

NJROTC AREA 17 NOTICE 1010

From: NJROTC Area Manager, Area Seventeen  
To: All Area 17 Units

Subj: **AREA SEVENTEEN PROCEDURES FOR AREA MANAGER'S INSPECTION (AMI)**

Ref: (a) NSTCINST M-5761.1B dtd JUNE 2018  
(b) NJROTC Cadet Field Manual (NAVEDTRA 37116-K) of Aug 18 (11th Edition, Revised)  
(c) NSTC 5761/111 - NJROTC Instructor Evaluation (11-12)  
(d) NSTC 5761/112 - NJROTC Instructor Observation Report (11-12)  
(e) NSTC 5761/107 – NJROTC Instructor Personal Appearance (11-12)

Encl: (1) CDMIS AMI Report Worksheet Self-Assessment (in Word Format)  
(2) NJROTC Sample Inspection Schedule  
(3) Checklist of items to send to Area Manager at least two weeks before AMI.  
(4) Checklist of items to present to Area Manager on arrival (AM will retain)  
(5) Checklist of items to have available during AMI (AM will NOT retain)

1. Purpose. To address supplemental policy and provide amplifying guidance to NJROTC Area Seventeen units for the annual Area Manager's Inspection (AMI). The AMI will be conducted in accordance with references (a) and (b). The AMI schedule for 2024-2025 will be reviewed during annual In Service Training.

2. Background. With the 2023 NJROTC re-organization, each Area Manager will conduct an AMI for every unit, every year, with no "off site" inspections. One of the advantages is that an inspection schedule can be developed to ensure each unit's AMI occurs at about the same time each year, much like other events on the school's academic calendar. As one of the biggest events of the year for the unit, the SNSI/NNDDCI must ensure that the school's Principal is notified of the date and schedule for the day of the inspection and any concerns or conflicts are addressed well in advance of the date. Parents and other school and community officials should also be informed in a timely manner to encourage them to attend the Command Brief and Drill/Ceremonial Phases of the AMI. In addition, for Area Seventeen, we will take some of the focus and emphasis off of drill, although a personnel inspection, drill team demonstrations and Pass In Review are still very important and required. We will place more emphasis on the overall program. It is encouraged that the Command Staff Brief, that includes briefs from all Staff as well as all team commanders, in addition to the required Special Interest teams, be the focal point. The objective is to have all cadets, the school administration, counselors, parents, and any other VIPs from the community attend the Command Brief to hear what NJROTC at your unit is really all about, as well as your unit's accomplishments before they go to the Drill/Ceremonial Phase to see what your cadets can do.

3. Applicability. The AMI will normally take most of one full school day, with the inspection completed in four separate phases: 1) Command Brief, 2) Drill/Ceremony, 3) Curriculum / Administrative Review, and 4) Critique/Debrief. An AMI at an NNDDC will normally take less than a full day, depending on the size and activities of the unit, but it consists of the same major events as an NJROTC unit's inspection, except reviewing finances and inventories. In addition to the four parts of the AMI, an arrangement for the Area Manager to have lunch with the Instructors, Cadet Staff, and other invited guests is desired to provide the opportunity, in a relaxed atmosphere, to observe and talk

with the Cadet Staff and school administrators. It should be noted that since the Area Manager inspects only one day per year, the school should provide maximum support to make the inspection a success. Invite the Superintendent.

4. Action. The CDMIS AMI Report Worksheet Self-Assessment is provided as Enclosure (1). This report must be completed and submitted to the Area Manager as a self-assessment and will be used to complete the official Inspection Report in CDMIS. The Area Manager will also use the self-assessment as a worksheet throughout the day of the inspection, assigning marks to complete the form as the inspection progresses. The completed worksheet will be used in the Area Manager's critique and debrief of the Cadet Staff, instructors, and school administrators. The procedures are described in the below paragraphs. Enclosure (2) provides a sample schedule which should be modified to fit your school schedule and allow the opportunity to complete the entire AMI in one day. Contact the Area Manager in advance if you have any major deviations from the sample schedule. All items listed in Enclosure (3) must be forwarded via email to the Area Manager and Area Administrator a minimum of two weeks (10 school days) prior to the scheduled inspection. This provides the opportunity to review the information and inquire if questions arise. All items listed in Enclosure (4) must be presented when the Area Manager arrives at the school. All items listed in Enclosure (5) must be available during the Curriculum / Administrative and Financial Review portions of the AMI.

5. Specifics. Remember the AMI is a "big deal." Ensure your cadets and administration know how important it is. The AMI will be conducted as follows:

- a. Provide and follow a schedule for the day. Ensure cadets are excused from classes to participate, especially cross enrolled cadets. Ensure your Cadet Staff is available for the extended periods to participate in the additional required portions of the AMI.
- b. An in-brief with the Principal is not required/desired, but an out-brief at the end of the AMI with one of the designated administrators is mandatory.
- c. Uniform. The uniform for AMI is Service Dress Blue (or service equivalent) for the Area Manager, Instructors, and all cadet officers and chiefs, and Navy Service Uniform 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. Foul weather jackets, in lieu of the SDB (or service equivalent) are not authorized for instructors. Local modifications to cadet uniforms are not allowed for the AMI and cadets will be evaluated strictly according to the Cadet Field Manual requirements. Additional notes on uniform requirements are:
  - (1) Cadets are only allowed to wear authorized CDMIS uniform items. Non- prescription sunglasses or corfam shoes are not authorized. Medals and ribbons awarded by other organizations, such as other JROTC or EOY awards, are authorized, but no cadet should wear more than three medals for this inspection.
  - (2) Only one aiguillette will be worn by a cadet on the left shoulder, unless the cadet has earned the Leadership cord which is worn on the right shoulder.
  - (3) Uniform modifications (berets, ascots, etc.), are not authorized at AMI.
- d. Personnel Inspection (PI). PI will be conducted by the Battalion/Company Commander, along with the staff and any guest instructors, with the Area Manager observing. The PI should mimic the weekly uniform inspection conducted by the unit.

- e. Basic In Place Drill will be conducted as part of the PI. The following sequence is mandatory with a five second pause between each command:

- |                 |                 |
|-----------------|-----------------|
| (1) Parade Rest | (6) About Face  |
| (2) Attention   | (7) About Face  |
| (3) Left Face   | (8) Cover       |
| (4) Right Face  | (9) Hand Salute |
| (5) Uncover     | (10) Ready, Two |

- f. Plan Ahead! Do your Operational Risk Management (ORM) plan for the Personnel Inspection. Cadets frequently pass-out during the inspection, so do all you can to prevent it. Encourage hydration, relaxing/locking knees, and have Platoon Commanders execute the commands of right/left face to keep cadets moving while waiting for others to complete. Do not keep them in formation for long periods of times and be prepared for those that do pass-out. Have a plan if a cadet does pass-out, units that appear unprepared or confused will have scores for ORM lowered.
- g. Awards. The Area Manager will personally hand out “Bravo Zulu” awards to cadets designated by you, if desired. This is for you to plan and have prepared. Identify the cadets throughout the year and have the awards ready to present. This is also a good time to give out advancements and promotions.
- h. Cadet Staff Briefing. For cadets that are briefing, they should convey what they have accomplished in the unit 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). They should also provide information on their team and unit’s accomplishments. A Cadets should explain what they do for the program. ADMIN should brief the number of cadets in the program by NS level, by grade level, by gender, and demographic background. Attendance of the Principal, Superintendent or a representative of the Superintendent, Senior Guidance Counselor, Guidance Counselors, and parents is desired. This will afford the cadets a great public speaking experience. This is NOT a private briefing. The Cadet Staff should close the briefing with a short review of High Interest items as required by reference (a).
- i. Cadet Professionalism. Please watch for extreme anxiety on the part of your cadets and defuse it where necessary. Cadets should understand the entire AMI is a chance for them to show off their abilities and accomplishments. AMI should be a demonstration of the concept of TEAMWORK in action.
- j. Administrative Inspection. The cadets responsible for keeping inventories and cadet records should be standing by to guide the Area Manager through their part of the inspection. Don’t leave your cadets to take the blame for something that is not up to standards. If you know of issues with your programs, brief me beforehand, take responsibility, and avoid embarrassing your cadets. If it is found that instructors are doing the work, marks for overall program management will be lowered.
- k. Minor Property Inventory. (NJROTC units only) The Area Manager will personally sight all items on the Minor Property Inventory using the provided copy of the most recent Minor Property Wall to Wall (WtW) inventory. All minor property will be tagged with “tool tags” which must be listed in CDMIS (exceptions apply for drill rifles). If an item cannot be located, it is an indication that reviews and preparations of inventories did not

take place within the two-week period prior to the AMI. Don't leave any items in deep storage; have everything out where the inspector can sight it.

- l. Financial Accounts. (NJROTC units only) The SNSI or NSI must maintain a complete set of account records regardless if the high school administration also keeps records. Records review will be expected to be accomplished with the responsible instructor, not the school system accountant. The focus of the review is on Unit Support and Maintenance funds. A ledger must be maintained for all USM funds receipts and expenditures, with copies of invoices and receipts to cover all of the USM funds provided to the school. The ledger can be electronic, and the receipts can be scanned and saved in a folder. The account will be reviewed back several years for continuity, not just the current school year.
  - m. Uniform Inventories. (NJROTC units only) A validity check of uniform supply will be conducted compared to the printed copy of the clothing WtW Inventory provided. A hands-on drill in CDMIS with the Admin and Supply Officer will be conducted to determine their comprehension of the system. What is seen on the inventory sheet, is what should be seen on the shelves or hanging up.
  - n. Academic inspection. A classroom demonstration is required, but you are not required to teach a complete class due to time. A short narrative on how the unit's academic program is organized (i.e. grading criteria, etc.) is required, as well as a review of the printed Instructional Material WtW inventory and for all instructors to demonstrate use of the TPC.
  - o. Drill / Ceremonial phase. During the ceremonial phase the unit's Color Guard will parade and post the Colors. No additional Color Guard sequence is required. Following Personnel Inspection, the unit will conduct a Pass In Review to demonstrate basic marching drill for all cadets, including the Staff and Color Guard. There is no requirement for each platoon to conduct a basic marching drill routine. However, it is not prohibited. If you want to have all platoons march as part of a competition for honor platoon, you can. This is a spectator event and the presence of large numbers of guests is encouraged/expected. During this phase, drill team performance is required, Exhibition routine preferred, but Regulation is allowed, with each Drill Team Commander reporting commencement and termination of the Drill Team performance to the unit Commanding Officer not the Area Manager. Safety First! Consider the use of drill rifles, guidons and swords in proximity to the cadets and the audience in your preparations.
  - p. Limited modification and adaptations are authorized to compensate for inclement weather. Have a workable foul weather program to include a Pass in Review. The Area Manager will not "troop the line" as the cadets must demonstrate the ability to conduct drill movements.
6. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

Distribution:  
ALL AREA 17 UNITS

**AREA MANAGER'S INSPECTION REPORT (Self Assessment)**

INSPECTION TYPE:

☐ NJROTC

☐ NNDCC

UNIT INFORMATION			
UIC:		Date of Inspection	
School:		Date of Last Inspection	
Street Address:		Current Unit Enrollment	
City, State ZIP:		No. Cadets Present @ Insp	
Superintendent:			
Principal:			
SNSI:			
NSI:			
NSI:			
Is the unit currently in an evaluation or probation status?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF YES, REASON:		<input type="checkbox"/> LOW ENROLLMENT	
		<input type="checkbox"/> INSTRUCTOR VACANCY	
		<input type="checkbox"/> FAILED INSPECTION	
		<input type="checkbox"/> OTHER (EXPLAIN IN REMARKS)	
UNIT REMARKS:			
INSPECTOR/AREA MANAGER:			
AREA MANAGER'S NOTES:			

<b>A. SCHOOL SYSTEM PROGRAM SUPPORT</b>	EXCEEDS STANDARD	MEETS STANDARD	NEEDS IMPROVEMENT	FAILS STANDARD	
1. Adequacy and condition of facilities					
a. Classrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Storage/Armory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Drill Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Security					
a. Drill Rifles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Air Rifles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Uniform items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Other Govt Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Sufficient Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Administrative support					
a. Internet connectivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. IT Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Instructors		YES	NO		
a. Does unit have the required number of instructors?		<input type="checkbox"/>	<input type="checkbox"/>		
b. Are NJROTC instructor contracts properly executed?		<input type="checkbox"/>	<input type="checkbox"/>		
c. Other duties assigned?				NNDCC = N/A	
(1). Are non-NJROTC duties performed?		<input type="checkbox"/>	<input type="checkbox"/>	If NO, skip to # 5	
(2). Rotated equitably among faculty?		<input type="checkbox"/>	<input type="checkbox"/>	If NO, explain in Remarks	
(3). Under separate contract/outside normal school hours?		<input type="checkbox"/>	<input type="checkbox"/>	If NO, explain in Remarks	
5. Support of NJROTC field trips/activities equitable?		<input type="checkbox"/>	<input type="checkbox"/>		
6. Coverage for loss and damage of government property?		<input type="checkbox"/>	<input type="checkbox"/>		
7. Review contract as necessary with school officials		<input type="checkbox"/>	<input type="checkbox"/>		
8. Support of program	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT	
a. District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. School Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Parents/Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Overall School System Program Support</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

REMARKS:

<b><u>B. ADMINISTRATION OF THE PROGRAM</u></b>	EXCEEDS STANDARD	MEETS STANDARD	NEEDS IMPROVEMENT	FAILS STANDARD	
1. Cadet recognition (Awards, Ribbons, Medals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Extracurricular activities					
a. Use of field trips and cruises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Use of local military activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Participation in community support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Participation in school support	<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"/>	
f. Team participation					
(1). Academic Team	<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"/>	
(3). Athletic Teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
(4). Orienteering Team (optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5). Marksmanship Team (optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6). STEM Team (optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Public Affairs					
a. Use of local media	<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"/>	
c. Use of school/unit website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Information to STAKEHOLDERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Published/Distributed Unit Handbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Use of Echo360/Turning CMS System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Following are on-hand & up-to-date:	<b>YES</b>	<b>NO</b>			
a. NJROTC Program Regulations	<input type="checkbox"/>	<input type="checkbox"/>			
b. NJROTC Supply Manual	<input type="checkbox"/>	<input type="checkbox"/>			
c. School Agreement	<input type="checkbox"/>	<input type="checkbox"/>			
7. Cadet Protection Policy Posted	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Overall Administration of Program</b>	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
REMARKS:					



<b><u>C. REPORTS AND RECORDS</u></b>	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT
1. Accounting procedures (gov't property):				
a. Requisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Inventory/Minor Property Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Reimbursement Claims:				
a. Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Timely Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Required/requested reports:				
a. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Timely submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Records, files and database:				
a. Cadet records (Security/Privacy Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Inspection Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Correspondence/Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Unit Fiscal Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Reports and Records</b>	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REMARKS:				

<b><u>D. CADET PERFORMANCE</u></b>	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT
1. Personnel Inspection:				
a. Formation in ranks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Presentation by cadet officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Military Bearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Uniforms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. In Place Drill:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Color Guard performance/appearance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Pass in Review:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Drill Teams:					
a. Under Arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Not Under Arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6. Cadet Involvement:					
a. Participation in Unit Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Participation in Ops/AMI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. CO/XO Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Department Head Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Cadet Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Overall Cadet Performance</b>	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
REMARKS:					

<b><u>E. COLLEGE AND CAREER READINESS</u></b>	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT	
1. Sponsoring SAT/ACT prep / ASVAB testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Monitoring applications and deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Preparing cadets for interviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Peer tutoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Tutoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Mentoring / info on military service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Monitoring NROTC scholarships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Overall College and Career Readiness</b>	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
REMARKS:					

<b><u>F. SPECIAL INTEREST ITEMS</u></b>	COMPLIANT	NONCOMPLIANT
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. Suicide Awareness	<input type="checkbox"/>	<input type="checkbox"/>
7. Pre-Mishap / ORM Plans	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

OVERALL INSPECTION GRADE	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PROBATION RECOMMENDATION:</b>	<input type="checkbox"/>	<b>N/A</b>			
	<input type="checkbox"/>	<b>PLACE ON EVALUATION STATUS</b>			
	<input type="checkbox"/>	<b>PLACE ON PROBATION STATUS</b>			
	<input type="checkbox"/>	<b>REMOVE FROM EVALUATION STATUS</b>			
	<input type="checkbox"/>	<b>REMOVE FROM PROBATION STATUS</b>			

REMARKS:

**NJROTC SAMPLE INSPECTION SCHEDULE**

- 0830 – 0845 Inspecting Officer Arrives, Greeted by SNSI/Senior Cadet
- 0845 – 0900 Meet with SNSI, drop off personal items in NJROTC Office.
- 0900 – 1000 Command Brief attended by all cadets, staff, administration, parents, and invited guests. Conducted by Cadet Staff and Team Commanders, including all Special Interest Items: Suicide Prevention, Bystander Intervention, Hazing Prevention Programs
- 1000 – 1015 Break/Reposition cadets
- 1015 – 1115 Drill/Ceremonial Phase
- Parade the Colors – National Anthem
- Invocation (if desired)
- Post the Colors
- Recognize guests
- Cadet Staff and Company/Platoon Commanders conduct PI & In Place Drill
- Battalion/Company Pass In Review
- Drill Teams perform (Exhibition preferred)
- Personal Appearance Awards
- 1115 – 1130 Parents Meet with Cadets for pictures (Unit Picture if desired)
- 1130 – 1145 Break/Dismiss most cadets
- 1145 - 1230 Lunch with Cadet Staff, Instructors, School Administrators, VIPs
- 1245 - 1300 Break/Dismiss cadets not involved in remainder of inspection
- 1300 – 1315 Curriculum Delivery demonstration by an Instructor in an actual NJROTC class
- 1315 – 1345 Administrative Review with Cadets
- CDMIS Cadet Admin and Supply Records, EOY Report Progress Review
- Uniform/Minor Property/Instructional Material Inventory
- Inspection of Spaces/Security
- 1345 – 1400 Cadet Staff Meet with AM and Debrief (without Instructors)
- 1400 – 1415 Administrative (Financial Records) Review with Instructors
- 1430 – 1445 SNSI/NSI debrief
- 1445 – 1500 Debrief Principal
- 1500 Area Manager departs

All times are estimated. You may change sequence to fit your class and Administration's schedule. Keep it moving, no major breaks in the schedule, Area Manager should be engaged, but will take breaks with the unit.

**ITEMS TO SEND TO AREA MANAGER AT LEAST TWO WEEKS PRIOR TO AMI**

- ☐ Detailed arrival and parking instructions for the Area Manager. (Google map view appreciated.)
- ☐ Enclosure (1), **in MS Word format**, completed as a Self-Assessment
- ☐ A copy of the proposed AMI schedule, a revised version of Enclosure (2), to meet the needs of your school and cover all the required events.
- ☐ Instructor weekly work schedules, completed for each instructor, including classes and before/after school scheduled events preferred in Excel format.
- ☐ List of all unit activities completed to date and a schedule of activities planned for the rest of the school year.
- ☐ A one page description of the unit's academic program, including grading criteria and other significant information.
- ☐ Blank copy of the form used for the unit's Weekly Personnel Inspection showing points awarded/deducted.
- ☐ A copy of the unit's ledger covering USM funds provided for the last three years.

**ITEMS TO PRESENT TO AREA MANAGER ON ARRIVAL (WILL TAKE AFTER AMI)**

- ☐ A printed copy of the AMI Schedule, noting any changes from the previous provided version.
- ☐ A current Unit Statistics Report from CDMIS (*Reports, Unit, Unit Statistics*).
- ☐ The **completed** evaluation for each NSI, reference (c), signed by the SNSI as the Evaluator with height/weight and body fat information (if needed) completed (signature of school health care representative not required). School Observation information completed. Signature of NSI is optional except where “unsatisfactory” or “needs improvement” has been indicated. The Area Manager will sign as indicated.
- ☐ An evaluation form for the SNSI, reference (c), with only the header information and height/weight and body fat information (if needed) completed (signature of the school health care representative not required. School Observation information completed. Area Manager will sign as the Evaluator.
- ☐ The completed and signed NJROTC Instructor Observation Report, reference (d), for the SNSI and each NSI is preferred. As an option, if it was completed during the reporting period of the Evaluation, provide the latest Teacher Evaluations (TTESS or school form), completed and signed by the Principal or other designated school official, for each instructor.
- ☐ An NJROTC Instructor Personal Appearance form, reference (e), for each instructor, with height and weight (and measurements if required) as determined and signed by the school nurse within one week of the inspection.
- ☐ An updated copy of the unit’s ledger covering USM funds provided for the last three years.

**ITEMS REQUIRED TO PRESENT TO THE AREA MANAGER (WILL NOT KEEP)**

- ☐ Access to reference (a), NSTC M-5761.1B dtd June 2018. (hard copy or digital)
- ☐ A copy of the current contract executed between Navy and the School District.
- ☐ A copy of the unit's SORM/Cadet Handbook.
- ☐ All items related to the marksmanship program (i.e. Range SOP, Cadet Safety Tests, 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 Unit's Pre-mishap/ORM Plan(s).

**NJROTC units ONLY:**

- ☐ A copy of the insurance/bond statement covering the government property as insured by the district. (A valid certificate must not be expired, and it must be for property coverage, not liability.)
- ☐ A copy of each instructor's employment contract. (If the contract does not stipulate the period of employment and/or salary, additional documents that do disclose period of employment and salary for each instructor such as monthly or quarterly pay statements must be provided.)
- ☐ Most current Minimum Instructor Pay (MIP) statement for each Instructor.
- ☐ Most current DD 2767 statement for each Instructor.
- ☐ A copy of the current Minor Property WtW Inventory.
- ☐ A copy of the current Clothing WtW Inventory.
- ☐ A copy of the current Instructional Material WtW Inventory.
- ☐ Unit file of all received Uniform Invoice receipts (signed and dated) for last four years minimum.
- ☐ A copy of the current Area WAWF Step by Step guide with your WAWF Claim ledger.
- ☐ Copies of all USM expenditure receipts to verify the unit's ledger covering USM funds provided for the last three years.