

NAVY JUNIOR RESERVE OFFICERS' TRAINING CORPS PROGRAM ANNUAL 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:
 CURRENT UNIT ENROLLMENT:
 NO. CADETS PRESENT AT INSP:

SUPERINTENDENT:
 PRINCIPAL:

NAVAL SCIENCE STAFF:

SNSI:

NSI(S):

Unit currently in
evaluation/probation
status?

NO ☐

YES ☐

- ☐ Low enrollment
☐ Instructor vacancy
☐ Failed inspection
☐ Other

A. SCHOOL SYSTEM PROGRAM COMPLIANCE & SUPPORT	EXCEEDS STANDARDS	MEETS STANDARDS	NEEDS IMPROVEMENT	FAILS STANDARDS
1. Adequacy and condition of facilities				
a. Classroom	<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 Government Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Sufficient Insurance documentation	<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. I.T. Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Instructors	YES	NO		
a. Does the unit have the required number of instructors in accordance with the Agreement unless there is an approved Waiver?	<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	
b. Are NJROTC instructor contracts properly executed?	<input type="checkbox"/>	<input type="checkbox"/>		
c. Other duties assigned				
(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.	

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	YES	NO		
5. Support of NJROTC field trips/activities equitable with other departments	<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"/>
	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT
Overall School System Compliance & Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

B. ADMINISTRATION OF THE PROGRAM	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT
1. Cadet recognition through use of Awards, Certificates, and Ribbons.	<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 (ROTC, military facilities, reserve centers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Participation in community support programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Participation in school support programs	<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	<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"/>
(2). Drill teams	<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"/>
(4). Orienteering team (optional)	<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"/>
(6). STEM team (optional)	<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 (if applicable)	<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 NJROTC Unit Regulations and Organizational 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"/>

N/A

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6. The following are on-hand and up-to-date	YES	NO		
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"/>		
	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT
Overall Administration of Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

C. REPORTS AND RECORDS	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"/>
	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT
Overall Reports and Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

D. CADET PERFORMANCE AND INVOLVEMENT	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"/>

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6. Cadet Involvement	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT
a. Participation in Unit Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Participation in Operations/AMI/Off-Site Inspection	<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"/>
	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT
Overall Cadet Performance and Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

E. COLLEGE AND CAREER READINESS	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT
1. Sponsoring SAT/ACT preparatory courses and ASVAB/VoTech 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 and providing information on military service as a possible career	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Monitoring NROTC scholarship application/packages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT
Overall College and Career Readiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

F. 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. Suicide Awareness	<input type="checkbox"/>	<input type="checkbox"/>
7. Pre-mishap/ORM Plans	<input type="checkbox"/>	<input type="checkbox"/>

	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNSAT
OVERALL INSPECTION GRADE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Probation Recommendation: ☐ N/A

☐ Place on Probation/Evaluation

☐ Remove from Probation/Evaluation

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OVERALL INSPECTION REMARKS: