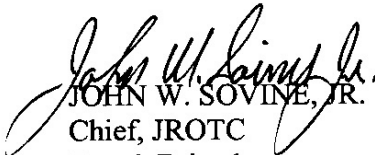


FOURTH BRIGADE UNIT ASSISTANCE VISIT (UAV) STANDING OPERATING
PROCEDURE (SOP)

Department of the Army
Fourth Brigade (JROTC)
United States Army Cadet Command
Fort Bragg, North Carolina 28310-5000

6 November 2013

4th Brigade JROTC Unit Assistance Visit SOP


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PROPONENT: The proponent of this publication is the Fourth Brigade JROTC, US Army Cadet Command. Comments should be sent directly to Fourth Brigade JROTC, US Army Cadet Command, ATTN: ATCC-D, Fort Bragg, North Carolina 28310-5000.

- APPENDIX A. Unit Assistance Visit Checklist
- B. School Program Checklist
 - C. Supply Checklist
 - D. Range Inspection Checklist
 - E. Unit Assistance Visit Schedule

DISTRIBUTION: All JROTC units in NC, SC, VA, DE, MD, WV and DC
This document is available on the Fourth Brigade JROTC Web site at: <http://www.ajrotc.us>

1. Purpose. To obtain a comprehensive understanding of each unit's progress toward accomplishing its mission and to offer assistance.
2. References.
 - a. CC Regulation 145-2, Organization, Administration, Operation, Training and Support, dated 1 February 2012.
 - b. 4th Brigade JROTC/SROTC Affiliation SOP
3. Mission. Pending availability of funds Fourth Brigade JROTC will conduct annual unit assistance visits of JROTC units from August - June. JROTC units will receive either an Accreditation Visit or Assistance Visit and complete a Unit Report during each school year.
4. UAV Objectives:
 - a. To meet with school officials.
 - b. To observe cadet training effectiveness.

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- c. To gain a comprehensive understanding of the JROTC unit.
 - d. To check school support/facilities.
 - e. To observe classroom instruction.
5. Responsibilities.
- a. Brigade.
 - (1) Overall responsibility for policy, standardization, concept, organization, and conduct of all UAVs within the Brigade area of responsibility.
 - (2) Develop UAV checklist.
 - (3) Develop UAV schedule.
 - (4) Coordinate with SROTC units to conduct annual UAVs of those JROTC affiliated units not receiving an Accreditation Visit.
 - (5) Review and process all UAV findings.
 - (6) Conduct UAV's as directed.
 - b. Senior Army Instructor/Army Instructor:
 - (1) Assist brigade staff as they complete UAV checklist. Identify any JROTC questions or concerns as they are related to the unit.
 - (2) Schedule office call with School Administrator, if available.
6. Coordinating Instructions.
- a. Each JROTC unit will receive annually a UAV from either brigade staff or their SROTC affiliated battalion.
 - b. Inspector will complete UAV checklist, School Checklist, Range Inspection Checklist (if needed), and Logistic Checklist and send original to 4th Bde, ATTN: JROTC (Chuck Perry/George James). Inspector will provide a copy for the unit. Upon receipt, brigade staff will review results, coordinate any assistance required and file in unit files.

FOURTH BRIGADE UNIT ASSISTANCE VISIT (UAV) STANDING OPERATING PROCEDURE (SOP)

APPENDIX A

SCHOOL VISIT CHECKLIST					
SCHOOL DATA					
School Name:					
Street Address:					
City:			State:		Zip:
School Phone:			School Fax:		
School District:					
JROTC PROGRAM DATA					
JROTC Phone:			JROTC Fax:		
JROTC Classrooms (Qty):			Remarks:		
School Facilities:		Yes	No	Remarks:	
JROTC Office				Remarks:	
JROTC Supplyroom				Remarks:	
Marksmanship Range				NOTE: YES, Conduct new range inspection	
Rappel Tower				Tower Inspection Date:	
Cadet Teams:		YES	NO	Remarks:	
Marksmanship				Remarks:	
Raider				Remarks:	
Drill				Remarks:	
Other				Remarks:	
SROTC Affiliation:			BFI Date:		BFI Rating:
JROTC INSTRUCTOR DATA					
SAI Name (Rank, Last, First, MI):					
Home/Cell Phone:					
School Email Address:					
Cost Shared (Yes/No):			Contract (10, 11, 12 Months):		
Contract Start Date:			Contract End Date:		
Age:		Height:		Weight:	
				Body Fat:	
AI Name (Rank, Last, First, MI):					
Home/Cell Phone:					
School Email Address:					
Cost Shared (Yes/No):			Contract (10, 11, 12 Months):		
Contract Start Date:			Contract End Date:		
Age:		Height:		Weight:	
				Body Fat:	

FOURTH BRIGADE UNIT ASSISTANCE VISIT (UAV) STANDING OPERATING PROCEDURE (SOP)

APPENDIX A

JROTC INSTRUCTOR DATA CONTINUATION SHEET						
AI2 Name (Rank, Last, First, MI):						
Home/Cell Phone:						
School Email Address:						
Cost Shared (Yes/No):			Contract (10, 11, 12 Months):			
Contract Start Date:			Contract End Date:			
Age:	Height:	Weight:	Body Fat:			
AI3 Name (Rank, Last, First, MI):						
Home/Cell Phone:						
School Email Address:						
Cost Shared (Yes/No):			Contract (10, 11, 12 Months):			
Contract Start Date:			Contract End Date:			
Age:	Height:	Weight:	Body Fat:			
AI4 Name (Rank, Last, First, MI):						
Home/Cell Phone:						
School Email Address:						
Cost Shared (Yes/No):			Contract (10, 11, 12 Months):			
Contract Start Date:			Contract End Date:			
Age:	Height:	Weight:	Body Fat:			
AI5 Name (Rank, Last, First, MI):						
Home/Cell Phone:						
School Email Address:						
Cost Shared (Yes/No):			Contract (10, 11, 12 Months):			
Contract Start Date:			Contract End Date:			
Age:	Height:	Weight:	Body Fat:			
AI6 Name (Rank, Last, First, MI):						
Home/Cell Phone:						
School Email Address:						
Cost Shared (Yes/No):			Contract (10, 11, 12 Months):			
Contract Start Date:			Contract End Date:			
Age:	Height:	Weight:	Body Fat:			

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CADRE TRAINING (Date Completed)							
NAME	JSOCC	ETHICS DL	CMP	MARKS DL	RAPPEL	HIGH ROPES	WORKSHOP

CURRICULUM MANAGER				
NAME	CM SN#	CM PROFILE		CM UPDATE # (____)
		YES	NO	

NOTE: CM Reset - USER ID: Reset, PASSWORD: jrotc.

COMMO ACCESS (YES/NO)						
NAME	Webportal	JUMS/JCIM	AKO	BRIGADE	EMAIL	REMARKS

JUMS REPORTS (Date Completed)				
Ethnic Data	Open Enrollment	Intentions of Grads	PART	Unit Report

REMARKS.

FOURTH BRIGADE UNIT ASSISTANCE VISIT (UAV) STANDING OPERATING PROCEDURE (SOP)

APPENDIX A

GPC					
Cardholder:					
Approving Official:					
Alt Approving Official:			School:		
Cardholder Mandatory Training (Date Completed)					
Cardholder	Access online	Initial GPC DAU Trng - CLG 001	Annual Refresher DAU Trng - CLG 004	ETHICS	PCOLS - DAU CLG 005
Billing Official	Access online	GPC DAU CLG 001	DAU CLG 004	ETHICS	PCOLS - DAU CLG 005
Billing Official	DFAS COL TRNG	FISCUL LAW	DCO TRAINING		
Note: Link to access training is : http://www.bragg.army.mil/units/micc/Pages/GPC.aspx					
TOKEN (YES / NO)					
NAME	RECEIVED	REGISTERED IN AKC	REMARKS		
MPS					
ITEM	YES/NO				
MPC/S Appointment Orders:		Date Appointed:			
Supply Inspection Completed:		Date Scheduled:			
Excess Property:		Remarks:			
SUPPLY (List Quantity)					
M1903	M1	Daisey Drill	M853	M887	Crossman
Desktop Computers	Laptop	Printer	Smart Board	CPS	MOBI
Fax	TV	Camera	Projector	Printer/Fax Combo	

**FOURTH BRIGADE UNIT ASSISTANCE VISIT (UAV) STANDING OPERATING PROCEDURE (SOP)
APPENDIX A**

INSPECTOR TASK LIST				
			YES	NO
Completed UAV Checklist:				
Completed Log Inspection (If not conducted during this SY):				
Completed Range Inspection:				
Discussed Accreditation Process/Checklist:				
Discussed JCLC:				
Discussed GPC Requirements/Certification:				
Discussed SIR Notification:				
Are cadre in proper uniform?				
Are cadets in proper uniform?				
COMMENTS				
BDE Representative.				
SAI.				
Brigade Signature:			Date:	
SAI Signature:			Date:	

FOURTH BRIGADE UNIT ASSISTANCE VISIT (UAV) STANDING OPERATING
PROCEDURE (SOP)
APPENDIX B

SEE ENCLOSED SCHOOL INSPECTION CHECKLIST

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

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)		

<p>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)</p>		
<p>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)</p>		
<p>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".</p>		
<p>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?</p>		
<p>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?</p>		
<p>16. Are there established budget controls for government provided funding? (IAW CCR 145-2, para. 6-6)</p>		
<p>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)</p>		
<p>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)</p>		
<p>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?)</p>		
<p>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)</p>		

Comments:

FOURTH BRIGADE UNIT ASSISTANCE VISIT (UAV) STANDING OPERATING
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APPENDIX C

SEE ENCLOSED SUPPLY INSPECTION CHECKLIST

*** 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:

.....C/:

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:

FOURTH BRIGADE UNIT ASSISTANCE VISIT (UAV) STANDING OPERATING
PROCEDURE (SOP)
APPENDIX D

SEE ENCLOSED RANGE INSPECTION CHECKLIST

JROTC UNIT MARKSMANSHIP INSPECTION FORM

For information on this form, see CCR 145-2; the proponent agency is ATCC-J

Approved -- 20-Jan-05 (update: 31Jan09)

Instructions: Please make and sign two copies of this form. Give one completed copy to the JROTC unit. Fax or send one completed copy to the CMP as soon as possible after the inspection is completed.

_____ **Initial Inspection** _____ **Re-Inspection**

JROTC Unit Information	
JROTC Unit:	
JROTC Unit Address:	
List all instructors who will be responsible for conducting air rifle range firing in the spaces below.	
JROTC Instructor:	
Email:	Telephone:
JROTC Instructor:	
Email:	Telephone:
JROTC Instructor:	
Email:	Telephone:
Inspector Information	
Inspector Name:	
Inspector Address:	
Email:	Telephone:

Unit Marksmanship Inspection Record

Requirement/Prerequisite	In Compliance Yes/No
1. MOU with School: Does the Unit have a written Memorandum of Understanding (MOU) with the school regarding the conduct of marksmanship training and the use, access control and maintenance of an air rifle range?	
2. MOU with School: Does the MOU outline the range requirements, the types (specific models not required) of air rifles allowed and safety rules?	
3. Safety and Range Management SOP: Did the unit adopt and implement the mandatory Standard Operating Procedures (SOP) for Air Rifle Safety and Air Rifle Range Management ? The adoption of the SOP can be referenced in the MOU with the school or the Senior Instructor can affirm that the SOP has been adopted and will be followed in all air rifle range firing activities. A copy of the SOP should be available at the unit office or range.	
4. Air Rifle Range Access: Is the unit's air rifle range capable of being secured from the inside of the range so that unauthorized persons cannot enter the range area from the outside of the range during firing? "Range area" means the sides and downrange area of the range. A range may be configured so that individuals may enter or exit the rear of the range (area behind the firing line). Note: If the unit uses two or more locations for air rifle ranges, apply inspection requirements 4, 5, 6 & 7 to each range and note in the right column that multiple locations	

were inspected.	
5. Air Rifle Range Impact Area: Is the air rifle range located in an area where a pellet that does not strike the target backstop will not exit the range and impact in an area where there are other people? There should either be walls and a ceiling that can contain any pellet that misses the backstop or the area around the range must not be accessible to other persons.	
6. Range Firing Line: Does the range have a clearly delineated firing line 10 meters (33 feet) from the target backstops, with designated firing points, that allows the instructor to control the locations and actions of cadets on the range?	
7. Target Holders & Backstops: Does the range have target holders and backstops that are capable of capturing and holding all air rifle pellets that are fired at targets on the range?	
8. Air Rifle Storage: Does the unit have a means of securely storing and locking all air rifles when they are not in use? Air rifles may be kept in a moveable storage container if the container itself can be locked and is kept in a room that is locked.	
9. Instructor Training—Distance Learning: Has each instructor who will supervise air rifle range firing completed a U. S. Army JROTC School of Cadet Command Distance Learning Safety and Marksmanship Course within the past year? Certificates confirming course completion should be available; course completion is also recorded by the CMP.	
10. Instructor Training—Coach/Instructor Certification. Has each instructor who will supervise air rifle range firing completed either the: a) the one-day CMP-JROTC Marksmanship Instructor Course, b) the two day CMP/NRA/USAS Coach Certification Course? A course certificate or coach card must be available. If civilian range officers or coaches assist the JROTC instructor, they must also be certified through one of these two course and copies of their certificates must be available.	
11. Cadet Marksmanship Roster: Is a roster with the names of all cadets who are “marksmanship qualified” maintained at the unit? The Cadet Marksmanship Roster should record that these cadets received training in air rifle safety and range procedures, passed their marksmanship safety exams and signed Individual Safety Pledges.	
12. Cadet Safety Exams: Are copies of the written safety exams completed by all cadets on the Cadet Marksmanship Roster retained in a file at the unit? The inspector may spot check these exams to affirm that cadets on the roster completed the exams.	
13. Cadet Safety Pledges: Are copies of the JROTC Cadet Individual Safety Pledges signed by each cadet on the marksmanship roster retained in a file at the unit? The inspector may spot check these exams to affirm that cadets on the roster completed the exams.	
If a “no” is given on any of the inspection points, please explain:	
Remarks:	
Inspection Completion Certification:	
Date	Inspector Signature

Fax or send one completed copy of this form to the CMP:

Fax: 419-635-2573

Mail: P. O. Box 576, Attn: JROTC Inspections, Port Clinton OH 43452

FOURTH BRIGADE UNIT ASSISTANCE VISIT (UAV) STANDING OPERATING
PROCEDURE (SOP)

APPENDIX E

SCHOOL NAME	ST	TDY TYPE	GROUP	DATE	POC	REMARKS
Eastern Randolph	NC	Local	1			
Grimsley	NC	Local	1			
Magna Vista	VA	Local	1			
Corinth Holders	NC	Local	2			
Hillside	NC	Local	2			
Knightdale	NC	Local	2			
Millbrook	NC	Local	2			
C. E. Murray	SC	Local	3			
Hannah Pamplico	SC	Local	3			
Hemingway	SC	Local	3			
Scotts Branch	SC	Local	3			
East Bladen	NC	Local	4			
Pender	NC	Local	4			
South Columbus	NC	Local	4			
Union	NC	Local	4			
Goldsboro	NC	Local	5			
Kinston	NC	Local	5	7-Nov	SA	
North Pitt	NC	Local	5			
Rosewood	NC	Local	5			
Forest Park	VA	TDY	A			
Petersburg	VA	TDY	A			
Roanoke Rapids	NC	Local	A			
Surry County	VA	TDY	A			
George Washington	WV	TDY	B			
Greenbrier West	WV	TDY	B			
Webster	WV	TDY	B			
Chester	SC	TDY	C			
Hickory	NC	TDY	C			
Hunter Huss	NC	TDY	C			
Mountain Heritage	NC	TDY	C			
Estill	SC	TDY	D			
Lake Marion	SC	TDY	D			
Pelion	SC	TDY	D			
Woodland	SC	TDY	D			
DC, DAI	DC	TDY	E		CP/GJ	
Denbigh	VA	TDY	F		CP/GJ	
Northampton	VA	TDY	F		CP/GJ	