NJROTC AREA-10 NOTICE 1012

From: NJROTC Area Manager, Area TEN

Subj: AREA TEN PROCEDURES FOR NNDCC UNIT INSPECTIONS

Ref: (a) NSTCINST M-5761.1B dtd JUNE 2018
     (b) NJROTC Cadet Field Manual (NAVEDTRA 37116-K)
     (c) NSTC 5761-111 - NJROTC_NNDCC Instructor Evaluation
         Form (11-12)
     (d) NSTC 5761 - 112 - NJROTC_NNDCC Instructor Observation
         Report (11-12)
     (e) NSTC 5761-110 - NJROTC_NNDCC Unit Inspection Form (11-12)

Encl: (1) Sample Inspection Schedule
     (2) Body Fat Measurement Form
     (3) Checklist of items to send to Inspector 2 weeks before
         inspection.
     (4) Checklist of items to present to Inspector (Inspector will
         retain)
     (5) Checklist of items to present to Inspector (Inspector will
         NOT retain)
     (6) Area Ten Instructor Weekly Work Schedule

1. Purpose. To address supplemental policy and amplifying guidance
   to NJROTC Area TEN units for On-Site and Off-Site Inspections for
   NNDCC Units. Procedures are contained herein and are in accordance
   with reference (a) through (e). Reference (e) will be the inspection
   checklist and also serve as the inspection report. MARKS WILL BE
   ASSIGNED DURING THE INSPECTION AS NECESSARY. NSTC high interest items
   are furnished in paragraph (g) of reference (e).

2. Background. The academic year inspection schedule will be
   provided through email, and is posted on the Area 10 Program homepage
   at: https://sites.google.com/a/navyjrotc.us/area-10/. This is also
   where you can download references (c), (d), and (e).
Updates will be posted as changes occur. Ensure that, as a minimum, the school's Principal is notified of the date and schedule of the inspection.

Parents and other school and community officials are welcome to attend the inspection. Since the personnel inspection has been significantly shortened, it is optional for parents and others to attend the full morning.

3. Applicability. The Inspection will normally take one/half day and four hours is usually sufficient. The inspection will consist of a Personnel Inspection, Basic Platoon Marching, Pass-in-Review, Unarmed and Armed Drill Teams, Color Guard Performances, and Command Brief. An arrangement for the Area Manager to have lunch with the Instructors and Cadet Staff is desired. This provides the opportunity, in a relaxed atmosphere, to observe and talk with Unit staff. Enclosure (1) is provided as an example of an inspection day, but is not intended to dictate guidance on how the inspection should be scheduled. Enclosure (1) can be modified to fit your school day and the schedules of your school officials. The Area Manager inspect only one day every other year, however, and the school should provide the maximum support required to make the inspection a success. The section marked “School Support” will be downgraded if sufficient support was not afforded. All items listed in Enclosure (3) should be forwarded via email to the Area Manager within a minimum of two weeks (10 school days), prior to the scheduled inspection. This provides the opportunity to review the information and the ability to inquire if questions should arise. The completed Instructor Weekly Work Schedule (Encl(6)) should be for each individual SNSI and NSI(s), one prepared for each instructor, not one for the Unit as a whole! It should be detailed enough that I can tell who teaches what and when. I will reject it and downgrade the Unit Admin and Academic grades if you give me generic “fluff”; spend some time on it. This email should also include arrival and parking information for the Area Manager’s arrival.

4. Action. The procedures are described in the below paragraphs. The following notes are offered regarding the inspection schedule to ensure the inspection is executed in a timely manner.

   a. Time Blocks. A block of approximately 15 minutes is required with the SNSI at the beginning of the day to discuss the schedule and special circumstances.
An in-brief with the Principal is neither desired nor required, but an out-brief at the end of the Inspection with an Administrator is required (mandatory).

b. Uniform. The uniform for AMI is Service dress blue (or service equivalent) for the inspecting officer, instructors, and cadet officers and chiefs, and NSU for all other cadets. Any deviation from this must be approved by the Area Manager, and failure to comply will result in a significantly lowered grade. Local modifications to cadet uniforms may not be allowed for AMI, and the cadets will be evaluated strictly according to cadet field manual requirements. See para. 5.d. of this notice for more detailed information on cadet uniform requirements.

c. Personnel Inspection. A time block of 30 minutes should be all that is needed for this portion of the inspection. This will permit sufficient time to be allocated to the administrative portion of the inspection. This will also allow the PI to be included into the ceremonial portion of the inspection as well. Only one platoon will be inspected by the Area Manager and I will not give individual Cadets a numerical score. Arrangements for additional inspectors will need to be made (i.e. SNSI/NSIs from other Units, Recruiters, etc.) and they should be made available to inspect all other platoons. Questions should be asked of most every Cadet of the platoon similar to those asked at Area-10 Field Meets. Since numerical scores will not be assigned to individual Cadets, a scribe will not be required. All Platoons should still do In-Place drill as the inspector arrives at the platoon. Platoon marching drill should be done after completion of the personnel inspection as the first part of the ceremonial inspection.

d. Planning. Plan Ahead! Do your Operational Risk Management (ORM) plan for the Personnel Inspection! Cadets frequently fall-out during the inspection. Do all there is possible to prevent it (Encourage hydration, relaxing/Locking knees, and have Platoon Commanders execute the commands of right/left face them to force them to move for platoons not being inspected), and do not keep them in formation for long periods of times, but regardless, be prepared for those that do fall out. Plan for it, it will happen. Time is critical so keep it moving. Have a back-up plan if a Cadet does fall out! Units that have a cadet fall out, and appear unprepared or confused on what to do will have grades for ORM lowered.
e. Awards. The Area Manager will personally hand out awards to Cadets designated by you, if desired. This is for you to plan and have prepared. Place in the schedule sufficient time for this to happen, if you are going to do this; leave it out of the schedule if not.

f. Staff Command Briefing. The purpose of the Staff Command brief is for each Cadet on the Staff to convey what each one of them has accomplished in the Corps and in high school, future plans after high school, and most importantly, a concise relationship of what their goals relative to their staff position are, and how they intend to accomplish them (or how they have accomplished them). Roles and responsibilities of the CO, XO, etc., are neither desired nor required. The staff briefing shall end with a small number of slides dedicated to your unit’s bystander intervention and anti-bullying/anti-hazing and suicide prevention program. It can be briefed either by an instructor or a cadet or cadets of your choice, or a combination.

g. Attendance Requirements of the Staff Command Brief. Attendance of the SNSI, School Principal, Superintendent or a representative of the Superintendent, Senior Guidance Counselor, Guidance Counselors, and parents are desired when available. This will afford the Cadet Staff a great speaking experience. This, by all means, is NOT a private briefing. It is highly encouraged that attendance of parent(s) of a Briefer be invited as well.

h. Cadet Debrief. A Cadet debrief will be conducted. There is a required 30 minute debrief of the entire Inspection with all Cadet Staff without the SNSI/NSI or anyone else that is not part of the Cadet Staff Command presentation. It should be one of the last items in the schedule; I can’t debrief them on the inspection if it’s not complete yet.

i. Cadet Professionalism. Please watch for extreme anxiety on the part of your Cadets and defuse it where necessary. It is expected for them to work hard on their performance, drill, and especially appearance, and I will confront a cadet who appears to have made little or no preparation. They should view the entire inspection as a chance to show off their abilities and accomplishments. It's their opportunity to prove that they can be RESPONSIBLE TO PREPARE FOR INSPECTION. This is an exercise in the TEAMWORK concept in actual production and exercise.
j. Provide the Area Manager with a current copy (within the last two weeks) of the CDMIS generated Unit Statistics Report.

k. SNSI Evaluation. The Area Manager will complete the SNSI evaluation. The SNSI will complete and sign evaluations on each NSI. The most recent classroom observation (PDAS or local school form) of the SNSI and NSI conducted by the Principal or other administrator during the current school year must be available for review. If you do not have one, then have one done on the navy provided form. Use of an obsolete form or one from a different school year will not be accepted.

Ensure all evaluation forms have height/weight and body fat data completed (if required), and signed by your health care professional prior to submission.

1. Academic inspection. This is not a classroom observation; I do not require you to teach a class to cadets; I do require the SNSI provide me a short narrative (1 page) on how your unit has the academic program organized i.e. grading criteria, etc. and for all instructors using the “RF” CPS/TPC system, to demonstrate its use to me.

5. In-Ranks Inspection. The procedure for In-Ranks Inspection is outlined in reference (b). It is optional to conduct open ranks in the presents of the Area Manager. However, the Platoons may already be at open ranks and at normal interval upon the Area Manager’s arrival. If the Platoon is already at "Open Ranks", the Platoon Leader should be positioned three paces in front of the guide and report. Each Platoon Leader shall report upon arrival of the Inspecting Officer; "(Alfa, Bravo, etc.) Platoon is ready to conduct in-place drill, Sir.”

a. Battalion and/or Company Staff Officers are not to be in ranks with the platoons as members of a squad. Battalion and/or Company Staff Officers will form with their respective Commanders and they should not be Platoon Leaders.

If desired for Staff and Company Commanders to be inspected, it will be conducted prior to inspecting the one platoon scheduled for inspection. However, they are not required to stand inspection. Pre-arrange ahead of time for this inspection to take place.
Ensure that the Platoon leader is the highest ranked Cadet in that platoon. If there is an officer and/or CPO who has no assigned position, he/she can be placed in the platoon formation as a file closer. Staff Officers should not perform in-place drill or platoon marching drill. All cadets will Pass-In-Review and that includes the Battalion and/or Company Commander.

b. The Inspecting Officer will acknowledge the report and direct the Platoon Leader to “Conduct in-place drill.”

Platoon Leaders will properly acknowledge the order and command their platoons to perform the exact sequence outlined below. Platoon Leaders will pause five seconds between each command.

(1) Parade Rest  
(2) Attention  
(3) Left Face  
(4) Right Face  
(5) Uncover (FOLLOW THE FIELD MANUAL PROCEDURES)  
(6) About Face (pause until directed to continue)  
(7) About Face  
(8) Cover  
(9) Hand Salute*

*Note: As the platoon is executing the hand salute, the Platoon Leader will report to the Inspecting Officer, “In-place drill is completed, (Alfa, Bravo, etc.) Platoon is ready for inspection, Sir.”

The Inspecting Officer will acknowledge the Platoon Leader, who will in turn give the command, “Ready Two.” It is not necessary for the Platoon Leader to do an about face to give the command “Ready Two”. He/She merely should turn their head to the left and give the command.

c. Close Ranks and Parade Rest - Executed upon completion of the inspection of each platoon, after the inspecting officer has moved on to the next platoon.

Upon completion of the Inspection of the Platoon, the Platoon Leader will again assume the position 3 paces in the front of the guide and report out, "Alpha Platoon has completed inspection Sir".
Once the Inspection Officer leaves, the Platoon Leader will move to position themselves centered on the Platoon, 6 paces in front of the 1st squad and give the command to close ranks and parade rest.

d. Cadets are only allowed to wear authorized CDMIS uniform items. Non-prescription sunglasses or corfam (high gloss) shoes or patent leather female pumps are not authorized. Medals and ribbons awarded by other organizations, such as Army JROTC or Dadaelian awards, are authorized. No more than three medals may be worn on any uniform for this inspection. Officers and Chiefs will wear the Service Dress Blue uniform. Cadets shall be covered for the PI and Pass in Review!

(1) The inspection grade will be lowered if Cadets are not in the required uniform.

(2) Only one lanyard (aiguillette) will be worn by a Cadet at the inspection, unless one is the L/A silver cord, and then 2 may be worn, one on each shoulder. If not the LEADERSHIP LANYARD, it must be of that same identical style. Lanyards of different colors may be worn by members of the various unit teams. CO'S, XO'S, Staff Officers, and Platoon Leaders are not to be issued Lanyards because of position/billet.

(3) An ILLEGAL LANYARD (aiguillette) is one which is not of the same identical style as the silver leadership lanyard and is not to be worn by a cadet at any time or occasion. Two lanyards are allowed to be worn (field manual). Uniform modifications (berets, ascots, etc. that are worn at drill meets that permit uniform modifications, are not authorized at AMI, or anywhere other than those drill meets. It should look just like it looks in the CFM.

6. Completion of the Personnel Inspection. After completion of this inspection and before beginning the ceremonial phase, the Unit Commander shall order each platoon to conduct basic marching drill. Each of the platoon Leaders will drill his/her platoon and exhibit the maneuvers listed below at least once. The entire drill sequence will be completed in approximately 5 minutes.
a. Platoon Drill will be conducted at

(1) Forward March
(2) Halt
(3) Mark Time
(4) Half Step
(5) Side Step Left and Right
(6) Change Step
(7) Back Step
(8) Column Left and Right
(9) To the Rear March
(10) Flanking Movements Left and Right
(11) Left and Right Oblique

b. All commands except Halt and Change Step will be executed for at least six (6) steps. The exact sequence is to be developed by each platoon depending on the configuration of the marching area.

Individual Platoon Leaders will demonstrate their ability to march the platoon to its original starting position within the company or battalion formation at the end of the Basic Drill phase.

7. **Ceremonial phase.** The ceremonial phase of the AMI should commence after completion of the personnel inspection and platoon basic marching drill.

A short break and repositioning of cadets is authorized and encouraged prior to beginning this phase.

The ceremonial phase is a spectator event, and the presence of large numbers of guests is encouraged/expected. During this phase drill team performance is required. Each Drill Team Commander will report commencement and termination of the Drill Team performance to the **Unit Commanding Officer** or representative, **NOT THE AREA MANAGER**! The safety of Drill Team members is paramount. The drill rifle weighs over nine pounds and can cause serious injury.

The bottom line is if the maneuver looks dangerous, then you should not be doing it. The same caution will be exercised with swords. During the ceremonial phase the Color Guard must have demonstrated the following movements: Marching, Present Colors, Left Turn, Right Turn, Counter March and Eyes Right.
8. **Modifications.** Limited modification and adaptations are authorized to compensate for inclement weather. **Plan a foul weather program to include a modified Pass-in-Review.**

9. **Required submissions and due dates.** The following is a list of items and due dates associated with Annual Inspections:

   a. Two weeks before the inspection. Provide the proposed inspection schedule with additional items listed in enclosure 3 to the Area Manager by email.

   b. Upon arrival for inspection, the items listed in enclosures 4 and 5 shall be presented to the area manager. Print enclosure 4 and 5 and use them as a checklist. I want to see everything listed. Have it all there and laid out and it will be quick; if we have to go looking for items we will go late, if necessary to find them all.

10. **Make it Public!** I am looking forward to the Annual Inspection and the chance to see your fine Cadets in action. I encourage you to publicize the Inspection and invite appropriate guests. Press coverage is highly recommended and would help our program tremendously.

11. **Preparation and communication.** You will receive a grade for every category listed on the inspection report. If you have no supporting documentation ready to show me for each item listed there, be prepared for an unsatisfactory grade in those categories. I will not hesitate to give you Outstanding in some categories, but Unsats in others! Make sure you put as much effort in preparing your Unit Admin, Reports and Records, and Academic inspection areas as you do into the Cadet Performance areas!

12. **Cancellation.** When the basic directive is superseded by a revision of the same or is otherwise canceled.

   **J. M. HALE**

Distribution:
Area-10 Units via
https://sites.google.com/a/navyjrotc.us/area-10/
SAMPLE INSPECTION SCHEDULE

0745 - 0800  Inspecting Officer Arrives/Visit with SNSI
0800 - 0815  Academic inspection RF-CPS/TFC Demo (w/Navy Curriculum)
0815 - 0845  Personnel Inspection
0845 - 0915  Platoon Basic Marching demonstration
0915 - 0930  Break/Reposition cadets
0930 - 1100  Parade the Colors - National Anthem
              Invocation
              Post the Colors
              Recognize guests
              Drill Teams perform
              Personal Appearance Awards
              Pass In Review
1100 - 1130  Cadet Staff Brief (Power Point Brief) including
              Suicide Prevention, Bystander intervention, and anti-hazing anti-
              bullying brief
1130 - 1200  Lunch
1200- 1230   Cadet Staff debrief
1230 - 1245   SNSI/NSI debrief
1245 - 1300   Debrief Principal

Inspecting Officer departs

(Times are estimated. You may change sequence to fit your needs... Whatever works best for you. NO MAJOR BREAKS IN SCHEDULE PLEASE. The Cadet Staff Command Brief must be given prior to the ADMIN Inspection.)

Encl (1)
PERSONAL APPEARANCE/BODY FAT MEASUREMENTS

Date: __________

NAME: ___________________________ RANK/RATE: __________

Height (in inches): __________

Weight: __________

Neck Measurement: __________

Waist Measurement: __________

Hip Measurement (Female Only): __________

________________________________________
Healthcare Professional
Signature
Items to send to the Inspector minimum 2 weeks prior to the inspection:

☐ An electronic copy of the Inspection schedule.

☐ A draft of the inspection report, Ref (e), filled out as a self-assessment (word file)

☐ instructor weekly work schedules, completed for each instructor Encl (6)(excel file)

☐ CADET PHYSICAL FITNESS REQUIRED FIELDS Report from CDMIS, from reports; cadets (6th one down from top...). For all active cadets.

☐ detailed arrival and parking instructions.
Items the Inspector will keep and take with him:

☐ The height and weight of each instructor as determined by the school nurse within one week of the inspection. This information will be documented on enclosure (2).

☐ A printed copy of the Inspection schedule.

☐ A printed one-page description of your academic program. (to include grading criteria, grade breakout, and other items you consider significant)

☐ A current Unit Statistics Report from CDMIS. Add daily attendance/number of cadets absent prior to departure

☐ The completed NSI evaluation(s), signed by the SNSI with the height/weight information completed and signed by the health care representative.

☐ A SNSI evaluation with only the header information and height/weight information completed and signed by the health care representative completed.

☐ A copy of the last SNSI and NSI Teacher Evaluations (PDAS or school form) completed by the Principal or designated school official for the current school year, or substituted Navy form.

☐ A schedule of all cadet activities completed since the start of school year and those activities to be completed by the end of the school year.
Items the Inspector will NOT keep and will NOT take with him, but must be made available for his review:

- the SNSIs copy of Reference (a), NSTC M-5761.1A dtd 23 OCTOBER 2015.
- the SNSIs copy of the contract executed between Navy and the School District.
- the SNSIs copy of the Unit’s SORM/Unit Regs Manual.
- All items related to your marksmanship program (i.e. Range SOP, Cadet Safety Pledges, and Instructor CMP Certificate).
- The four books used for the Advanced Certification courses (Learning and the Brain, Educational Psychology, Classroom Management, and Secondary Methods.)
- A copy of the Instructional Material WtW Inventory
- A copy of the Unit’s Pre-mishap/ORM Plan(s).
Sample weekly work schedule for conventional schedule 8 period day. One shall be prepared for each instructor at the unit.

Excel spreadsheet blank forms for completion of the schedule are available on the Area Ten web page.

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Encl (6)