18 Sept 2014

From: NJROTC Area Manager, Area ELEVEN

To: Area ELEVEN

Subj: **PROCEDURES FOR AREA MANAGER/OFFSITE INSPECTION**

# Ref: (a) NSTC M-5761

1. The AMI and Offsite Inspections are conducted annually. Major areas evaluated are:

I. School System Program Support

II. Administration of the Program

III. Academic Program

IV. Student Mentorship

V. Reports and Records

VI. Cadet Performance

VII. Special Interest Items

Units not scheduled for an AMI will receive an Offsite Inspection, using this directive. The Area Manager provides a written report of the AMI/Offsite to NSTC and a copy to the School/Unit within 30 days of each inspection. SNSI’s shall complete Section **I** of the NJROTC UNIT INSPECTION GUIDE prior to the Area Manager/Offsite Inspector’s arrival, as well as other required documentation.

2. The school, district, community organizations, parents and friends are welcome to attend the ceremonial phase of the inspection. The post-inspection out-brief with the Area Manager is for the SNSI and principal, and will include an overall assessment as well as issues related to the school/district.

3. The following are included in this document and will explain the details of each phase of the inspection:

**ADMINISTRATIVE PROCEDURES**

**PERSONNEL INSPECTION PROCEDURES**

**CEREMONIAL PROCEDURES**

**NJROTC NAVY EVALUATION FORM**

**NJROTC INSTRUCTOR OBSERVATION FORM**

**PARADE CEREMONY EXAMPLE SCRIPT**

**GUEST INSPECTOR REPORT (OFFSITE ONLY)**



Kenneth A. Liles

### ADMINISTRATIVE PROCEDURES

1. Two weeks prior, email the schedule of events to Area Manager or Offsite Inspector. Let me know the preferred uniform for us - either Khaki, Summer Whites, or SDB’s. Offsite Inspectors will need to review this directive as well. Forms required should be completed prior to inspection day and presented to the inspector during the admin phase. Please provide precise parking details to avoid confusion on the morning of arrival.

2**.** Schedule a few minutes to brief the Inspector on the day’s events. This will allow time to discuss the schedule, any changes or awards to be presented.

A. **FOR OFFSITE INSPECTION THE SNSI MUST SEND THE BELOW DOCUMENTS TO THE AREA MANAGER:**

**-Navy Evaluations for SNSI and NSI (NSTC 5761/111 (Rev. 11-12))**

**-School Observation or Teacher Evaluation (NSTC 5761/112 (11-12)**

**-Minor Property Inventory**

**-NJROTC Unit Inspection Report Form**

**-NJROTC Guest Inspector Report Form (sent to Area Manager by guest inspector, fax 619-524-6983/email ken.liles@navy.mil).**

B. **FOR AN ON-SITE INSPECTION THE AREA MANAGER WILL REQUIRE THE BELOW DOCUMENTS:**

a. **Navy Evaluation - NSTC 5761/111 (Rev. 11-12)**. Completed for each SNSI/NSI. The Area Manager will sign the SNSI’s Evaluation; **the SNSI completes and signs the NSI(s).** Ensure height and weight data filled in. If HT/WT limits are exceeded per NSTC M-5761) be sure to include body fat.

1. **Instructor Observation from School - NSTC 5761/112 (11-12).**

This form is required only in the absence of a school provided Teacher Evaluation Form**,** completely filled out for each instructor and signed by the principal or AP. This form is required primarily for an Offsite Inspection.

c. **NJROTC UNIT Inspection Report Form.**  The SNSI will complete section **I (School System Program Support)** prior to Inspector’s arrival. The Area Manager will use this checklist guide on inspection day for note taking

1. **Financial Ledgers.** Most recent Current Unit Balance and Unit Support records + Unit Support records.

e. **End of Year Report** (For review with Cadet Staff)

3. **Cadet Records Review**. The Cadet Staff should be prepared for a spot-check inspection of cadet records/minor property inventory with receipts for newly received equipment.

4**. Supply Inspection**. Cadet Staff must be present. JUMS utilization is required of all units. Have receipts available for received uniform / organizational orders.

5. **Special Interest Items.** Implementation of Intervention Programs (Bullying, Hazing, Suicide Prevention)

\*\*I prefer to keep the cadet staff together for a wide variety of questions related to unit management – this is all part of the cadet staff brief.

6. **Instruction/Forms review**. Please present the following in one location for easy viewing:

(1) NSTC M-5761

(2) Cadet Field Manual

(3) NJROTC Supply Manual

(4) USMC Drill & Ceremonies Manual

(5) Unit Handbook (created by unit)

(6) CPS Usage Details

(7) Unit or School Pre-Mishap Plan (ORM)

(8) A copy of this document

(9) Area 11 Field Meet Instruction

(10)Health Risk Screening Forms

(11)Cadet Physicals

(12)Lesson Guides used by instructors for NS Classes

(13)Marksmanship Training Certificates

6. **Cadet Staff Brief**. This is a formal, team prepared event. The CO should **not** conduct the entire brief; share the load and have department heads give their portion. The brief should be in electronic form (Power Point). The Cadet Brief should last about 20 minutes and I will need about 45 minutes to 1-hour to discuss issues, ask questions of the staff, check minor property, and tour the spaces with them. The content of the brief should include things that make your particular unit special or unique. If the staff did not get a snack break after the PI/Parade ceremony, a snack or lunch should be available, as they are usually ***starving*** by the time of this brief. **One or both instructors should observe the staff brief (this is a change to previous policy).**

a. **Content**.

- What the unit did that they are extremely proud of

- What they are looking forward to doing

- A report on last year's goals

- The unit's future goals. Goals must be challenging, attainable and measurable.

- Areas the unit is very proficient in

- Known areas the unit needs to improve on

- Use the Inspection guide and/or EOY to select areas to add to the Cadet Brief – I will ask questions from these sources.

7. **Debrief**. The de-brief summarizes the AMI and general NJROTC issues, followed by a debrief with the principal or AP (if available). This is an excellent time to bring up school support issues.

8. **Class Observations/Academic Program**: Expect the Area Manager to observe the SNSI teach a Naval Science class, **time permitting**.

9. **\*AMI/OFFSITE SAMPLE SCHEDULE OF EVENTS**

0800 Inspecting Officer arrives, meets with SNSI

0810-0900 Personnel Inspection (Cadet break when complete)

0900 Guests/Parents Arrive

0915-1000 Begin Ceremonial Phase/Parade Colors

National Anthem

Post Colors

Invocation

Recognition of Guests by SNSI

Drill Team Performs

Personal Awards

Remarks

Pass-in-Review

# Cadet Break, Photos, Mingle, Snacks, etc.

1015-1100 (Approximately) - Begin Cadet Staff Brief

1300-1330 Conclude Staff Brief

Inspect Unit spaces with cadet staff

Inspect Cadet Records with cadet staff

Inspect Supply and JUMS with cadet staff

Minor Property Inventory (JUMS)

Other Admin (NJ APS, WAWF, JUMS, EOY, REPORTS, etc.

Classroom Observation of NSI teaching NS class

**\*The above schedule is only an example. Units should implement a schedule / time which is most satisfactory to the school / unit. If a foul-weather day and the gym is unavailable, we will continue in abbreviated fashion – Cadet Staff Brief, records review, minor property, etc.**

PERSONNEL INSPECTION PROCEDURES

1. The PI is a separate event.

a. It normally takes about **45 minutes** to inspect 100 cadets.

b. Follow the uniform regulations contained in the Cadet Field Manual. NJROTC Ribbons should be in correct precedence per the NJ Ribbon Chart. Other ribbons may be worn but are inferior and are placed after the lowest ranking NJ Ribbon. Cadets may wear all earned medals from NSTC M5761 Organizations. Corfam shoes are not authorized.

c. Inspection grades are Outstanding, Excellent, Good, **Average, Below Average, Satisfactory**, or Unsatisfactory. **Have the recorder as organized as possible to minimize delays during the inspection**.

d. Cadets may be asked questions on the chain of command and/or General Orders to the Sentry / Uniform questions / questions pertaining to the Cadet Field Manual or Naval Science Curriculum.

1. Only the Platoon that I am inspecting should be standing - The others platoons can be sitting in the bleachers or elsewhere, then form up while I’m inspecting the last squad.

2. **In-place drill**. Before inspecting each platoon, the platoon leader will lead the cadets through the basic in-place drill. Platoons will be at open ranks and a normal interval before the arrival of the Inspecting Officer. Each platoon commander shall report upon arrival of the Inspecting Officer:

"(Alfa, Bravo, First, Second, etc.) Platoon is ready to conduct in-place drill, Sir/Ma'am."

The Inspecting Officer will acknowledge the report and direct the Platoon Commander to "Conduct in-place drill." Platoon Commanders will properly acknowledge the order and command their platoon to perform exactly the sequence below.

Verbal Commands:

(1) Parade Rest.

(2) Attention.

(3) Left Face

(4) Right Face.

(5) Uncover. (ALL CADETS)

(6) About Face

(7) About Face

(8) Cover.

(9) Hand Salute.

As the platoon is executing the hand salute, the platoon commander will report to the Inspecting Officer, "In-place drill is completed, (Alfa, Bravo, etc.) Platoon is ready for inspection, Sir/Ma'am." The Inspecting Officer will acknowledge the Platoon Commander, who will in turn give the command, "Ready two."

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

PERSONNEL INSPECTION GOUGE

1. The PI is *not* a spectator event. Don’t bring in other classes to observe the personnel inspection; they usually get very bored and result to heckling.
2. It is a separate event and can be done outside your unit spaces, anywhere else you choose, or in the same location as the Parade Ceremony. Be careful not to have it in the flow of student traffic during period changes – this does not work well.
3. For the PI, the cadets do not need to form up at parade rest 45 minutes prior to Area Manager’s arrival - this is poor planning – they can form up just a few minutes prior to the inspector beginning the PI and should prevent the “cadet collapse”.

1. Form up one platoon at a time, while the others sit in the bleachers, forming up while I am inspecting the last squad.
2. NO formalities prior to the PI (no colors, national anthem, speeches, unit march-on, etc). These are reserved for the Parade Ceremony for the spectators to enjoy. It is a waste of valuable time to perform any of these functions during PI.

CEREMONIAL PROCEDURES

1. The ceremonial phase can be done on the field or in the gymnasium. It is an event completely detached from the Personnel Inspection. The event should be EMCEE’D by a cadet, using a good PA system from a prepared SEQUENCE OF EVENTS SCRIPT (example included). Try to avoid any dead time–it makes you look lost and unprepared. This is not the time for mass-confusion or broken PA systems. Remember that grandma and many other relatives are in the bleachers and is the “Main Event” for them. Narration preferably by a cadet, is very important – example: “The Armed Exhibition Drill Team is commanded by Cadet LT Umptesquat, who recently accepted a ROTC Scholarship to X University”. Remember, John Q. Public knows very little about what is occurring at your ceremony, unless you tell them! Music is very important to eliminate the “dead periods”. With each event that showcases a cadet or team, talk about the kids and their accomplishments! Too much dead silence makes the audience feel they are in a funeral home. Mention cadet names as often as possible. The audience will love it.

PARADE CEREMONY GOUGE

An example script has been provided. This will make the ceremony go much smoother than “winging it”.

1. The Parade Ceremony *is* a spectator event and should be planned accordingly. All formalities are encouraged. This is what Mom, Pop, and Grandma came to see.
2. Unit March-On, parading colors, national anthem, invocation, music, CO receiving the report from adjutant, boxing of the staff, sword usage, and recognition of guests by S/NSI or cadet MC from a pre-planned agenda, is certain to set the right mood for the audience. Do whatever your unit has the capacity to pull off. There’s nothing wrong with keeping it smart and simple either.
3. Once the company is formed up, the next phase is cadet performance for the audience. A drill team should perform, or both – your choice. Drill teams look far better than “platoon marching”. I know it’s on the checklist but I prefer NOT to see “platoon marching” unless you have a very convincing argument.
4. The next phase should be cadet recognition. Better to surprise cadets who will receive an award. DON’T call forward cadets to receive the PI Ribbon-you may read their names (quickly). Presentation of other NJROTC ribbons / medals or promotions / cadet of the month, community/ veterans organization awards, booster or chaperone recognition should be called forward for recognition. I will always have Cadet Achievement Award Certificates and Ribbons with that you can present at this time. *Don’t let this opportunity for awards/recognition pass – this is the most important phase of the ceremony. If your principal is present I will ask him/her to assist me in the awards presentation/promotions.*

5. Remarks by guest speaker, principal, AM usually follow the recognition phase.

6. Pass & Review follows awards and/or speeches. The

EMCEE should encourage all spectators to merge onto the

Field for photos, after the cadets have been dismissed.

7. Summary:

Manage the time so that cadets stay fresh and perform at their best in front of the crowd.

Excessive time standing for the cadets results in collapsing, sometimes on asphalt and gym floors.

Point to remember: We are a High School Citizenship Program, and they are 14-16 years old. Be creative as you plan your AMI / PI / Parade Ceremony. Implement the schedule that works best for the Unit / School / Guests, etc. I can flex with about anything.

**EXAMPLE PARADE CEREMONY SCRIPT**

|  |  |  |
| --- | --- | --- |
| 0930 |  | MUSIC STARTS.  GUESTS ARRIVE AT PARADE FIELD. |
| 0955 |  | COT/XO TAKES FIELD POSITION.  COLOR GUARD TAKES POSITION. |
| 1000 | **MC** | **“GOOD MORNING LADIES AND GENTLEMEN, PARENTS, FACULTY AND FRIENDS. ON BEHALF OF THE NAVAL SCIENCE INSTRUCTORS AND CADETS FROM THE\_\_\_\_\_\_\_\_\_\_\_\_ NJROTC UNIT, I’D LIKE TO WELCOME YOU TO OUR ANNUAL AREA MANAGER INSEPCTION. I AM \_\_CADET\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AND WILL ACT AS YOUR MASTER OF CEREMONIES THIS MORNING.**  **THE BATTALION WILL NOW MARCH ON AND THE ACADEMY EXECUTIVE OFFICER, CADET \_\_\_\_\_\_\_\_\_\_\_\_\_\_ WILL RECEIVE REPORTS FROM THE PLATOON COMMANDERS THAT THE CADETS ARE PRESENT AND READY FOR GRADUATION. HE / SHE WILL THEN REPORT THAT FACT TO CADET \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ THE COMPANY / BATTALION COMMANDER OF TROOPS.”** |
|  | **XO** | CALLS “MARCH ON THE BATTALION”. **MUSIC PLAYS #3** |
|  | **XO** | ONCE IN POSITION THE XO CALLS TO PLATOON COMMANDERS: **“REPORT.”** |
|  | **PCs** | WILL EXCHANGE SALUTES WITH XO AND REPORT**: “A/B/C/D PLATOON ALL PRESENT.”** XO WILL RETURN SALUTE AND RESPOND “VERY WELL” TO EACH PLATOON COMMANDER REPORT. |
|  | **XO** | XO DOES AN ABOUT FACE, EXECUTES HAND SALUTE AND REPORTS**, “SIR / MA’AM \_\_\_\_\_\_\_HIGH NJROTC UNIT ALL PRESENT FOR INSPECTION.”** |
|  | **COT** | COT RETURNS SALUTE**, “VERY WELL. POST**.”  XO MARCH TO BRAVO PLATOON.  COT REPORTS TO SNSI OR AREA MANAGER:  **“SIR, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HIGH NJROTC UNIT ALL PRESENT FOR INSPECTION.”** |
|  | **SNSI** | **“VERY WELL, CARRY ON.”** |
|  | COT | **“AYE, AYE, SIR.** |
|  | MC | **“AT THIS TIME THE COLOR GUARD WILL MARCH ON THE COLORS. PLEASE STAND AND REMAIN STANDING UNTIL AFTER THE NATIONAL ANTHEM.”** |
|  | COT | **“MARCH ON THE COLORS.”** “**PRESENT ARMS”.** |
|  | MC | START **NATIONAL ANTHEM. (#14).** COLOR GUARD PRESENTS COLORS. STOP MUSIC AFTER NATIONAL ANTHEM. COLOR GUARD EXECUTES A COUNTER AND MOVES INTO POSITION BETWEEN FIRST AND SECOND PLATOON. |
|  | COT | **“ORDER ARMS” “POST THE COLORS”.** |
|  |  |  |
|  | MC | **LADIES AND GENTLEMEN, OUR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DRILL TEAM, COMMANDED BY CADET\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WILL NOW PERFORM…..TALK ABOUT THE TEAM’S ACCOMPLISHMENTS. APPLAUSE WHEN COMPLETE** |
|  | MC | **LADIES AND GENTLEMEN, NOW OUR ARMED EXHIBITION TEAM, COMMANDED BY CADET\_\_\_\_\_\_\_\_\_\_\_\_\_ WILL PERFORM. APPLAUSE** |
|  | MC / SNSI / AM | **AWARDS PHASE.**  **WILL THE FOLLOWING CADETS REPORT TO THE PODIUM (PROMOTIONS / CADET OF THE MONTH/ INDIVIDUAL AWARDS, HONOR PLATOON, ETC. APPLAUSE** |
|  | MC | **IT IS NOW MY PLEASURE TO INTRODUCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRINCIPAL / GUEST SPEAKER / NJROTC AREA MANAGER.** |
|  | MC | **AM MAKES COMMENTS / RETURNS MIC TO MC** |
|  |  |  |
|  | MC | **THANK YOU, SIR. THE NEXT EVENT IS OUR PASS IN REVIEW. THE PASS IN REVIEW IS TO RENDER HONORS TO OUR AREA MANAGER AND GUESTS. THE PLATOONS WILL PROCEED ALONG A COURSE AND PASS IN FRONT OF THE STANDS. PLEASE REMEMBER TO STAND WHEN THE COLOR GUARD PASSES IN FRONT OF YOUR POSITION (Good opportunity to explain the pass&review)** |
|  |  |  |
|  | COT | **“BATTALION, ATTENTION”. “BATTALION, PASS IN REVIEW”.** |
|  | MC | **(START MARCHING MUSIC #12)**  **BATTALION CONDUCTS PASS IN REVIEW. PASSES IN FRONT OF THE STAND. CONDUCT EYES RIGHT AND PROCEED TO ORIGINAL POSITION**. |
|  | MC | **LADIES AND GENTLEMEN THIS CONCLUDES OUR ANNUAL INSPECTION. GUESTS AND PARENTS ARE WELCOME TO TAKE PHOTOGRAPHS WITH YOUR CADETS ON THE PARADE FIELD AFTER THE COMPANY / BATTALION IS DISMISSED. ON BEHALF OF ALL OF US, THANK YOU FOR ATTENDING AND HAVE A SAFE TRIP HOME. COT, DISMISS THE BATTALION.** |
|  |  |  |
|  | COT | **PLATOON LEADERS, DISMISS YOUR PLATOONS** |

# NJROTC Offsite Guest Inspector Report

A. UNIT INSPECTED:

B. DATE INSPECTED:

1. INSPECTED BY:

Phone:

D. PERSONNEL INSPECTION:

Inspection Day Enrollment: School: Unit:

Number of Uniformed Cadets Inspected:

Uniform worn by Cadets: E-7 & Above Color Guard

E-6 & Below

Uniform worn by Instructors: NSI: ANSI's:

Overall Cadet Appearance: 1 2 3 4

E. COLOR GUARD & DRILL DEMONSTRATION:

Number of Cadets that drilled:

Overall Drill Grade:

Overall Color Guard Grade:

F. PASS-IN-REVIEW:

Overall Grade: 1 2 3 4

Does it Appear that Cadets Rehearsed? Y / N

G. CADET BRIEF:

Overall Grade: 1 2 3 4

Number of Cadets Present Prepared? Y / N

1. Inspector's Signature: