

NAVAL JUNIOR RESERVE OFFICERS TRAINING CORPS INSPECTION REPORT FORM

- NJROTC AREA MANAGER INSPECTION REPORT FORM
 NJROTC OFF-SITE EVALUATION FORM
 NAVY NATIONAL DEFENSE CADET CORPS INSPECTION REPORT FORM

UIC: UNIT: Street Address: City, State ZIP:	DATE OF INSPECTION: DATE OF LAST INSPECTION: YEAR UNIT ACTIVATED: 1 OCT UNIT ENROLLMENT: 1 OCT SCHOOL ENROLLMENT: 1 OCT SPECIAL STUDENTS: CROSS ENROLLED STUDENTS: CURRENT UNIT ENROLLMENT: NO. CADETS PRESENT AT INSP:
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HOST SCHOOL ADMINISTRATION:
 Superintendent:
 Principal:

NAVAL SCIENCE STAFF:
 SNSI:
 NSI(S):

UNIT ACADEMIC SCHEDULE:

- CONVENTIONAL
 ALTERNATING BLOCK
 MODIFIED BLOCK
 BLOCK
 1ST SEM ENR
 2ND SEM ENR
 OTHER (Specify):

Unit currently in evaluation/ probation status?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	<input type="checkbox"/> Low enrollment <input type="checkbox"/> Instructor vacancy <input type="checkbox"/> Failed inspection <input type="checkbox"/> Other
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A. SCHOOL SYSTEM PROGRAM SUPPORT	FULLY CAPABLE	PARTIALLY CAPABLE	NOT CAPABLE
1. Adequacy and condition of facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Drill Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Drill rifles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Air rifles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Other government property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Fire security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Administrative support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Photocopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Telephone with long distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Internet connectivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Instructors	YES	NO	
a. Does the unit have 2 or more instructors?	<input type="checkbox"/>	<input type="checkbox"/>	If NO, (NJROTC units only and vacancy >120 days) requires UNSAT in School System Program Support Overall Grade If NNDCC unit – Not Applicable
Senior Naval Science Instructor	<input type="checkbox"/>	<input type="checkbox"/>	
Naval Science Instructor(s)	<input type="checkbox"/>	<input type="checkbox"/>	
b. NJROTC instructor contracts properly executed?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Other duties assigned			

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(1). Are non-NJROTC duties performed?	<input type="checkbox"/>	<input type="checkbox"/>	If NO, skip to Item 5.		
(2). Are additional duties rotated equitably among the faculty?	<input type="checkbox"/>	<input type="checkbox"/>	If NO, explain in Remarks.		
(3). Are additional duties under separate contract and outside normal school hours?	<input type="checkbox"/>	<input type="checkbox"/>	If NO, explain in Remarks.		
5. Met minimum required Cadet enrollment on 1 October report for current school year	<input type="checkbox"/>	<input type="checkbox"/>	NO requires UNSAT in School System Program Support <small>(new units exempt first 2 years)</small>		
6. Support of NJROTC field trips/activities equitable with other departments.	<input type="checkbox"/>	<input type="checkbox"/>			
7. Coverage for loss and damage of government property	<input type="checkbox"/>	<input type="checkbox"/>			
8. Review contract as necessary with school officials	<input type="checkbox"/>	<input type="checkbox"/>			

	OUT- STANDING	ABOVE AVG	AVG	BELOW AVG	UNSAT
9. Attitude toward program	<input type="checkbox"/>				
a. District	<input type="checkbox"/>				
b. School Administration	<input type="checkbox"/>				
c. Parents/Community	<input type="checkbox"/>				
	OUT- STANDING	ABOVE AVG	AVG	BELOW AVG	UNSAT
Overall School System Program Support	<input type="checkbox"/>				

REMARKS:

B. ADMINISTRATION OF THE PROGRAM	OUT- STANDING	ABOVE AVG	AVG	BELOW AVG	UNSAT
1. Care and use of spaces/equipment	<input type="checkbox"/>				
a. Classroom(s)	<input type="checkbox"/>				
b. Storage	<input type="checkbox"/>				
c. Office	<input type="checkbox"/>				
d. Training aids	<input type="checkbox"/>				
e. Drill rifles	<input type="checkbox"/>				
f. Air rifles (if applicable)	<input type="checkbox"/>				
2. Cadet recognition	<input type="checkbox"/>				
a. Use of award certificates	<input type="checkbox"/>				
b. Use of ribbons	<input type="checkbox"/>				
c. Nomination of non-NJROTC awards	<input type="checkbox"/>				

3. Extracurricular activities	<input type="checkbox"/>				
a. Use of field trips and cruises	<input type="checkbox"/>				
b. Use of local military activities (ROTC, military facilities, reserve centers)	<input type="checkbox"/>				
c. Participation in community support programs	<input type="checkbox"/>				

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d. Participation in school support programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Coordination with other units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Host NJROTC regional events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Team participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1). Academic team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2). Drill teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3). Athletic team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4). Orienteering team (optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5). Marksmanship training/team (optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	If NO, explain in Remarks		
(a) Instructor qualifications met*	<input type="checkbox"/>	<input type="checkbox"/>	*Required even if unit has no marksmanship training/team.		
(b) Use of current curriculum	<input type="checkbox"/>	<input type="checkbox"/>			
(c) Cadet air rifle safety tests and pledges complete	<input type="checkbox"/>	<input type="checkbox"/>			
	OUT- STANDING	ABOVE AVG	AVG	BELOW AVG	UNSAT
4. Public Affairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Use of local media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Use of school media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Use of school/unit website (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Information to cadets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Information to parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Information to faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Information to student body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Published/Distributed NJROTC Unit Regulations and Organizational Handbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Pre-mishap/ORM Plan(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OUT- STANDING	ABOVE AVG	AVG	BELOW AVG	UNSAT
Overall Administration of Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REMARKS:					
C. ACADEMIC PROGRAM	OUT- STANDING	ABOVE AVG	AVG	BELOW AVG	UNSAT
1. Instructor classroom performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Advance classroom preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Use of lesson plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Documentation of lessons planned/taught	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Use of tests and handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Use of Classroom Performance System (CPS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Instructor techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Instructor/cadet rapport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Use of guest lecturers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OUT- STANDING	ABOVE AVG	AVG	BELOW AVG	UNSAT

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Overall Academic Program	<input type="checkbox"/>				
REMARKS:					

D. REPORTS AND RECORDS	EXCEEDS STANDARDS	MEETS STANDARDS	FAILS TO MEET STDS			
1. Accounting procedures (gov't property)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
a. Requisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b. Receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
c. Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
d. Issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
e. Inventory/Minor Property Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
f. Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2. Reimbursement claims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
a. Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b. Timely submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3. Required/requested reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
a. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b. Timely submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4. Records, files and database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
a. Cadet records (Security/Privacy Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b. Inspection reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
c. Surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
d. Correspondence/Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
e. Clothing requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
f. Follow-up program on NJROTC graduates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
g. Unit Fiscal Management - Expended vs. Allocated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
(1) Orientation - Expended vs. Allocated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
(2) Unit Support & Maintenance - Expended vs. Allocated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
(3) Alterations - Expended vs. Allocated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5. The following instructions are on-hand and up-to-date						
a. NJROTC Program Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b. NJROTC Supply Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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REMARKS:

E. CADET PERFORMANCE	OUT- STANDING	ABOVE AVG	AVG	BELOW AVG	UNSAT
1. Personnel Inspection	<input type="checkbox"/>				
a. Formation in ranks	<input type="checkbox"/>				
b. Presentation by cadet officers	<input type="checkbox"/>				
c. Posture	<input type="checkbox"/>				
d. Grooming	<input type="checkbox"/>				
e. Uniforms	<input type="checkbox"/>				
2. Response to commands	<input type="checkbox"/>				
a. Open ranks	<input type="checkbox"/>				
b. Attention	<input type="checkbox"/>				
c. Parade rest	<input type="checkbox"/>				
d. Close ranks	<input type="checkbox"/>				
e. Hand salute	<input type="checkbox"/>				
f. Uncover/cover	<input type="checkbox"/>				
g. Facing movements	<input type="checkbox"/>				
3. Marching maneuvers	<input type="checkbox"/>				
a. Marching in step	<input type="checkbox"/>				
b. Column movements	<input type="checkbox"/>				
c. Flanking movements	<input type="checkbox"/>				
d. To the rear	<input type="checkbox"/>				
e. Platoon Leader Performance	<input type="checkbox"/>				
4. Color guard performance/appearance	<input type="checkbox"/>				
5. Pass in review	<input type="checkbox"/>				
6. Drill teams	<input type="checkbox"/>				
a. Under arms	<input type="checkbox"/>				
b. Not under arms	<input type="checkbox"/>				
	OUT- STANDING	ABOVE AVG	AVG	BELOW AVG	UNSAT
Overall Cadet Performance	<input type="checkbox"/>				

REMARKS:

F. STUDENT MENTORSHIP	OUT- STANDING	ABOVE AVG	AVG	BELOW AVG	UNSAT
1. College Prep/Higher Education (SAT/ACT/ASVAB/Vo-Tech/STEM)	<input type="checkbox"/>				
a. Selecting the right college or degree program	<input type="checkbox"/>				
b. Monitoring applications and deadlines	<input type="checkbox"/>				
c. Preparing cadets for interviews	<input type="checkbox"/>				
d. Understanding financial options	<input type="checkbox"/>				
e. Sponsoring SAT/ACT preparatory courses	<input type="checkbox"/>				

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f. Tutoring	<input type="checkbox"/>				
g. Mentoring and providing information on military service as a possible career	<input type="checkbox"/>				
h. Monitoring NROTC scholarship application/packages	<input type="checkbox"/>				
2. Cadet Performance/Involvement	<input type="checkbox"/>				
a. Participation in Unit Administration	<input type="checkbox"/>				
b. Participation in Operations/AMI/Off-Site Inspection	<input type="checkbox"/>				
c. CO/XO Performance	<input type="checkbox"/>				
d. Department Head Performance	<input type="checkbox"/>				
e. Freshman Cadet Involvement	<input type="checkbox"/>				
	OUT- STANDING	ABOVE AVG	AVG	BELOW AVG	UNSAT
Overall Student Mentorship	<input type="checkbox"/>				

REMARKS:

G. SPECIAL INTEREST ITEMS	COMPLIANT	NOT COMPLIANT
1. Accountability	<input type="checkbox"/>	<input type="checkbox"/>
2. Fraud, Waste and Abuse	<input type="checkbox"/>	<input type="checkbox"/>
3. Standards of Conduct	<input type="checkbox"/>	<input type="checkbox"/>
4. Prevention of Sexual Harassment	<input type="checkbox"/>	<input type="checkbox"/>
5. Hazing Awareness	<input type="checkbox"/>	<input type="checkbox"/>
6. Physical Security	<input type="checkbox"/>	<input type="checkbox"/>
7. Information Assurance (Privacy Act)	<input type="checkbox"/>	<input type="checkbox"/>

	OUT- STANDING	ABOVE AVG	AVG	BELOW AVG	UNSAT
OVERALL INSPECTION GRADE	<input type="checkbox"/>				

OVERALL REMARKS: