

FOURTH BRIGADE JROTC  
EASTERN REGION  
UNITED STATES ARMY CADET COMMAND  
FORT BRAGG, NC 28310-5000  
SCHOOL VISIT CHECKLIST

**INSTRUCTOR ADMINISTRATIVE UPDATE**

NAME OF SCHOOL:	DATE:
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LOCATION (CITY/STATE)
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FOURTH BRIGADE REPRESENTATIVE NAME:
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**SCHOOL INFORMATION**

PRINCIPAL NAME: \_\_\_\_\_

SCHOOL PHONE: \_\_\_\_\_

SCHOOL MAILING ADDRESS: \_\_\_\_\_

**JROTC PROGRAM INFORMATION**

JROTC PHONE + EXTENSION: \_\_\_\_\_

JROTC FAX: \_\_\_\_\_

JROTC EMAIL ADDRESS(S):  
PRIMARY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**JROTC INSTRUCTOR INFORMATION**

SAI NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

Last                      First                      MI

JSOCC CERTIFICATION: YES \_\_\_ NO \_\_\_ COMPLETION DATE: \_\_\_\_\_

JSCC DL: YES \_\_\_ NO \_\_\_ DATE COMPLETED/PROGRESS \_\_\_\_\_  
(If not enrolled, enroll on the spot or obtain information to enroll.  
If just completed, obtain copy of certificate)

AGE: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ BODY FAT PERCENT \_\_\_\_\_

**AI NAME:** \_\_\_\_\_ **RANK:** \_\_\_\_\_  
Last First MI

JSOCC CERTIFICATION: YES \_\_\_ NO \_\_\_ COMPLETION DATE: \_\_\_\_\_

JSCC DL: YES \_\_\_ NO \_\_\_ DATE COMPLETED/PROGRESS \_\_\_\_\_  
(If not enrolled, enroll on the spot or obtain information to enroll.  
If just completed, obtain copy of certificate)

AGE: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

**AI2 NAME:** \_\_\_\_\_ **RANK:** \_\_\_\_\_  
Last First MI

JSOCC CERTIFICATION: YES \_\_\_ NO \_\_\_ COMPLETION DATE: \_\_\_\_\_

JSOCC RECERFICATION: YES \_\_\_ NO \_\_\_ COMPLETION DATE: \_\_\_\_\_  
(Verify by obtaining date on completion certificate)

JSCC DL: YES \_\_\_ NO \_\_\_ DATE COMPLETED/PROGRESS \_\_\_\_\_  
(If not enrolled, enroll on the spot or obtain information to enroll.  
If just completed, obtain copy of certificate)

AGE: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ BODY FAT PERCENT \_\_\_\_\_

**AI3 NAME:** \_\_\_\_\_ **RANK:** \_\_\_\_\_  
Last First MI

JSOCC CERTIFICATION: YES \_\_\_ NO \_\_\_ COMPLETION DATE: \_\_\_\_\_

JSOCC RECERFICATION: YES \_\_\_ NO \_\_\_ COMPLETION DATE: \_\_\_\_\_  
(Verify by obtaining date on completion certificate)

JSCC DL: YES \_\_\_ NO \_\_\_ DATE COMPLETED/PROGRESS \_\_\_\_\_  
(If not enrolled, enroll on the spot or obtain information to enroll.  
If just completed, obtain copy of certificate)

AGE: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ BODY FAT PERCENT \_\_\_\_\_

**AI4 NAME:** \_\_\_\_\_ **RANK:** \_\_\_\_\_  
Last First MI

JSOCC CERTIFICATION: YES \_\_\_ NO \_\_\_ COMPLETION DATE: \_\_\_\_\_

JSOCC RECERFICATION: YES \_\_\_ NO \_\_\_ COMPLETION DATE: \_\_\_\_\_  
(Verify by obtaining date on completion certificate)

JSCC DL: YES \_\_\_ NO \_\_\_ DATE COMPLETED/PROGRESS \_\_\_\_\_

(If not enrolled, enroll on the spot or obtain information to enroll.  
If just completed, obtain copy of certificate)

AGE: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ BODY FAT PERCENT

**CADET TRAINING INFORMATION**

**1. RAPPELLING:**

DOES SCHOOL HAVE A RAPPEL TOWER? YES \_\_\_\_\_ NO

\_\_\_\_\_

DATE TOWER LAST INSPECTED? DATE

\_\_\_\_\_

ARE INSTRUCTORS RAPPEL MASTERS? YES \_\_\_\_\_ NO

\_\_\_\_\_

ARE INSTRUCTORS RAPPEL TRAINERS? YES \_\_\_\_\_ NO

\_\_\_\_\_

DATE OF CERTIFICATION: SAI \_\_\_\_\_

AI \_\_\_\_\_

AI2 \_\_\_\_\_

AI3 \_\_\_\_\_

AI4 \_\_\_\_\_

**2. MARKSMANSHIP:**

DOES SCHOOL HAVE A MARKSMANSHIP PROGRAM? YES \_\_\_\_\_ NO

\_\_\_\_\_

DATE OF LAST RANGE INSPECTION? DATE

\_\_\_\_\_

DATE INSTRUCTORS CERTIFIED CMP DL

SAI \_\_\_\_\_

AI \_\_\_\_\_

AI2 \_\_\_\_\_

**GOVERNMENT PURCHASE CARD INFORMATION**

CARD HOLDER NAME: \_\_\_\_\_

PHONE NUMBER WORK: \_\_\_\_\_

HOME: \_\_\_\_\_

APPROVING OFFICIAL NAME: \_\_\_\_\_

PHONE NUMBER WORK: \_\_\_\_\_

HOME: \_\_\_\_\_

ALTERNATE APPROVING OFFICIAL: \_\_\_\_\_

PHONE NUMBER WORK: \_\_\_\_\_

HOME: \_\_\_\_\_

**MILITARY PROPERTY CUSTODIAN INFORMATION (MPC)**

HAS THE "HOEI" APPOINTED AN MPC/HAND RECEIPT HOLDER? YES \_\_\_\_\_ NO \_\_\_\_\_

DATE APPOINTE: \_\_\_\_\_

IS THE MEMORANDUM ON FILE? YES \_\_\_\_\_ NO \_\_\_\_\_

**RAPPEL TOWER SAFETY INFORMATION**

DOES SCHOOL HAVE A RAPPEL TOWER? YES \_\_\_\_\_ NO \_\_\_\_\_

IS TOWER ANNUAL SAFETY CERTIFICATION VALID? YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_

ARE INSTRUCTORS CERTIFIED RAPPEL MASTER? YES \_\_\_\_\_ NO \_\_\_\_\_

ARE INSTRUCTORS CERTIFIED RAPPEL TRAINERS? YES \_\_\_\_\_ NO \_\_\_\_\_

DATE OF CERTIFICATION: SAI \_\_\_\_\_

AI \_\_\_\_\_

AI2 \_\_\_\_\_

AI3 \_\_\_\_\_

AI4 \_\_\_\_\_

### **Automation Survey**

1. How many cost shared instructors are assigned: \_\_\_\_\_
2. How many JROTC classrooms are utilized: \_\_\_\_\_
3. How many military desktop computers < 4 years old are on hand: \_\_\_\_\_
4. How many military provided laptop computers < 4 years old are on hand: \_\_\_\_\_
5. How many military provided desktop computers > 4 years old are on hand: \_\_\_\_\_
6. How many military provided laptop computers > 4 years old are on hand: \_\_\_\_\_
7. How many military provided computers are DVD capable: \_\_\_\_\_
8. How many military provided color printers are on hand: \_\_\_\_\_
9. How many military provided mono printers are on hand: \_\_\_\_\_
10. How many military provided LCD projectors are on hand: \_\_\_\_\_
11. How many military provided VCR players are on hand: \_\_\_\_\_
12. How many military provided DVD players are on hand: \_\_\_\_\_
13. How many 1 thru 32 CPS systems are on hand: \_\_\_\_\_
14. How many 33 thru 64 CPS systems are on hand: \_\_\_\_\_
15. How many Military provided smart boards are on hand: \_\_\_\_\_
16. How many school provided smart boards are on hand: \_\_\_\_\_
17. How many military provided TVs are on hand: \_\_\_\_\_
18. How many military provided copiers are on hand: \_\_\_\_\_
19. How many military contract copiers are on hand: \_\_\_\_\_

20. How many military provided fax machines are on hand: \_\_\_\_\_

PRINCIPAL COMMENTS: (OPT) \_\_\_\_\_

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SAI'S COMMENTS: \_\_\_\_\_

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AC REP. COMMENTS: \_\_\_\_\_

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SAI'S SIGNATURE/DATE: \_\_\_\_\_

AC BRAGG REP SIGNATURE/DATE: \_\_\_\_\_

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### INSTRUCTOR INFORMATION

**STATEMENT REQUIRED BY PRIVACY ACT OF 1974**

1. **AUTHORITY:** Title 10, U.S. Code 2102
2. **PRINCIPAL PURPOSE(S):** To gather information, points of contact, and statements of the physical condition of JROTC instructors.

3. **ROUTINE USES:** Normal Personnel Actions—Disclosures of information may be provided to proper authorities for pay, legal actions, investigation of accidents, preparation of statistics and training records.

4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Disclosure is mandatory. Failure of instructor to provide information could result in de-certification or delay in pay.