850 points or above during the School-Program Inspection.

(3) Satisfactory– (1800 – 1849 points). Schools must receive a combined score of 1800 points or above during the School-Program Inspection.

d. If the minimum passing score is not attained, the school and/or JROTC personnel will be placed in a probationary status and a follow-up inspection must be conducted within 12 months. The inspecting headquarters will notify the superintendent, principal, and all JROTC personnel related to the host institution in writing of the scheduled re-inspection and inform the institution of the areas to be inspected. If the school and/or JROTC personnel do not attain a minimum score within 12 months from the failed inspection, the program may be disestablished and the personnel may be decertified.

Comment [filipcs1]: This needs to match the requirement to reinspect FI failures in para 1-4, (1)b.

e. The School-Program Checklist represents data for the applicable school year only. The report will consist of the school’s present designation and status.

1-4. Cadet Formal Inspection and Unit Report Evaluation

The Cadet Formal Inspection will be used to identify and evaluate the Corps of Cadets only. Areas in which the instructor or school has responsibility will have as little impact as possible on the rating of cadets.

a. The cadet evaluation system is composed of two components as described below on an annual school year basis. The Annual Unit Evaluation Summary will be calculated using the applicable components of the Unit Report and the Cadet Formal Inspection.

(1) The Cadet Formal Inspection (CC Form 187-C-R) will be conducted every three years on an announced schedule developed by the Brigades and conducted by teams designated by the Brigade Commander. Team members must be trained in requirements of JROTC units and may include Active or Reserve personnel. Units will receive an out brief immediately following the inspection.

(a) The Cadet Formal Inspection is worth 600 points of the evaluation. In years during which no Cadet Formal Inspection is conducted, the last previous score will be used for the annual evaluation.

(b) Units that fail either the Cadet Formal Inspection or the School-Program Inspection will be re-inspected the following year.

Comment [fillips2]: I deleted this because each "area" has NO scoring criteria for what is satisfactory.

(2) The Unit Report is completed annually by the unit in JUMS. The Unit Report represents data for the applicable school year only. Brigades may grant exception to specific requirements upon justification by the unit. The Unit Report is worth 400 points.

b. Awards for Excellence. USACC HQ or Brigade Cdrs may provide other awards or designations for units using the results of this evaluation program.

c. Inspection Calendar. Brigade JROTC Divisions must ensure units are notified at least 30 days prior to a Cadet Formal Inspection. Brigades will coordinate with SAIs to schedule Assist Visits during those years when no formal inspection is scheduled.

d. Implementation. Units will maintain their HUD, HU or MU status until they receive their next Cadet Formal Inspection as long as they maintain the required standard of 96 percent, 90 percent, or 80 percent on the Unit Report. New units will not receive a formal inspection until operational for at least three years. Assist Visits may be conducted by USACC personnel at any time.

e. In FYs that JCLC is cancelled, every unit will automatically receive 50 points on their Unit Report for the JCLC requirement. Units that participate in an overnight multi-unit alternative JCLC event lasting at least 3 days in duration and including at least 3 of the 6 mandatory training events (IAW CCR 145-2) will receive 25 bonus points in addition to the 50 which all units will automatically receive. Brigades can modify the criteria on a case-by-case basis (e.g., overnight

faculties are not available but the unit meets the remainder of the criteria.) Brigades will distribute the bonus points so that maximums can be obtained in multiple categories.

1-5. Assist Visits.

An Assist Visit is **not** a formal inspection. The visit is designed to provide assistance in any specific area deemed necessary by the DAI/SAI/AI. The visiting Brigade will coordinate in advance via phone or email on what the JROTC unit will need in advance. They will be prepared to fix the issue, arrange for subject matter experts or provide equipment. Visiting Brigade personnel performing an Assist Visit will ask the SAI if they desire to conduct 100% or portions of the formal inspection. Brigade personnel will organize themselves using the formal inspection checklist and be prepared. The Assist Visit will not serve as a social call. Brigades may direct a DAI or SAI from another school district to conduct an Assist Visit. In accordance with the Commanding General's guidance, SROTC personnel may participate in Assist Visits and formal inspections.

1-6. Preparation Instructions for Forms.

Inspections of JROTC units will assess compliance with U.S. Army Cadet Command directives and policies. JUMS reports in conjunction with receipts can be used in lieu of Property Book pages, CC Forms 146-Rs and document registers. Remarks may be recorded directly on these forms. Each finding will include a recommendation indicating the commander, staff section element, or agency responsible for corrective action. A listing of Numbers and Inspections areas follows:

- a.. CCF 187-A-R (DAI Inspection Checklist).
- b. CCF 187-B-R (School-Program Inspection Checklist).
- c. CCF 187-C-R (Cadet Formal Inspection Checklist).

Director of Army Instruction Inspection

The Director of Army Instruction (DAI) is responsible for overseeing the operations of five or more Army units in the same school district. Each office will be evaluated in matters pertaining to Instructional Leadership, Program Management, Instructor Actions, Unit/School Actions, High School Administration, Cadet Training, and Resource Management/Automation.

Inspection Point Summary

INSPECTION AREA	MAXIMUM POINTS	POINTS AWARDED
Instructional Leadership	300	
Personnel Administration	100	
Instructor Actions	100	
Unit/School Actions	100	
Cadet Training	100	
High School Administration	100	
Resource Management/Automation	100	
Supply	100	
TOTAL	1000	

Minimum Passing Score – 800

Scoring: Each item is a “Go” or “No Go” regardless of the number of questions in the item. If any question in the item is not met it is a “No Go”. If the minimum passing score is not attained, the DAI will be placed in a probationary status and a follow-up inspection will be conducted within 12 months of the initial evaluation. If the office does not attain a minimum score within 12 months, the DAI may be decertified.

DAI Inspection Checklist
(The proponent agency is ATCC-J)

School District:
Date:
Location: (City/State)

- 1. Period covered: _____
- 2. DAI Name: _____
- 3. MPS Name: _____
- 4. DAI Staff: _____
- 5. MPS Cost-shared by Army: (Yes) _____ (No) _____
- 6. Number of Units: _____
- 7. Number of Cadets Enrolled: _____
- 8. Number of Units on Probation: _____
- 9. Probation. If yes, state reason: _____

Inspection team members:

Printed name	Signature
Printed name	Signature
Printed name	Signature

Instructional Leadership

Total Score: _____

Scoring: Each item is a “Go” or “No Go” regardless of the number of questions in the item. If any question in the item is not met it is a “No Go”. Each “Go” is worth 20 points. **(Maximum 300 points)**

	GO	NO GO
1. Does the DAI keep abreast of the latest educational trends by subscribing to and reading a minimum of two publications or free on-line professional newsletters? (IAW CCR 145-2, para 4-11a)		
2. Does the DAI plan professional development workshops related specifically to the JROTC curriculum at least once a year? (IAW CCR 145-2, para. 4-11b(28))		
3. Does the DAI serve as a strong advocate for the JROTC program at the State and/or National level (e.g. does the DAI volunteer for boards & workgroups, initiate actions to promote the program, etc.)? (IAW CCR 145-2, para. 4-11b(3))		
4. Is the DAI working proactively at the State level to support credit and certification issues? (IAW CCR 145-2, para. 4-11b(12)(e))		
5. Have assigned instructors attended district annual workshops directly related to teaching? (IAW CCR 145-2, para 4-11b(28))		
6. Have assigned instructors attended, have been scheduled to attend and/or completed the required training (i.e., JSOCC, DLC, etc.)? (IAW CCR 145-2, para. 4-11b(5))		
7. Has the DAI and staff personnel attended the certification course within the last 5 years (or are scheduled to attend)? (IAW CCR 145-2, para. 8-4c)?		
8. Is the DAI office actively collecting data to show cadet progress, unit actions that work, comparison data to help poor performing units achieve success? (CCR 145-2, para. 4-11b(21))		
9. Do all instructors have a Professional Development Plan that meets or exceeds regulatory requirements? Do they have degrees (BA, AA) and certifications or are they working toward them according to their plan? (IAW CCR 145-2, para. 8-4h)		
10. Does the DAI office use the coaching rubric to evaluate at least one JROTC instructor per school 1X per year? (IAW CCR 145-2, para. 4-11b(7))		
11. Does the DAI office visit schools and participate in integrated activities, community service, and service learning projects? CCR 145-2, para 4-11b(24))		
12. Does DAI meet brigade suspenses? (IAW CCR 145-2, para 4-11b(26))		
13. Does the DAI office use the service learning rubric to evaluate service learning projects in each school and provide guidance on how to improve them? (IAW CCR 145-2, para 4-11b(14) and (31))		
14. Does the DAI office fill out master training schedules with the involvement of the SAIs? If not, do units fill out their own master training schedules? Are master training schedules sent to the brigade? (IAW CCR 145-2, para. 4-11b(25))		
15. Are instructors mentored and encouraged to attain the next level of instructor certificate/Instructor of the Year? (IAW CCR 145-2, para. 4-11b(7))		

Personnel Administration (DAI Office):

Total Score: _____

Scoring: Each item is a “Go” or “No Go” regardless of the number of questions in the item. If any question in the item is not met it is a “No Go”. Each “Go” is worth 20 points. **(Maximum 100 points)**

	GO	NO GO
1. Is performance counseling being maintained and reviewed for all JROTC personnel assigned to the DAI office? (IAW CCR 145-2, para. 4-11a)		
2. If applicable, are DAI personnel enrolled in the weight control program? (IAW CCR 145-2, para. 4-27) Are body fat worksheets for DAI personnel in the weight control program on file? (IAW CCR 145-2, para. 4-11a)		
3. Is there a tracking mechanism in place or OML for nominees attending professional development courses? (IAW CCR 145-2, para. 4-11b(5))		
4. Is the DAI or members of the staff authorized to conduct certification interviews? (IAW CCR 145-2, para. 4-11b(5))		
5. Is the DAI office staffed IAW CCR 145-2? Does it have the required number of programs according to the staffing guide? Are DAI personnel contract changes submitted through higher headquarters? (IAW CCR 145-2, para. 4-20b(3) and 4-20b(6))		

Instructor Actions:

Total Score: _____

Scoring: Each item is a “Go” or “No Go” regardless of the number of questions in the item. If any question in the item is not met it is a “No Go”. Each “Go” is worth 20 points. **(Maximum 100 points)**

	GO	NO GO
1. Are copies of all personnel actions on file for instructors? (IAW CCR 145-2, para. 4-11a) Does a tracking mechanism system exist that notifies IMD through Brigade to terminate cost share? (IAW CCR 145-2, para. 4-11b(6))		
2. Are files flagged for instructors on probation or on the Performance Improvement Plan (PIP)? (IAW CCR 145-2, para. 4-11a)		
3. Are instructor vacancies advertised within the school district and on the JROTC website? (IAW CCR 145-2, para. 4-11b(23))		
4. Are SAIs counseled for poor performance (i.e., weight control, behavioral problems, unit probation, etc.)? Does the DAI ensure SAIs likewise counsel AIs? Are they recognized for exceptional achievement? (IAW CCR 145-2, para. 4-11b(7))		
5. Are overweight instructors enrolled in the weight control program? If so, are body fat worksheets for individuals in the weight control program on file? (IAW CCR 145-2, para. 4-28 and 4-11a)		

Unit/School Actions:

Total Score: _____

Scoring: Each item is a “Go” or “No Go” regardless of the number of questions in the item. If any question in the item is not met it is a “No Go”. Each “Go” is worth 20 points. **(Maximum 100 points)**

	GO	NO GO
1. Has the DAI identified schools that are not meeting contractual and regulatory guidance to Brigade? If a school is probated are files maintained? (IAW CCR 145-2, para. 4-11b(17)) Are exceptional units rewarded for their accomplishments (e.g. publicity, letters to principals with copies to superintendent, etc.)? (IAW CCR 145-2, para. 4-11)		
2. Is the DAI office actively monitoring schools during the establishment and disestablishment process? (IAW CCR 145-2, para. 4-11b(17))		
3. Are recommendations and proposed wording submitted to higher headquarters for awards given to instructors for distinguished service? Are recommendations for cadet awards sent through proper channels? (CCR 145-2, para. 4-11a, para. 11-1, and para. 11-4)		
4. Are requests for Distinguished Unit Insignia and School Patches for JROTC units submitted to higher headquarters? (IAW CCR 145-2, para. 4-11b(11))		
5. Are ITOs submitted within 30 days prior to travel for all instructors within the school district? Are travel vouchers submitted within 5 days after completion of travel? (IAW CCR 145-2, para. 4-11a)		

Cadet Training:

Total Score: _____

Scoring: Each item is a “Go” or “No Go” regardless of the number of questions in the item. If any question in the item is not met it is a “No Go”. Each “Go” is worth 20 points. **(Maximum 100 points)**

	GO	NO GO
1. Are JROTC units/cadets provided guidance before and after inspections? (IAW CCR 145-2, para. 4-11b(27))		
2. Does the district office support JCLCs? (IAW CCR 145-2, para. 4-11b(20))		
3. Do all units have at least two competitive teams (i.e., drill team, marksmanship, academic or raider team) and does the DAI organize district competitions? (IAW CCR 145-2, para. 4-11b(14)) If applicable, are command policy and guidance for the postal marksmanship program followed? (CCR 145-2, para. 8-22d)		
4. Does the DAI work with school districts to ensure they support cadet rides, service learning projects, consolidated military balls/awards ceremonies, and other relevant activities? (IAW CCR 145-2, para. 4-11b(14))		
5. Does the DAI work with school districts to ensure they support cadet college credit, honors credit, programs that encourage enrollment and retention, etc? (IAW CCR 145-2, para. 4-11b(22))		

High School Administration:**Total Score:** _____

Scoring: Each item is a “Go” or “No Go” regardless of the number of questions in the item. If any question in the item is not met it is a “No Go”. Each “Go” is worth 20 points. **(Maximum 100 points)**

	GO	NO GO
1. Is a list of schools from the district participating in JCLCs provided to higher headquarters? Are consolidated JROTC Annual JCLC Opening Report/Closing Report/After Action Review submitted? (IAW CCR 145-2, para. 4-11b(26))		
2. Does the DAI access JCIMS to review each school’s Opening Enrollment, Intentions of Grads, Ethnic Information, and America’s Promise Rollup for accuracy? (IAW CCR 145-2, para. 2-1 and para. 4-11b(26))		
3. Does the DAI visit school events and activities? Does the MPS provide assistance visits and training to support school logistical operations? (IAW CCR 145-2, para. 4-11b(18))		
4. Does the DAI review essays, awards, testimonials and submit recommendations, good news stories, and pictures as appropriate? (IAW CCR 145-2, para. 4-11b(26))		
5. Are Serious Incident Reports (SIRs) forwarded to higher headquarters and is a copy maintained? (IAW CCR 145-2, para. 2-6 and para. 4-11)		

Resource Management/Automation:**Total Score:** _____

Scoring: Each item is a “Go” or “No Go” regardless of the number of questions in the item. If any question in the item is not met it is a “No Go”. Each “Go” is worth 20 points. **(Maximum 100 points)**

	GO	NO GO
1. Does the DAI monitor pay reimbursements, and is there a spending plan for appropriated funds for the district? (IAW CCR 145-2, para. 4-11b(6))		
2. Have credit card holders and billing officials attended annual GPC training? (IAW CCR 145-2, para. 6-4f)		
3. Are all units using classroom automation equipment to teach the current curriculum? (IAW CCR 145-2, para. 6-4f and para. 4-11b(30))		
4. Is internet access for assigned units available and can all JROTC instructors log onto the web portal? (IAW CCR 145-2, para. 3-3i)		
5. Are all units using the current version of JUMS for records management and are cadets involved in managing or assisting with the data for JUMS in their respective areas (e.g. S-1 JUMS orders, S-4 supply, etc.)? (IAW CCR 145-2, para. 4-11b(30))		

*** If a Supply Checklist has not been executed in past 12 months, the Inspection will include the following Supply Checklist as part of the Formal inspection.**

DAI JROTC SUPPLY CHECKLIST

Scoring: Item is a “Go” or “No Go”. (Maximum 100 points). Areas not applicable to DAI supply operations will be labeled NA and receive the full point credit for the question.

1. Administration (1 point each, max 5 pts):

	GO	NO GO	NA
a. Has the current Head of Educational Institution (HOEI) appointed the PBO/MPS? (CCR 700-1, para 1-4.e.).			
b. Is a copy of the appointing memo on file? (AR 710-2, para 2-27.b. and CCR 700-1, para 2-2).			
c. Is the unit’s Supply Standard Operating Procedures (SOP) for internal operations current and complete? (AR 710-2, Table B-1, para E.2.).			
d. Are all property authorization documents on hand and current (ie, CTA 50-900, CTA 50-909, Cadet Command JROTC BOI)? (AR 710-2, Table B-1, para B.1., Cdt Cmd Reg 700-1, para 2-3a).			
e. Are the supply files established and maintained IAW AR 25-400-2? (CCR 700-1, para 4-8.)			

REMARKS:

2. Property Accountability (max 19 points) .

	GO	NO GO	NA
a. Has the unit established informal accounting procedures for cadet clothing and OCIE? (CCR 700-1, para 2-4.c. and 2-10.b.) (1 pt)			
(1) Is there a Clothing/OCIE Property Record, CDT CMD Form 146-1R, for each item of clothing authorized/on hand? (Cdt Cmd Reg 700-1, para 2-10.b.) (2 pts)			
(2) Are requisitions received, cadet returned items and incoming Lateral Transfers posted in the “Gain” column for appropriate items? (Cdt Cmd Supply SOP) (2 pts)			

(3) Are issues (Non-recoverable items), salvage turn-ins, disposed of uniforms and Lateral Transfers posted to the "Loss" column for appropriate items? (Cdt Cmd Supply SOP) (1 pt)			
b. Has the unit established accountability for other property dropped from the property books? (ie, facsimile machines, audio visual equipment, computers, etc)(CCR 700-1, para 2-4.c.) (1 pt)			
c. <u>Hand Receipts</u> . (DAI HQS and Multi-School Units)			
(1) Are hand receipts/sub-hand receipts including temporary hand receipts established, maintained, and updated for all property book items not under control of the MPS/PHRH? (DA Pam 710-2-1, para 5-3 and 5-4). (2 pts)			
(2) Are the signatures and ranks of the sub-hand receipt holders and the date entered on the sub-hand receipt? (DA Pam 710-2-1, fig 5-1) . (2 pts)			
(3) Are all serial numbers reflected on the sub-hand receipt? (DA Pam 710-2-1, fig 5-1) (2 pts)			
(4) Is property being loaned between units without proper documentation or changes to the sub-hand receipt? (DA Pam 710-2-1, para. 5-4) (2 pts)			
(5) Are sub-hand receipt forms field in a separate jacket file for each sub-hand receipt holder and each file clearly identified? (DA Pam 710-2-1, fig. 5-1 instructions)) (2 pts)			
(6) Are hand receipts reconciled/updated every 6 months? (DA PAM 710-2-1, para 5-3.d.(2)(a)) (2 pts)			

REMARKS:

3. Requesting and Receiving Equipment and Supplies (1 pt each, max 16 pts).

	GO	NO GO	NA
a. Are all items on hand or on request authorized? (AR 710-2, para 2-6)			
b. Are quantities ordered plus quantities on hand IAW the Basis of Issue (BOI) per Common Table of Allowances (CTA) 50-900, Tables 1 and 2 (MPA) and Table 4 (OMA)?			

c. Is unit following support installation procedures for requesting and receiving equipment and supplies? (CCR 700-1, para 2-5.b.)			
d. <u>War fighter's Requisitioning Procedures.</u>			
(1) Does the PBO/MPS coordinate with the support installation Budget Representative to confirm that funds are available before submitting requisitions? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.b(8))			
(2) Does the unit print and maintain a copy of the "Warfighter Requisition Submission Page"? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.b(8))			
(3) Upon receipt of the confirmation from DSCP, (via email) does the unit forward a copy to the budget office (support installation) to commit / obligate funds? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.b(8))			
(4) Does the unit conduct a supply status the following day to confirm that requisitions are active? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.c.)			
(5) Does the unit check on open requisitions every 30 days?			
(6) Receipt of items requisitioned:			
(a) Does the unit inventory/inspect items as requisitions are received? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.d.(3))			
(b) Is the receipt document (DD Form 1348-1A) on each requisition, signed, dated, and quantities received marked in the appropriate boxes? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.d.)			
(c) Are the quantities received posted in the "Gain" column of the appropriate Informal Clothing Record? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.d)			

(d) Are copies of the receipt documents (DD Form 1348-1a) faxed or forwarded to the appropriate office at the support installation within 3 business days? (AR 710-2, para 2-8.i.)			
(e) Has appropriate information from the receipt documents been posted to the Expendable/Durable Document Register? (DA Pam 710-2-1, para 2-23.a.(3), 2-33.g.)			
(7) <u>Report of Discrepancy (ROD) for Warfighter Requisitions.</u> (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.e.)			
(a) Has the unit kept any "Wrong Items" shipped that are not authorized for AJROTC?			
(b) Have the ROD's been resolved? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.e.)			
(c) Was the ROD(s) reported to the Budget Representative at the unit's support installation? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.e.)			

REMARKS:

4. Asset Reporting. (Only applicable to unit with manual Property Books) (max 1 pt).

GO NO GO NA

Has the unit reported receipt/turn in of Air Rifles and Drill Rifles IAW para 2-6, CCR 700-1? (CBS-X and UIT)			
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REMARKS:

5. Storage of Supplies (1 pt each, max 4 pts).

	GO	NO GO	NA
a. Does the unit separate government property, school property, and donated property? (CCR 700-1, para 2-7.a.(2))			
b. Is government property marked "U.S. Government Property"?			
c. Is school property marked IAW school policy?			
d. Are fire, safety, and physical security standards being met? (AR 190-11, AR 385-10, DA Pam 385-1)			

REMARKS:

6. Inventories (1 pt each, max 11 pts).

	GO	NO GO	NA
a. Has the annual 100 % inventory been conducted for waived property (\$5,000 or less, including MPA funded clothing and OCIE) within the past year? (Cdt Cmd Reg 700-1, para 2-8.b)			
b. Was an inventory of property book items conducted IAW CIPBO instructions (if applicable)? (DA Pam 710-2-1, para 9-6)			
c. Is a copy of the annual 100 % inventory on file at the unit and was a copy forwarded to Brigade? (DA Pam 710-2-1, para 9-8, and Cdt Cmd Reg 700-1, para 2-8b)			
d. Is the annual 100 % inventory posted to the informal records (CCR Form 146-Rs)? (Cdt Cmd Reg 700-1)			
e. Are all sensitive items listed on the property book or the PHRH's hand receipt inventoried quarterly? (AR 710-2, para 9-10)			
f. Does the MPS/Sub-Hand Receipt Holder conduct monthly serial number inventories of weapons? (The inventory should not be done by the same person in consecutive months.) (DA Pam 710-2-1, para 9-10a-b)			
g. Are serial numbers verified against the property book? (DA Pam 710-2-1, para 9-10b(1))			

h. Has the extension been granted if more than 30 days has elapsed before the PBO/PHRH/MPS completed the change of PBO/PHRH/MPS inventory? (DA Pam 710-2-1, para 9-7)			
i. Are weapons physically inventoried when the weapons storage area/container is opened or, when the responsibility for the custody of the arms storage container keys is transferred? (DA Pam 710-2-1, para 9-11)			
j. Upon completion of inventories, when losses are discovered, are adjustment actions taken within the prescribed time frame? (AR 735-5, para 13-7)			
k. When nonexpendable items are found on hand but not accounted for on the property books (or the MPS's hand receipt), are they reported as Found on Installation and turned in or accountability established? (DA Pam 710-2-1, para 3-7)			

REMARKS:

7. Disposition of Supplies and Equipment (Other than clothing) (1 pt each, max 2 pts).

GO NO GO NA

a. Has the unit reported serviceable excess items to Brigade for redistribution? (CCR 700-1, para 2-9.a.)			
b. Is there an approved lateral transfer by Bde/Cdt Cmd on file for equipment that has been transferred? (CCR 700-1, para 2-9.b.)			

REMARKS:

8. Cadet Clothing (1 pt each, max 2 pts).

	GO	NO GO	NA
a. Has the unit reported serviceable excess clothing items to Bde for cross-leveling? (CCR 700-1, para 2-10.d.(1))			
b. Does the unit have on file completed DA Form 3161s (IAW DA Pam 710-2-1) for unserviceable clothing items that have been disposed of? (CCR 700-1, para 2-10.d.(2))			

REMARKS:

9. OCIE Items (1 pt each, max 5 points).

	GO	NO GO	NA
a. Does the unit maintain and issue limited quantities of OCIE? (CCR 700-1, para 2-13.)			
b. Are quantities in excess of authorizations per CTA 50-900, Table 4 or Cdt Cmd JROTC BOI?			
c. Does the unit dispose of unserviceable OCIE items IAW DA Pam 710-2-1, Chapter 3? (CCR 700-1, para 2-13.a.)			
d. Does the unit issue OCIE items only for training and collect items when the training is complete? (CCR 700-1, para 2-13.c.)			
e. Do the cadets sign for OCIE items on a DA Form 3645-1? (CCR 700-1, para 2-13.d.)			

REMARKS:

10. Accounting for Losses (1 pt each, max 4 pts): Financial Liability Investigation of Property Loss (FLIPL)

	GO	NO GO	NA
a. Does the PBO/MPS initiate a FLIPL when an instructor or cadet loses property or a cadet drops from the program and still has uniform items? (AR 735-5, para 14-27.b.)			
b. Are copies of the DA Form 7531 (Checklist and Tracking Document For Financial Liability Investigations of Property Loss) and DD Form 200 (Financial Liability Investigation of Property Loss) and exhibits on file? (AR 735-5, para 13-16)			
c. <u>Manual Property Books</u> . After the PBO assigns a document number, was an AAR initiated and items dropped from the Property Books/Informal Clothing Records? (AR 735-5, para 13-16)			
d. <u>Consolidated Property Books</u> . After the PBO assigns a document number, were the items, when applicable, dropped from the Informal Clothing Records? (AR 735-5, para 13-16)			

REMARKS:

11. Document Register Maintenance (1 pt each, max 4 pts).

	GO	NO GO	NA
a. Does the unit maintain an expendable document register? (DA Pam 710-2-1, para 2-23.a.(3))			
b. Is a memo filed with the document register assigning a block of document numbers? (CCR 700-1, para 2-5)			
c. Are requisitions ordered through Warfighter posted to the Document Register? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.b(8))			
d. Are open document numbers carried forward to new document registers?			

REMARKS:

12. Weapons (1 pt each, max 10 pts).

	GO	NO GO	NA
a. Does the unit use a weapons card, weapons control sheet, or log to control the issue to and turn-in of weapons by cadets? (Cdt Cmd Reg 700-1, para 3-1a)			
b. Does the quantity of air rifles on hand or on order exceed the Cadet Command BOI (15 per school)? (CCR 700-1, para 3-2.a.(5))			
c. Does the quantity of drill rifles on hand or on order exceed the Cadet Command BOI (45 per school)? (CCR 700-1, para 3-2.a.(6)(a))			
d. Does the PBO/MPS provide copies of the receipt documents to the appropriate offices at the support installation (ie, Property Book Office, SASSO within 3 business days of receipt of air rifles or drill rifles)? (CCR 700-1, para 3-2.d.)			
e. Are drill rifles and air rifles secured in a locked room, closet, or container? (CCR 700-1, para 3-2.g.)			
f. Are pellets stored and locked separate from the Air Rifles?			
g. Does the unit have Clear Bolt Indicators (CBIs) on hand for use during training with Air Rifles? (CMP SOP)			
h. Is there a current MOI posted on the arms storage container door giving School District/custodial personnel the procedures to take if the door is found unlocked?			
i. Is there a current Memorandum posted on the arms storage container door listing personnel that are authorized unescorted access?			
j. Is there a current Memorandum posted on the arms storage container door listing personnel that are authorized escorted access (escort must be a JROTC instructor)?			

REMARKS:

13. Bonding/Proof of Insurance (1 pt each, max 4 pts).

	GO	NO GO	NA
a. Has the institution provided adequate bonding / insurance? (AR 735-5, para 10-3)			
b. Has the institution provided adequate surety (bonds or insurance) in those cases where the institution retains accountability for Federal property? (AR 735-5, para 10-3)			
c. Is the bond reviewed every 3 years? (AR 735-5, para 10-3)			
d. Is proof of insurance reviewed every year? (AR 735-5, para 10-3)			

REMARKS:

14. Management Control Checklist (max 1 pt).

	GO	NO GO	NA
Are copies of the current completed checklists and report form on file? (Cadet Cmd Reg 11-2)			

REMARKS:

15. Command Supply Discipline Program (1 pt each, max 4 pts).

	GO	NO GO	NA
a. Are there appointment orders assigning a Command Supply Discipline Monitor within the unit? (Cadet Command Logistics SOP, Aug 03)			
b. Has a copy of the appointment orders been forwarded to Brigade headquarters? (Cadet Command Logistics SOP, Aug 03)			
c. Has the CSDP Monitor conducted a formal inspection within the past year? (Cadet Command Logistics SOP, Aug 03)			
d. Is there a checklist on file of the last inspection conducted by the CSDP Monitor? (Cadet Command Logistics SOP, Aug 03)			

REMARKS:

16. JROTC Management System (JUMS) (1 pt each, max 8 pts)

	GO	NO GO	NA
a. <u>Cadet Enrollment.</u>			
(1) Today's Cadet Enrollment: _____ Males: _____ Females: _____			
(2) Number of Cadet Records in JUMS: Males _____ Females: _____ Total Cadets: _____			
b. <u>Cadet Records.</u>			
(1) Is there a cadet record in JUMS for each cadet enrolled?			
(2) Are there uniform items displayed/issued in the Cadet Clothing Record in JUMS for each cadet enrolled?			
(3) Is there a hard copy of a statement of assuming responsibility for equipment issued to the cadet or the JUMS Privacy Act Statement signed by the Parent/Guardian and Cadet on file?			
(4) Is there a hard copy of the Cadet Clothing Record signed by the cadet on file?			
c. <u>Property.</u>			
(1) Has government owned computers been entered in the Property side of Supply in JUMS?			
(2) Has government owned Air Rifles been entered in the Property side of Supply in JUMS?			

REMARKS:

* If a Supply Checklist has not been executed in past 12 months, the Inspection will include the following Supply Checklist as part of the Formal Inspection. This inspection is pass/fail. 30 "GOs" required to pass.

**JROTC SUPPLY CHECKLIST FOR SCHOOLS OF
MULTI-SCHOOL UNITS**

Unit/School: _____

City/State: _____

SAI: _____

MPS: _____

Date of Inspection: _____

Type of Inspection (Formal/Annual): _____

HQs/Unit Inspecting: _____

Individual Performing Inspection: _____

Signature: _____

Unit Scored a: GO NO GO

Comments: _____

Cadet Enrollment.

a. Today's Total Cadet Enrollment: _____ Males: _____ Females: _____

b. Number of Cadet Records in JUMS: Males: _____ Females: _____ Total Cadets: _____

	GO	NO GO	NA
1. Has the SAI appointed cadets as the Battalion/Unit S-4 and Assistant S-4(s)?a.			
2. Did the cadet S-4/Assistant give a briefing on the supply operations of the unit?			
3. Does the unit have a roster of cadets enrolled (Lists should be by Male/Female and a note of who has uniforms issued and those who do not w/a reason why)?			
4. Is there a record in JUMS for each cadet enrolled? Under the pull down file SUPPLY and CLOTHING, is there a Clothing Record established for each cadet issued a uniform?			
5. Cadet Files – A hard copy file on each cadet, which contains at a minimum;			
a. Parental Agreement and Responsibilities Statement or equivalent (Signed by Parent/Guardian).			
b. Cadet Clothing Record (JUMS – signed by the cadet).			
6. Are there any uniforms issued to cadets that do not have a Parental Agreement and Responsibilities Statement (Signed by Parent/Guardian) on file?			
7. Files management and administration. Are the supply files established and maintained IAW AR 25-400-2 or DA Pam 25-400-2?			
8. Have Hand Receipts been updated within the last 6 months?			
9. Sensitive Items Inventory Reports.			

	GO	NO GO	NA
a. Does the SAI/AI conduct monthly Sensitive Items Inventories? (If the unit maintains drill and air rifles, the inventory should not be done by the same person in consecutive months.)			
b. Is there a file copy for each month this year?			
10. Does the unit have a list of School District owned property issued to JROTC?			
11. Does the unit have a hard copy or electronic access to the following documents?			
a. School/School District JROTC SOP			
b. School District JROTC Supply SOP			
c. Physical Security SOP			
d. Cadet Command Reg 11-2			
e. Cadet Command Reg 145-2			
f. Cadet Command Reg 145-8-3			
g. Cadet Command Reg 700-1			
h. Army Reg 145-2			
12. Is U.S. government property marked "US GOVERNMENT PROPERTY"?			
13. Is School District owned property marked IAW school district policy?			
14. Physical Security:			
a. Is government property secured IAW current command policy?			
b. Is there a Memorandum posted on the arms storage container door naming who is authorized unescorted access to the weapons (Signed by the DAI/SAI)?			

	GO	NO GO	NA
c. Is there a Memorandum posted on the inside of the arms room door naming who is authorized escorted access to the weapons (Escort must be a JROTC instructor)(Signed by the DAI/SAI)?			
d. Is there a Memorandum posted on the inside of the arms room door giving instructions to custodial/school district personnel in what actions to take if the arms storage container/room is found open or unlocked after hours (Signed by the DAI/SAI)?			
e. Are weapons and equipment stored in the arms room maintained in serviceable condition?			
f. Are weapons stored in weapons racks or some type of locker?			
g. Are pellets stored to prevent easy access?			
h. Do cadets sign for the weapons on a control log/sheet or use weapons cards as they receive them from the armorer/instructor?			
i. Do instructors and cadets use Clear Bolt Indicators IAW the Civilian Marksmanship Program (CMP) SOP?			
15. Appearance and Management.			
a. Does the office present a neat appearance and professional atmosphere?			
b. Is the storage organized so that the space is fully used? Are all items tagged to indicate what disposition is being taken (e.g., turn-in, laundry, etc)?			
c. Are all fire, safety, and physical security standards being met?			

School-Program Inspection

An evaluation of schools officials and instructors will be conducted using the checklist during Assist Visits and when formal inspections are scheduled. The inspection will assess whether school officials and instructors comply with applicable regulations. A School-Program Checklist will be completed every year.

Inspection Point Summary

Overall Rating	MAXIMUM POINTS	POINTS AWARDED
Distinguished School Support	1950 – 2000	
Outstanding School Support	1850 – 1949	
Satisfactory	1800 – 1849	
Unsatisfactory	Below 1800	
TOTAL		

Minimum passing score - 1800

Scoring: Each item is a “Go” or “No Go” regardless of the number of questions in the item. If any question in the item is not met it is a “No Go”. If the school and/or JROTC personnel do not attain a minimum score within 12 months from the inspection, the program may be disestablished and the personnel may be decertified.

Supply Checklist Score: ____PASS / FAIL_____ (circle one)

Supply Checklist Completed (date): _____

School-Program Inspection Checklist

(The proponent agency is ATCC-J)

School:
Date:
Location: (City/State)

1. School enrollment: _____

2. JROTC Unit enrollment: _____

3. Principal Name: _____

3. SAI Name: _____

4. AI Name(s): _____

5. Probation (Unit). If yes, state reason. _____

6. Telephone/Fax: _____

7. E-mail address: _____

Inspection team members:

Printed name

Signature

Printed name

Signature

Printed name

Signature

School Inspection Checklist: (50 points each – 1000 points possible). Schools that score below 900 on this section may be recommended for probation.

Scoring: Each item is a “Go” or “No Go” regardless of the number of questions in the item. If any question in the item is not met it is a “No Go”. Each “Go” is worth 50 points.

SCORE: _____

GO NO GO

1. Is there a representative cross section of the school population (within 10%; relates to special needs students or students with disciplinary problems) reflected in the JROTC program? (IAW CCR 145-2, para. 3-9a)		
2.a. If applicable, are instructors employed as MPSs provided a minimum of one class period in addition to their normal planning period for associated duties? (IAW CCR 145-2, para 4-4c(2)) 2.b. Is the bond/insurance policy available and in a current “premium paid” status? (IAW CCR 145-2, para. 3-6a)		
3. Does the school provide an adequate number of classrooms based on cadet enrollment, and provide instructors with designated offices? (IAW AR 145-2, Appendix B and C-2c - DA Form 3126 and 3126-1)		
4. Are JROTC class sizes in accordance with the JROTC Program of Instruction (POI) which stipulates the maximum class size of 30 students or as mandated by State law? (IAW CCR 145-2, para. 5-3c/POI)		
5. Is sufficient space provided for drill areas, storage facilities, and range facilities? (If there is a plan – e.g. the 5 year building plan – to correct this situation points can be awarded. The situation must be corrected according to schedule). Is adequate space available to accomplish training and competition inside the school in the case of inclement weather? (IAW DA Form 3126 and 3126-1, para. 2c)		
6. Are school officials coordinating with instructors to schedule optimum students by LET level to achieve the maximum effectiveness of the program? (IAW CCR 145-2, para. 5-3a)		
7. Is the school in compliance with contract requirements to provide communication support? (IAW DA Form 3126 and 3126-1, para. 2c)		
8. Are JROTC Instructors performing non JROTC duties that interfere with the conduct of the JROTC program? (IAW CCR 145-2, para. 5-3b)		
9. Does the school support JROTC community activities, partnerships with support organizations such as the VFW, American Legion, MOWW, etc., scholarship and grant requests for JROTC curricular and integrated activities, etc.? Is the school promoting the success of the JROTC program? (Examples are – advocating for credit other than elective, supporting Adopt a School and Junior Achievement partnerships, allowing college credit for JROTC instruction, e.g. Winning Colors, the High School Financial Planning Program, You the People, plus community service, 2 undergraduate credits each). (IAW CCR 145-2, para. 3-18)		

GO NO GO

	GO	NO GO
10. Is the JROTC Department supported equitably with other Departments in the school (e.g., administrative offices, instructional supplies, automation support, furniture, etc), and are substitute teachers provided in the absence of JROTC Instructors? (IAW DA Forms 3126, 3126-1, and CCR 145-2, para. 3-18)		
11. Are JROTC Instructors treated equally, (e.g., involved in budget and other school decisions, included in professional/staff development, offered the same opportunities for teacher of the year, receive equitable supplemental pay/stipends for integrated activities, of those provided to other teachers, etc.)? (IAW CCR 145-2, para. 4-4b and DA Form 3126 and 3126-1)		
12. Does the school provide year-round coverage of government equipment and program coverage? (IAW CCR 145-2, para. 4-4c(1))		
13. Does the school annually evaluate JROTC classroom instruction using the Rubric found in Appendix E or classroom evaluation that includes the elements of the Rubric? Are copies of the last two semi annual instructor counseling's on file? (CCR 145-2, para. 5-8b, and Appendix E)		
14. Have JROTC Instructors been covered under contract and provided liability insurance through the school or schools sponsored activities or duties (including integrated activities, i.e., JCLCs, conferences, drill and marksmanship competitions, etc.)? (IAW DA Forms 3126, 3126-1 and CCR 145-2, para. 4-4a)		
15. Does the school encourage and support JROTC professional development, e.g. attending conferences, workshops, JCLCs and other JROTC activities? (IAW DA Forms 3126, 3126-1 and CCR 145-2, para. 8-4i)		
16. Have schools hired the number of instructors required to support the cadet enrollment or have they capped enrollment to remain within the staffing guide? (IAW AR 145-2, para. 4-20)		
17. Are JROTC instructors actively supported in recovering uniforms, books, and other Army property from students no longer enrolled in the program? (IAW AR 700-1, para. 2-16d and CCR 145-2, para. 4-4)		
18. Are justifiable JROTC Instructor requests supported to prohibit cadets who do not meet Cadet Command regulation requirements from returning to the program? (IAW CCR 145-2, para. 3-11d)		
19. Is transportation provided to JROTC activities equitably with other academic and integrated activities? (IAW CCR 145-2, para. 3-18)		
20. Does the school allow 180 hours, or the number of hours available in the school year during the academic day, for the complete JROTC Program of Instruction to be taught by JROTC Instructors, to include mandatory lessons and required electives (e.g., the same amount of time that is available for any course such as English, Math, etc.)? (IAW CCR 145-2, para. 4-4, 4-12, and 5-3)		

Program Inspection Checklist (50 points each – 1000 points possible). If JROTC Programs score below 900 in this section, the SAI may be recommended for probation.

Scoring: Each item is a “Go” or “No Go” regardless of the number of questions in the item. If any question in the item is not met it is a “No Go”. Each “Go” is worth 50 points.

SCORE: _____

GO NO GO

1. Are required documents completed and on-hand electronic or paper copy (e.g. a current copy of DA Form 3126 or 3126-1, a completed Service Learning Checklist(s), a current copy of bond/insurance certificate, and required JUMS reports)? Are required reports submitted to higher headquarters in a timely manner and in an appropriate format? (IAW CCR 145-2, 4-12d(10) and para. 2-1)		
2. Are all current curriculum materials on-hand and documented in JUMS? Are the JROTC instructors making use of the resources available on the JROTC web portal? (IAW POI)		
3. Are the master training plan and the weekly training schedule used as a general guideline in presenting the curriculum? (IAW CCR 145-2, para. 5-6)		
4. Is the required core curriculum being taught using the 4-phase lesson plans? (IAW CCR 145-2, para. 5-7)		
5. Has the instruction in each class received at least one satisfactory evaluation using the required coaching rubric in CCR 145-2, Appendix E (if inspection is early in the year an evaluation from the previous year can be used)?		
6. Has the SAI or AI completed the service learning checklist (located in the JUMS software under the Unit Report) and evaluated the service learning project using the rubric provided in Unit 3, Foundations for Success, Service Learning Materials?		
7. Are optional hours above and beyond the required core curriculum used to support legitimate academic program objectives (e.g. college credit, extended service learning, success profiler developmental activities, academic credit requirements, etc.)? (IAW CCR 145-2, para. 5-3e)		
8. Is the JROTC area properly maintained (e.g. neat and orderly, current chain of command photos, NCO support channel, cadet creed, core abilities, and JROTC mission statement displayed, and are sensitive items secured)? (IAW POI page 2-5, CCR 145-2, para. 4-12a(8))		
9. Do JROTC Instructors present a neat and well-groomed appearance (e.g. uniforms, accessories, and insignia properly worn IAW 670-1)? Are JROTC Instructors in compliance with weight standards? If not, are they progressing satisfactorily on the weight control program? (CCR 145-2, Chapter 4, Section VIII)		
10. Is the program being adversely affected by JROTC Instructors voluntarily performing additional duties? (IAW CCR 145-2, para. 4-4a)		

	GO	NO GO
11. Have JROTC Instructors completed or been scheduled for the required training (e.g. completion of the Distance Learning program, the JROTC Certification course with follow-on requirements)? (IAW CCR 145-2, para. 8-4)		
12. Does the unit make safety a priority (e.g. performing and abiding by risk assessments, informing cadets of safety requirements, maintaining risk assessment worksheets, etc.)? (IAW CCR 145-2, para. 9-23f)		
13. Are all demilitarized rifles properly cleaned, maintained, secured, and accounted for IAW applicable supply and security regulations and directives? Are controlled access documents placed on Arms Room doors IAW CCR 700-1, para. 3-2 f and g? If a unit does not have rifles, this question is an automatic "go".		
14. Does the unit SOP provide a detailed guideline for the security, accountability, and management of government property and the daily operation of the unit supply? Is the supply inventory in JUMS completed? Do automation devices (computers, printers, LCD's, DVD Players, TV's, CPS, Digital Cameras, and Walk-and-Talk Boards, etc.) match FLIP-L submissions? What shortages are noted?		
15. Does the unit have excess or unauthorized property on hand in violation of CTA 50-900 and 50-909? Are internal control measures complied with IAW CCR 11-2?		
16. Are there established budget controls for government provided funding? (IAW CCR 145-2, para. 6-6)		
17. Are JROTC instructors physically able to carry out required program activities such as JCLC, cadet challenge, integrated curriculum activities, etc? (IAW CCR145-2, para. 4-7 and para. 8-8)		
18. Are the card holder and the billing official performing the required functions associated with the GPC Credit Card? (IAW AR 700-1, para. 5-6c)		
19. Is the JROTC unit organized as a battalion? Are all staff positions filled by JROTC cadets? Does each unit have at least two teams (such as a drill team, raider team, orienteering team, academic team, marksmanship team, etc.) and a color guard? (IAW CCR 145-2, para. 8-6 and para. 8-11?)		
20. Is the SAI the Department Head or equivalent representative of the JROTC Program (e.g., interfaces with principal, senior guidance counselor, other department heads; officiates at JROTC functions, represents JROTC at school and community functions, etc.)? Are all JROTC Instructor responsibilities equally distributed (e.g. classroom responsibilities, number of cadets taught, integrated activities, etc)? (IAW CCR 145-2, para 4-12)		

**GOVERNMENT PURCHASE CARD (GPC)
CHECKLIST**

For use of this form, see Cdt Cmd Reg 145-2; the proponent agency is ATCC-J

Comment [filipcs3]: I couldn't move it for some reason, but the GPC Checklist needs to be part of the School-Program inspections.....NOT THE Cadet FI.

	YES	NO
1. Do you have a GPC card issued by your support installation?		
2. Do you have the current Cadet Command GPC guidance?		
3. Do you have a current support installation GPC standard operating procedure?		
4. Do you safeguard your card to ensure it is not stolen or used by someone else?		
5. Is there a copy of the appointment memorandum on file from the Director of Contracting for the cardholder?		
6. Is your immediate supervisor the approving/certifying official?		
7. Is there a copy of the appointment memorandum on file from the Director of Contracting for the approving/certifying official?		
8. Does an approving/certifying official review and authorize in writing each account's purchases before ordering items?		
9. Do you maintain an itemized log of each account's purchases?		
10. Are only authorized items purchased?		
11. Are there split orders?		
12. Does the Brigade or a Senior program manager review purchase logs semiannually?		
13. Does the program manager review purchase logs annually?		
14. Is the SOA date stamped upon receipt?		
15. Does each cardholder reconcile their monthly statement and forward to approving official within 3 workdays after closing date on the account?		
16. Does an approving/certifying official review all purchase accounts to ensure all purchases and disputes are adequately documented on the document register?		
17. Does the approving/certifying official maintain purchase receipts and support documentation for 3 years?		
18. Does the approving/certifying official(s) forward monthly statement(s) and invoice(s) for payment by the 10th workday after receipt of the billing statement?		
19. Did the new card holder(s) and approving official(s) attend standard Army training on GPC procedures before account was activated?		
20. Does the current card holder(s) and approving official(s) attend annual refresher standard Army training on GPC procedures?		
21. Are there problems with purchase logs? Explain.		
22. Is each single item purchase over \$150.00 approved by the Brigade Commander?		

*** If a Supply Checklist has not been executed in past 12 months, the independent school supply checklist will be completed as part of the Program Inspection.**

INDEPENDENT SCHOOL SUPPLY CHECKLIST

Scoring: Item is a “Go” or “No Go”. **Supply Checklist is pass / fail. Minimum of 75 “GOs” required to pass. If item is Not Applicable it is considered a “GO”**

1. Administration:

	GO	NO GO	NA
a. Has the current Head of Educational Institution (HOEI) appointed the PBO/MPC? (CCR 700-1, para 1-4.e.).			
b. Is a copy of the appointing memo on file? (AR 710-2, para 2-27.b. and CCR 700-1, para 2-2).			
c. Is the unit’s Supply Standard Operating Procedures (SOP) for internal operations current and complete? (AR 710-2, Table B-1, para E.2.).			
d. Are all property authorization documents on hand and current (ie, CTA 50-900, CTA 50-909, Cadet Command JROTC BOI)? (AR 710-2, Table B-1, para B.1., Cdt Cmd Reg 700-1, para 2-3a).			
e. Are the supply files established and maintained IAW AR 25-400-2? (CCR 700-1, para 4-8.)			

REMARKS:

2. Property Accountability.

	GO	NO GO	NA
a. Has the unit established informal accounting procedures for cadet clothing and OCIE? (CCR 700-1, para 2-4.c. and 2-10.b.)			
(1) Is there a Clothing/OCIE Property Record, CDT CMD Form 146-1R, for each item of clothing authorized/on hand? (Cdt Cmd Reg 700-1, para 2-10.b.)			
(2) Are requisitions received, cadet returned items and incoming Lateral Transfers posted in the “Gain” column for appropriate items? (Cdt Cmd Supply SOP)			

(3) Are issues (Non-recoverable items), salvage turn-ins, disposed of uniforms and Lateral Transfers posted to the "Loss" column for appropriate items? (Cdt Cmd Supply SOP)			
b. Has the unit established accountability for other property dropped from the property books? (ie, facsimile machines, audio visual equipment, computers, etc)(CCR 700-1, para 2-4.c.)			
c. <u>Hand Receipts.</u>			
(1) Are hand receipts/sub-hand receipts including temporary hand receipts established, maintained, and updated for all property book items not under control of the MPS/PHRH? (DA Pam 710-2-1, para 5-3 and 5-4).			
(2) Are the signatures and ranks of the sub-hand receipt holders and the date entered on the sub-hand receipt? (DA Pam 710-2-1, fig 5-1) .			
(3) Are all serial numbers reflected on the sub-hand receipt? (DA Pam 710-2-1, fig 5-1)			
(4) Is property being loaned between units without proper documentation or changes to the sub-hand receipt? (DA Pam 710-2-1, para. 5-4)			
(5) Are sub-hand receipt forms filed in a separate jacket file for each sub-hand receipt holder and each file clearly identified? (DA Pam 710-2-1, fig. 5-1 instructions)			
(6) Are hand receipts reconciled/updated every 6 months? (DA PAM 710-2-1, para 5-3.d.(2)(a))			

REMARKS:

3. Requesting and Receiving Equipment and Supplies.

	GO	NO GO	NA
a. Are all items on hand or on request authorized? (AR 710-2, para 2-6)			
b. Are quantities ordered plus quantities on hand IAW the Basis of Issue (BOI) per Common Table of Allowances (CTA) 50-900, Tables 1 and 2 (MPA) and Table 4 (OMA)?			
c. Is unit following support installation procedures for requesting and receiving equipment and supplies? (CCR 700-1, para 2-5.b.)			
d. <u>War fighter's Requisitioning Procedures.</u>			

(1) Does the PBO/MPS coordinate with the support installation Budget Representative to confirm that funds are available before submitting requisitions? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.b(8))			
(2) Does the unit print and maintain a copy of the "Warfighter Requisition Submission Page"? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.b(8))			
(3) Upon receipt of the confirmation from DSCP, (via email) does the unit forward a copy to the budget office (support installation) to commit / obligate funds? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.b(8))			
(4) Does the unit conduct a supply status the following day to confirm that requisitions are active? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.c.)			
(5) Does the unit check on open requisitions every 30 days?			
(6) Receipt of items requisitioned:			
(a) Does the unit inventory/inspect items as requisitions are received? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.d.(3))			
(b) Is the receipt document (DD Form 1348-1A) on each requisition, signed, dated, and quantities received marked in the appropriate boxes? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.d.)			
(c) Are the quantities received posted in the "Gain" column of the appropriate Informal Clothing Record? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.d)			
(d) Are copies of the receipt documents (DD Form 1348-1a) faxed or forwarded to the appropriate office at the support installation within 3 business days? (AR 710-2, para 2-8.i.)			

(e) Has appropriate information from the receipt documents been posted to the Expendable/Durable Document Register? (DA Pam 710-2-1, para 2-23.a.(3), 2-33.g.)			
(7) Report of Discrepancy (ROD) for Warfighter Requisitions. (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.e.)			
(a) Has the unit kept any "Wrong Items" shipped that are not authorized for AJROTC?			
(b) Have the ROD's been resolved? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.e.)			
(c) Was the ROD(s) reported to the Budget Representative at the unit's support installation? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.e.)			

REMARKS:

4. Asset Reporting. (Only applicable to unit with manual Property Books).

GO NO GO NA

Has the unit reported receipt/turn in of Air Rifles and Drill Rifles IAW para 2-6, CCR 700-1? (CBS-X and UIT)			
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REMARKS:

5. Storage of Supplies.

	GO	NO GO	NA
a. Does the unit separate government property, school property, and donated property? (CCR 700-1, para 2-7.a.(2))			
b. Is government property marked "U.S. Government Property"?			
c. Is school property marked IAW school policy?			
d. Are fire, safety, and physical security standards being met? (AR 190-11, AR 385-10, DA Pam 385-1)			

REMARKS:

6. Inventories.

	GO	NO GO	NA
a. Has the annual 100 % inventory been conducted for waived property (\$5,000 or less, including MPA funded clothing and OCIE) within the past year? (Cdt Cmd Reg 700-1, para 2-8.b)			
b. Was an inventory of property book items conducted IAW CIPBO instructions (if applicable)? (DA Pam 710-2-1, para 9-6)			
c. Is a copy of the annual 100 % inventory on file at the unit and was a copy forwarded to Brigade? (DA Pam 710-2-1, para 9-8, and Cdt Cmd Reg 700-1, para 2-8b)			
d. Is the annual 100 % inventory posted to the informal records (CCR Form 146-Rs)? (Cdt Cmd Reg 700-1)			
e. Are all sensitive items listed on the property book or the PHRH's hand receipt inventoried quarterly? (AR 710-2, para 9-10)			
f. Does the MPS/Sub-Hand Receipt Holder conduct monthly serial number inventories of weapons? (The inventory should not be done by the same person in consecutive months.) (DA Pam 710-2-1, para 9-10a-b)			
g. Are serial numbers verified against the property book? (DA Pam 710-2-1, para 9-10b(1))			

h. Has the extension been granted if more than 30 days has elapsed before the PBO/PHRH/MPS completed the change of PBO/PHRH/MPS inventory? (DA Pam 710-2-1, para 9-7)			
i. Are weapons physically inventoried when the weapons storage area/container is opened or, when the responsibility for the custody of the arms storage container keys is transferred? (DA Pam 710-2-1, para 9-11)			
j. Upon completion of inventories, when losses are discovered, are adjustment actions taken within the prescribed time frame? (AR 735-5, para 13-7)			
k. When nonexpendable items are found on hand but not accounted for on the property books (or the MPS's hand receipt), are they reported as Found on Installation and turned in or accountability established? (DA Pam 710-2-1, para 3-7)			

REMARKS:

7. Disposition of Supplies and Equipment (Other than clothing).

	GO	NO GO	NA
a. Has the unit reported serviceable excess items to Brigade for redistribution? (CCR 700-1, para 2-9.a.)			
b. Is there an approved lateral transfer by Bde/Cdt Cmd on file for equipment that has been transferred? (CCR 700-1, para 2-9.b.)			

REMARKS:

8. Cadet Clothing.

	GO	NO GO	NA
a. Has the unit reported serviceable excess clothing items to Bde for cross-leveling? (CCR 700-1, para 2-10.d.(1))			
b. Does the unit have on file completed DA Form 3161s (IAW DA Pam 710-2-1) for unserviceable clothing items that have been disposed of? (CCR 700-1, para 2-10.d.(2))			

REMARKS:

9. OCIE Items.

	GO	NO GO	NA
a. Does the unit maintain and issue limited quantities of OCIE? (CCR 700-1, para 2-13.)			
b. Are quantities in excess of authorizations per CTA 50-900, Table 4 or Cdt Cmd JROTC BOI?			
c. Does the unit dispose of unserviceable OCIE items IAW DA Pam 710-2-1, Chapter 3? (CCR 700-1, para 2-13.a.)			
d. Does the unit issue OCIE items only for training and collect items when the training is complete? (CCR 700-1, para 2-13.c.)			
e. Do the cadets sign for OCIE items on a DA Form 3645-1? (CCR 700-1, para 2-13.d.)			

REMARKS:

10. Accounting for Losses: Financial Liability Investigation of Property Loss (FLIPL)

	GO	NO GO	NA
a. Does the PBO/MPS initiate a FLIPL when an instructor or cadet loses property or a cadet drops from the program and still has uniform items? (AR 735-5, para 14-27.b.)			
b. Are copies of the DA Form 7531 (Checklist and Tracking Document For Financial Liability Investigations of Property Loss) and DD Form 200 (Financial Liability Investigation of Property Loss) and exhibits on file? (AR 735-5, para 13-16)			
c. <u>Manual Property Books</u> . After the PBO assigns a document number, was an AAR initiated and items dropped from the Property Books/Informal Clothing Records? (AR 735-5, para 13-16)			
d. <u>Consolidated Property Books</u> . After the PBO assigns a document number, were the items, when applicable, dropped from the Informal Clothing Records? (AR 735-5, para 13-16)			

REMARKS:

11. Document Register Maintenance.

	GO	NO GO	NA
a. Does the unit maintain an expendable document register? (DA Pam 710-2-1, para 2-23.a.(3))			
b. Is a memo filed with the document register assigning a block of document numbers? (CCR 700-1, para 2-5)			
c. Are requisitions ordered through Warfighter posted to the Document Register? (Cdt Cmd Memo, Sep 01, Subject: Memorandum of Instruction (MOI) – Using the Warfighter’s Web Site to Requisition Cadet Clothing, para 2.b(8))			
d. Are open document numbers carried forward to new document registers?			

REMARKS:

12. Weapons.

	GO	NO GO	NA
a. Does the unit use a weapons card, weapons control sheet, or log to control the issue to and turn-in of weapons by cadets? (Cdt Cmd Reg 700-1, para 3-1a)			
b. Does the quantity of air rifles on hand or on order exceed the Cadet Command BOI (15 per school)? (CCR 700-1, para 3-2.a.(5))			
c. Does the quantity of drill rifles on hand or on order exceed the Cadet Command BOI (45 per school)? (CCR 700-1, para 3-2.a.(6)(a))			
d. Does the PBO/MPS provide copies of the receipt documents to the appropriate offices at the support installation (ie, Property Book Office, SASSO within 3 business days of receipt of air rifles or drill rifles? (CCR 700-1, para 3-2.d.)			
e. Are drill rifles and air rifles secured in a locked room, closet, or container? (CCR 700-1, para 3-2.g.)			
f. Are pellets stored and locked separate from the Air Rifles?			
g. Does the unit have Clear Bolt Indicators (CBIs) on hand for use during training with Air Rifles? (CMP SOP)			
h. Is there a current MOI posted on the arms storage container door giving School District/custodial personnel the procedures to take if the door is found unlocked?			
i. Is there a current Memorandum posted on the arms storage container door listing personnel that are authorized unescorted access?			
j. Is there a current Memorandum posted on the arms storage container door listing personnel that are authorized escorted access (escort must be a JROTC instructor)?			

REMARKS:

13. Bonding/Proof of Insurance.

	GO	NO GO	NA
a. Has the institution provided adequate bonding / insurance? (AR 735-5, para 10-3)			
b. Has the institution provided adequate surety (bonds or insurance) in those cases where the institution retains accountability for Federal property? (AR 735-5, para 10-3)			
c. Is the bond reviewed every 3 years? (AR 735-5, para 10-3)			
d. Is proof of insurance reviewed every year? (AR 735-5, para 10-3)			

REMARKS:

14. Management Control Checklist.

	GO	NO GO	NA
Are copies of the current completed checklists and report form on file? (Cadet Cmd Reg 11-2)			

REMARKS:

15. Command Supply Discipline Program.

	GO	NO GO	NA
a. Are there appointment orders assigning a Command Supply Discipline Monitor within the unit? (Cadet Command Logistics SOP, Aug 03)			
b. Has a copy of the appointment orders been forwarded to Brigade headquarters? (Cadet Command Logistics SOP, Aug 03)			
c. Has the CSDP Monitor conducted a formal inspection within the past year? (Cadet Command Logistics SOP, Aug 03)			
d. Is there a checklist on file of the last inspection conducted by the CSDP Monitor? (Cadet Command Logistics SOP, Aug 03)			

REMARKS:

16. JROTC Unit Management System (JUMS)

	GO	NO GO	NA
a. <u>Cadet Enrollment.</u>			
(1) Today's Cadet Enrollment: _____ Males: _____ Females: _____			
(2) Number of Cadet Records in JUMS: Males _____ Females: _____ Total Cadets: _____			
b. <u>Cadet Records.</u>			
(1) Is there a cadet record in JUMS for each cadet enrolled?			
(2) Are there uniform items displayed/issued in the Cadet Clothing Record in JUMS for each cadet enrolled?			
(3) Is there a hard copy of a statement of assuming responsibility for equipment issued to the cadet or the JUMS Privacy Act Statement signed by the Parent/Guardian and Cadet on file?			
(4) Is there a hard copy of the Cadet Clothing Record signed by the cadet on file?			
c. <u>Property.</u>			
(1) Has government owned computers been entered in the Property side of Supply in JUMS?			
(2) Has government owned Air Rifles been entered in the Property side of Supply in JUMS?			

REMARKS:

Cadet Formal Inspection Evaluation

Cadet Formal inspection is a cadet leadership event. Instructors will have minimal participation.

The Formal Inspection (FI) Checklist will only be used to identify and appropriately evaluate units (Corps of Cadets). The units' rating will determine if they are designated as Honor Unit with Distinction (HUD), Honor Unit (HU), or Merit Unit (MU). Inspectors must note all deficiencies and recommend suggestions to correct infractions, as well as record laudatory remarks for particularly outstanding performance.

Inspection Point Summary

INSPECTION AREA	MAXIMUM POINTS	POINTS AWARDED
Cadet Staff Briefing	100	
Curriculum Knowledge	100	
In-Ranks Inspection	100	
Cadet Attendance/Participation	50	
Cadet Supply Room Inspection (S-4)	40	
Records and Administration (S-1)	40	
Training Management (S-3) and Security (S-2)	40	
Public Affairs (S-5)	40	
Drill and Ceremony	50	
Color Guard	40	
TOTAL	600	

Minimum Passing Score – 450

Cadet Formal Inspection Checklist

(The proponent agency is ATCC-J)

School:
Date:
Location: (City/State)

1. Period covered _____
2. Cadet Opening Enrollment _____
3. School Opening enrollment _____
4. SAI Name _____
5. AI Name(s) _____
6. Probation (Unit). If yes, state reason. _____

Inspection team members:

Printed name _____ **Signature** _____

Printed name _____ **Signature** _____

Printed name _____ **Signature** _____

** If cadet Opening enrollment does not meet or exceed required minimum, this automatically disqualified unit from HUD, HU or MU Honors.*

Cadet Staff Briefing(s).

Total Score: _____

At a minimum, the Battalion Commander, S-1, S-3, S-4 and S-5 will present a clear and concise briefing of staff functions and responsibilities using automated classroom equipment (i.e., Walk and Talk, LCD, CPS, etc) . The briefing should include examples of day-to-day operations, activities, and accomplishments of the unit during the school year. If the program does not have a designated S-5, the duties and responsibilities of the S-5 must be presented during the briefing. Cadets will be evaluated and rated using an ascending scale of 1 – 10. **(Maximum 100 points)**

(Maximum 10 points each)

SCORE

(Maximum 10 points each)	SCORE
1. Was the presentation area free from distractions?	
2. Was the view of briefer and visual aids appropriate?	
3. Were cadets prepared and organized (rehearsed)? Did they keep the briefing moving?	
4. Were cadets knowledgeable about the subject?	
5. Did cadets use automated classroom equipment and appropriate briefing materials (slides, multimedia, and documents)?	
6. Did cadets use gestures that were appropriate but not distracting?	
7. Did cadets clearly and concisely articulate their message, avoiding the use of slag or “fillers” (e.g., uh, um, well, so, like, okay, you know, I mean)?	
8. Did cadets establish good eye contact during presentation?	
9. Did cadets react appropriately to verbal and nonverbal feedback? (Responded to questions or comments)	
10. Did cadets effectively achieve the briefing requirements as identified above?	

Curriculum Knowledge.

Total Score: _____

Inspectors will test Cadets' knowledge of the curriculum. Inspectors will ask cadets how they prepared for the inspection questions. Cadet knowledge should be a direct result of previous lessons covered. Curriculum lessons will not be created using inspection questions.

These questions will be opened ended and will be asked in the classroom (NOT in formation). Questions and scoring criteria will be provided by USACC to inspectors, instructors, and cadets at the beginning of the school year and will be based on core curriculum lessons according to the Cadet's experience (i.e., LET 1 cadets will be asked questions only from the LET 1 lessons covered; LET 2 cadets will be asked any LET 1 question and LET 2 lessons that were covered, etc). If the inspection is in January, cadets may have only covered a few of the required lessons for that year (it is reasonable that they have covered most of the lessons from the first Unit).

Inspectors will ask questions in a classroom environment. Inspectors will select Cadets to answer questions. They will pose questions to the class and cadets will volunteer answers. The goal is to re-enforce a team effort and achieve maximum participation. Cadets will also demonstrate curriculum knowledge through their portfolios. For guidance in constructing portfolios refer to CCR 145-2.

The master training schedule will be used as a general guide for selection of questions.
(Maximum 100 points)

In-Ranks Inspection.

Total Score: _____

All members, present for the inspection will participate in the In-ranks Inspection and must be cadet led. Cadets will be inspected in accordance with Cadet Command Regulation 145-2.

(Maximum 100 points)

a. Personal appearance and grooming should meet or exceed established unit standards. At a minimum, hair (both male and female) will be well groomed, and must not extend below the uniform collar. Hairstyles will be such that the appropriate headgear can be properly worn.

b. During the in-ranks inspection the uniform will be Class A or B or distinctive uniform for MI units. Brigade must approve the type of uniform worn during the inspection. Other uniforms like drill, color guard or any other uniform is unauthorized during the in-ranks inspection. Uniforms must be clean, pressed, and in good repair. Insignias, metal accoutrements and accessories, authorized by CCR 145-2 are the only awards that may be worn on the uniform during the inspection. All awards and decorations must be properly placed on the Class A and Class B uniforms; brass and shoes/boots should be cleaned and shined IAW CCR 145-2, para. 10-2. Cadets must wear headgear for the in-ranks inspection.

c. All cadets present must be inspected. Those cadets not wearing a uniform will be assessed six (6) uniform deficiencies, unless there is a valid reason for not wearing the uniform (i.e., newly enrolled cadets, cadets who have grown out of their uniforms or damaged their uniforms – instructor must be able to show uniforms are on order, etc.)

d. Cadets are expected to be able to answer a limited number of graded questions provided in advance.

Possible (Number of cadets inspected times 6) minus total deficiencies divided by possible times 80:

(1) Possible (Number of cadets inspected times 6) minus total deficiencies divided by possible times 80:

$$\begin{array}{r} \text{Example: } 88 \text{ cadets inspected} \\ \underline{23 \text{ deficiencies}} \\ 88 \times 6 = 528 \qquad 528 - 23 = 505 \\ \\ 505 / 528 = .956 \times 80 = 76.48 \text{ points} \end{array}$$

(2) Possible (Number of cadets questioned times 3) minus total incorrect answers by possible times 20:

$$\begin{array}{r} \text{Example: } 88 \text{ cadets questioned} \\ \underline{23 \text{ incorrect answers}} \\ 88 \times 3 = 264 \qquad 264 - 23 = 241 \\ \\ 241/264 = .912 \times 20 = 18.24 \text{ points} \end{array}$$

IN-RANKS SCORING WORKSHEET

1-Uniform Deficiencies:

____ Number of Cadets Inspected.

____ Number of Deficiencies.

____ Number of Cadets Inspected X 6 = ____ possible pts. ____ possible pts. -

____ deficiencies = ____ earned pts.

____ earned pts. / ____ possible pts. = ____ X 80 = ____ uniform pts. (score)

2- Questions:

____ Number of Cadets questioned.

____ Number of incorrect answers.

____ No. Cdts Questioned . X 3 = ____ possible pts. ____ possible pts. - ____ incorrect answers = ____ earned pts.

____ earned pts. / ____ possible pts. = ____ X 20 = ____ question pts. (score)

Cadet Attendance/Participation.

Total Score: _____

Attendance and participation during the inspection is critical to the overall evaluation and rating of the unit. Unexcused absences or absences resulting from in-school detention/ suspension, or other disciplinary action will be counted as an unexcused absence. Cadets will only be counted on the day of the inspection, and official documentation for excused absences should be presented on the day of the inspection. Five percent of the current cadet enrollment with unexcused absences will be counted as excused. Cadets that are not present due to disciplinary actions must be counted as unexcused regardless of the 5% rule. **(Maximum 50 points)**

Total Cadets

School Enrollment

Enrolled	
Present	
Absent	
Excused (Attached List)	
Unexcused (Includes detention/suspension)	

Scoring:

Calculation: Divide number of present plus excused by number enrolled times 50.

Example: 100 cadets enrolled
85 cadets present
7 cadets excused
8 cadets unexcused (5 counted as excused)

$$85 + 7 + 5 = 97 \quad 97 / 100 = .97 \times 50 = 48.5 = 49 \text{ points}$$

CADET ATTENDANCE WORKSHEET:

_____ Enrolled

_____ Present for inspection

_____ Absent from inspection

_____ Excused per 5% of enrolled (_____ enrolled X .05 = _____)

_____ Excused per school officials/policy

_____ Unexcused

_____ present + _____ excused 5% + _____ excused per school = _____ credited present

_____ credited present / _____ enrolled = _____ X 50 = _____ points for attendance

Supply Room Inspection (S-4).

Total Score: _____

Supply Records, Layout and Organization, and Staff Coordination will be evaluated and scored independently, and then collectively added together to attain the maximum number of points.
(Maximum 40 points)

Supply Records (Maximum 20 points – 4 points each)

SCORE

	SCORE
1. Is there a current SOP for supply operations?	
2. Is there a JUMS hand receipt for clothing for each cadet?	
3. Is JUMS used to maintain visibility/status of clothing items? (issued, on shelf, laundry, etc.)	
4. Based on official opening enrollment, is there any excess clothing or equipment recorded?	
5. Spot inventory any three accountable items and note any discrepancies.	

Layout and Organization (Maximum 10 points – 5 points each)

1. Is storage organized so that the space is fully used? Is the area free of fire or safety hazards?	
2. Is government property marked/tagged to identify it from school-owned or other property?	

Staff Coordination (Maximum 10 points – 5 points each)

1. Does the S-4 coordinate with staff to support awards/decorations for all battalion activities?	
2. Does the S-4 coordinate with the Cadet Battalion Staff to support the logistics and supply room functions for Battalion activities?	

Administration (S-1).

Total Score: _____

All records should be maintained in accordance with CCR 145-2. Inspectors will randomly select and review 10 active. **(Maximum 40 points)**

Active records (Maximum 30 points)

	SCORE
1. Are active records maintained in JUMS accurately depicting the number of cadets enrolled (maximum of 5 points) ?	
2. Are 10 active records properly documented and maintained in all areas (administration, awards and decorations, curriculum related training)? (Deduct 2 for each deficient record – maximum of 20 points)	
3. Do all records have a signed Health/Privacy Act Statement? (maximum of 5 points)	

Unit Orders (Maximum 10 points – 5 points each)

1. Does the S-1 generate and maintain JUMS orders for promotions?	
2. Does the S-1 generate and maintain JUMS orders for awards?	

Training Management (S-3) and Security (S2).

Total Score: _____

Inspectors will review all training schedules, planning documents for activities and events, coordination with outside agencies, and individual training records. At a minimum, current and subsequent training schedules should be posted and readily available. Units will receive 0 points for failing to publish, execute, or present training schedules. **(Maximum 40 points)**

S3 (total 30 points):

Training Schedules (Maximum 10 points)

SCORE

Are training schedules published, executed, and available to all Cadets?	
--------------------------------------------------------------------------	--

Plans and Operations (Maximum 10 points)

Does the S-3 prepare planning documents for unit activities and events (e.g., OPOARDS, tasking letters, MOI's, Unit Report updates)?	
--------------------------------------------------------------------------------------------------------------------------------------	--

Coordination (Maximum 5 points)

Does the S-3 coordinate with school administrators, communities, and other agencies for offices, facilities or support for training activity support (e.g. use of community facilities, guest speakers, logistical support, etc)?	
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Cadet Challenge (Maximum 5 points)

Are Cadet Challenge records maintained and posted to individual records? (If Cadet Challenge has not yet taken place the prior year's records will be checked). (The S-3 should track cadets who have/have not completed the Cadet Challenge in JUMS.)	
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S2 (total 10 points):

Does the S2 conduct security checks of all JROTC areas? (max 5 pts)	
Does the S2 conduct sensitive items checks monthly (max 5 pts)	

Public Affairs (S-5).

Total Score: _____

Units will be awarded points for promoting and publicizing the JROTC program through various methods. Inspectors may award up to 10 points for each category during this portion of the evaluation. **(Maximum 40 points)**

(Maximum 8 points each)

	SCORE
1. Does the JROTC unit publicize the program on the school's website, if so, is it updated and current? (If the school does not have a website assess no penalty)	
2. Are JROTC newsletters, pamphlets, and/or brochures that provide information to the public regarding activities and program events available?	
3. Does the JROTC Program publicize in the school and local media?	
4. Are school bulletin boards, scrapbooks, yearbooks, and photos of Cadets during JROTC activities (Cadet challenge, classroom participation, community projects, etc.) visible outside the JROTC area?	
5. Does the unit promote the program through Feeder Schools, Adopt-a-School program, and community involvement?	

Drill And Ceremonies Instructions

1. General.

- a. Use the drill and ceremonies worksheet for evaluating either a battalion, company or a platoon drill. The scoring procedure for both is included in the evaluation criteria.
- b. The evaluations will include formation (assembly), dress/alignment, cadet leader control, unit response/execution and overall performance.
- c. In all cases, the inspecting officer(s) must observe the unit formation (preparation).
- d. Fancy drills may be performed for exhibition only and not in lieu of the drill and ceremonies requirement. Competition Drill or Local Drill standards Will NOT be used.

2. Detailed Instructions.

- a. Battalion, company, or platoon drills will be in accordance with FM 3-21.5 and these detailed instructions.
- b. For battalion, company, or platoon drills only, the inspecting officer may select a minimum of one platoon per company (class period) to perform the drill requirement. For inspection purposes, a platoon/company will consist of no less than 12 cadets plus a cadet leader.
- c. A flag or marker placed directly opposite the reviewing stand/inspecting officer position will designate the start point for platoon/company drill. Each platoon/company will assemble in a line formation at the designated start point facing the reviewing stand/inspecting officer position; at a signal from the inspector, the platoon/company will perform the following movements in sequence.

FALL IN	COLUMN LEFT MARCH	REAR MARCH
DRESS RIGHT DRESS	LEFT FLANK MARCH	COULMN RIGHT MARCH
READY FRONT	RIGHT FLANK MARCH	COLUMN LEFT MARCH
PRESENT ARMS	COLUMN RIGHT MARCH	COLUMN LEFT MARCH
ORDER ARMS	RIGHT FLANK MARCH	ELEMENT HALT
LEFT FACE	LEFT FLANK MARCH	LEFT FACE
ABOUT FACE	COLUMN RIGHT MARCH	FALL OUT
FORWARD MARCH	REAR MARCH	

Drill And Ceremonies Worksheet

School:
Size Element (Bn, Co, PLT) or class period:

1. General.

a. A total of 50 points is the maximum possible for this requirement. Use a single sheet for the battalion drill (if conducted).

b. Rate each item listed in each area from 0 to max points possible for that item. Enter the result in the appropriate column. Use a separate sheet for each company/platoon performing small unit drill. For company/ platoon, combine the total points on each sheet and divide by the number of drill sessions performed to obtain the average overall unit score. Attach all copies of all worksheets to the inspection report.

2. Evaluation.

Cadet Leader Control (Maximum 10 points)

SCORE

Command voice 2 (points)	
Proper commands (2 Points)	
Cadence/timing (2 Points)	
Position/military bearing (2 Points)	
Followed prescribed plan/sequence (2 Points)	

Unit dress/ Alignment (Maximum 10 points)

Stationary (5 Points)	
Marching (5 Points)	

Unit dress/Execution/Response (Maximum 20 points)

Synchronized unit response (5 Points)	
Correct facing movements (5 Points)	
Correct marching movements (5 Points)	
Proper marching step/cadence (5 Points)	

Overall performance (Maximum 10 points)

Military bearing (5 Points)	
All required movements performed (5 Points)	

Total Score: _____

Color Guard Worksheet. (Maximum 40 points)

REQUIRED SEQUENCE	COMMENTS
Are color guards wearing proper uniform	
Sling Arms	
Post	
Uncase Colors	
Present Arms	
Order Arms	
Post	
Colors Reverse March	
Forward March	
Left Wheel March	
Forward March	
Colors Reverse March	
Forward March	
Colors Guard Halt	
Order Colors	
Parade Rest	
Colors Attention	
Carry Colors	
Forward March	
Right Wheel March	
Forward March	
Colors Reverse March	
Forward March	
Eyes Right	
Ready Front	
Left Wheel March	
Forward March	
Left Wheel March	
Color Guard Halt	
Sling Arms	
Post	
Present Arms	
Order Arms	
Case Colors	
Post	

COLOR GUARD EVALUATION WORKSHEET

A maximum of 4 points may be awarded for each area listed below:

a. Uncasing of colors	
b. Proper commands given	
c. Present Arms	
d. Synchronized precision responses	
e. All required movements performed in sequence	
f. Alignment and dress	
g. Facing movements w/manual of arms correct	
h. Marching movements correct	
i. Customs and Courtesies of National Colors	
j. Casing of colors	

Evaluators' Name

Signature/date