

MLK.
30 Oct. 2019

SAMPLE AV ITINERARY

Document should be on School / JROTC letterhead sent to DAI inspector 1 week prior visit;

- The current address of the school should be visible
- Include telephone / cell phone number of one of the JROTC Instructors
- Include parking information. Example: Parking Garage is located on South Street two blocks from the school
- Include entrance information: Example: Our building houses three learning communities. Use the entrance nearest the flagpole; use the back entrance near the automotive shop doors, etc
- JROTC Program Instructors have the option of discussing itinerary topics with the DAI Inspector.
- JROTC Programs Instructors have the option of having the DAI Inspector evaluate their cadets in each of the applicable itinerary topics.

| TIME | INSPECTOR #1 |
|-----------|--|
| 0900-1000 | BN CONTINUOUS IMPROVEMENT BRIEF / SERVICE LEARNING BRIEF (if needed) <i>NOT needed.</i> |
| 1000-1100 | COMPLIANCE CHECKLIST (must be conducted, see below) <i>Completed By DAI</i> |
| 1100-1130 | ISSUES PERTINENT TO JROTC/SCHOOL (if needed) - <i>WORRIED ABOUT School Enrollment.</i> |
| 1130-1200 | OUT BRIEF (if needed) - SUMMARY OF VISIT TO JROTC PROGRAM / SCHOOL ADMINISTRATORS <i>OUTBRIEF TO SAI/AI ONLY will conduct Follow up.</i> |

DAI UNIT ASSISTANCE VISIT (COMPLIANCE) CHECKLIST
(Both Instructors must present items below)

SAI - MUST DO ADVANCED DKS BY Sep 2020 / AI - Complete

| DESCRIPTION (AREA) | GO | NO GO |
|---|------------|-----------|
| 1. JSOCC COMPLETION (SAI/AI) <i>SAT / MARCH 2018 / AT needs JSOCC</i> | | <i>MC</i> |
| 2. JROTC Operations & JPA understanding <i>PASSED JPA BY 18/19.</i> | <i>MC</i> | |
| 3. JROTC Support (Automation) | | |
| a. CPS use understanding <i>CADETS NO USE AND HAS AN UNDERSTANDING</i> | <i>MC</i> | |
| b. Curriculum Manager understanding (monthly report printout) - <i>SAT/AI</i> | <i>MC</i> | |
| c. Master Tng Schedule / <u>Weekly Tng Schedule</u> (Submitted to BDE & approved) | | <i>MC</i> |
| d. JCIMS/JCIMS login (SAI & AI) <i>BOTH CAN LOG ON SAI/AI</i> | <i>MC</i> | |
| e. 2nd BDE Website login (SAI & AI) - NO LONGER BOE WEBSITE | <i>N/A</i> | |
| f. JUMS login (SAI & AI) <i>SAI + AI CAN BOTH LOG ON</i> | <i>MC</i> | |
| g. PUBS account login (SAI & AI) <i>ACCOUNT # P2363 CURRENT</i> | <i>MC</i> | |
| h. Defense Travel System login (SAI & AI) <i>SAI/AI CAN LOG ON.</i> | <i>MC</i> | |
| i. TOKEN/CAC card Valid (SAI & AI) <i>SAI EXPIRES 15 MARCH 2020 / AI</i> | <i>MC</i> | |
| 4. Distance Learning Certificates (EDU105-109) completed (New Instructor) <i>AI - COMPLETE</i> | <i>MC</i> | |
| a. Ethics Certificates (EDU103 & Prof Ethics & Prev) <i>SAI - CURRENT / AI COMPLETE</i> | <i>MC</i> | |
| b. Marksmanship & JMTC (if rifle team allowed) <i>NO RIFLE TEAMS IN Phila.</i> | | |
| c. Cyber Awareness & AUP Training (Current) <i>SAI needs to complete</i> | | <i>MC</i> |
| 5. Height Weight Verification (current SY) SAI & AI <i>SAI / AI CURRENT</i> | <i>MC</i> | |
| 6. Hand Receipt / PBO | | |
| a. Updated H.R (every 6 mths due) <i>/ current.</i> | <i>MC</i> | |
| b. Military Property Spec (current SY) - <i>update for current School Year</i> | | <i>MC</i> |
| c. Signature Card (current SY) <i>current</i> | <i>MC</i> | |
| d. Supply Inspection by ROTC (current SY) <i>DREXAL / need to reach out.</i> | | <i>MC</i> |
| <i>NEED TO POST WEEKLY TRNG Schedules / USE CM more for SAI/AI</i> | | <i>MC</i> |
| <i>CADETS 5-1 + 5-4 very Knowledgeable with JUMS (Great Job)</i> | <i>MC</i> | |
| 7. Supply, Supply Checklist, Dated 24 July 2015, Draft (CCR 145-8-3) See attachment. <i>needs to be completed by HOST SROTC Department DREXAL.</i> | | <i>MC</i> |

SAI NAME: MARY MCKIERNAN LTC AI NAME: ANTHONY ADAMS SFC
 DAI Person Conducting Visit: MELVIN FOSTER Date: 30 Oct. 2019
 Schedule Follow Ups (as needed) Date: Follow up on - Wed 19 Feb 2020.

MLK Follow up A/V.

SAMPLE AV ITINERARY ON 19 Feb 2020

Document should be on School / JROTC letterhead sent to DAI inspector 1 week prior visit;

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| 0900-1000 | BN CONTINUOUS IMPROVEMENT BRIEF / SERVICE LEARNING BRIEF (if needed) |
| 1000-1100 | COMPLIANCE CHECKLIST (must be conducted, see below) |
| 1100-1130 | ISSUES PERTINENT TO JROTC/SCHOOL (if needed) |
| 1130-1200 | OUT BRIEF (if needed) – SUMMARY OF VISIT TO JROTC PROGRAM / SCHOOL ADMINISTRATORS |

DAI UNIT ASSISTANCE VISIT (COMPLIANCE) CHECKLIST
(Both Instructors must present items below)

| DESCRIPTION (AREA) | GO | NO GO |
|---|------------|-----------|
| 1. JSOCC COMPLETION (SAI/AI) <i>AI needs DATE FOR JSOCC ADVANCED</i> | | |
| 2. JROTC Operations & JPA understanding | <i>mc</i> | |
| 3. JROTC Support (Automation) | | |
| a. CPS use understanding | <i>my</i> | |
| b. Curriculum Manager understanding (monthly report printout) | <i>mc</i> | |
| c. Master Tng Schedule / Weekly Tng Schedule (Submitted to BDE & approved) | <i>GO</i> | |
| d. JCIMS/JCIMS login (SAI & AI) | <i>mc</i> | |
| e. 2 nd BDE Website login (SAI & AI) | <i>mc</i> | |
| f. JUMS login (SAI & AI) | <i>N/A</i> | |
| g. PUBS account login (SAI & AI) | <i>mc</i> | |
| h. Defense Travel System login (SAI & AI) | <i>mc</i> | |
| i. TOKEN/CAC card Valid (SAI & AI) | <i>mc</i> | |
| 4. Distance Learning Certificates (EDU105-109) completed (New Instructor) | | |
| a. Ethics Certificates (EDU103 & Prof Ethics & Prev) <i>Completed + up to date</i> | <i>my</i> | |
| b. Marksmanship & JMIC (If rifle team allowed) | <i>N/A</i> | |
| c. Cyber Awareness & AUP Training (Current) - <i>Completed and sent to DAT</i> | <i>mc</i> | |
| 5. Height Weight Verification (current SY) SAI & AI <i>Sent to BDE current</i> | <i>mc</i> | |
| 6. Hand Receipt / PBO | | |
| a. Updated H.R (every 6 mths due) | | |
| b. Military Property Spec (current SY) <i>Will need DATE from Drexel</i> | | <i>mc</i> |
| c. Signature Card (current SY) | | |
| d. Supply Inspection by ROTC (current SY) | | |
| <i>MASTER TRNG Schedules updated + posted</i> | <i>mc</i> | |
| 7. Supply, Supply Checklist, Dated 24 July 2015, Draft (CCR 145-8-3) See attachment. | | |

SAI NAME: LTC MARI MCLENNAN AI NAME: SFC ANTHONY ADAMS
 DAI Person Conducting Visit: MSG Foster, Wilson Date: 19 Feb 2020
 Schedule Follow Ups (as needed) Date: _____


MLCC
2-19-20
Inspector MSG Wilson

Appendix C-5. Supply and Program Criteria

Appendix C-5 contains JROTC's supply and program criteria. This criterion is not part of the JPA assessment and will not be used to determine unit designations during a JPA visit. Brigades will use the Supply and Program criteria every 12 months, or less, to ensure compliance with Army regulations, contracts, and USACC policies.

Supply Compliance

| Files and Required Supply Documentation – AR 710-2 | | | | |
|---|--------|---------|---|------------------------|
| | Remote | On-Site | ✓ | Comments/Justification |
| Is there a memorandum on file appointing a MPS? (memo is valid until MPS leaves or duties are reassigned) | X | | ✓ | |
| Is there a memorandum on file appointing a Command Supply Discipline Monitor? (Memo is valid until MPS leaves or duties are reassigned) | X | | ✓ | |
| Is there a current CTA 50-900 or 909 on file? | X | | ✓ | |
| Is there a current JROTC Basis Of Issue (BOI) on file? | X | | ✓ | |
| Is there a Property Insurance or Bond on file for the current year? | | X | ✓ | |
| Supply SOP - CCR 145-2 | | | | |
| | Remote | On-Site | ✓ | Comments/Justification |
| Does the unit have an SOP covering all supply standards and procedures? (Each BDE/DAI Office must publish SOP guidance to the subordinate unit) | X | X | ✓ | |

| Document Register - DA Pam 710-2-1, AR 710-2 | | | | |
|---|--------|---------|---|---|
| | Remote | On-Site | ✓ | Comments/Justification |
| Does the unit have a document register? Examples include: DOD email printout showing document numbers; a print out of the GPC transactions with updated status; an Excel spreadsheet with all purchases and status or a DA Form 2064. | | X | | <i>Keep by RPS ASE DAE Office</i>  |
| Does the Document Register distinguish between durable/expendable and non-expendable items? | | X | | |
| Does the Document Register show an updated status (within the last 30 days) of every open entry, including items on back order? | | X | | |
| Can non-expendable transactions be validated by matching entries on the Document Register, Hand Receipt, and shipping/receiving document file? | | X | | |
| Are copies of shipping/receiving documents being forwarded to support installation within three working days, if required by the IPO? | | X | | |

| Installation Property Book Office - DA Pam 710-2-1, AR 735-5, AR 710-2 | | | | |
|---|--------|---------|---|------------------------|
| | Remote | On-site | ✓ | Comments/Justification |
| Has an account been established with the support installation? | X | X | ✓ | <i>DAE Office</i> |
| Has all accountable property been added to the support installation hand receipt? | X | X | ✓ | <i>Completed</i> |
| Are all discrepancies reported to the support IPBO? | X | X | | |
| Durable Items - DA Pam 710-2-1, AR 735-5, AR 710-2 | | | | |
| | Remote | On-site | ✓ | Comments/Justification |
| Are all durable items not in the JROTC area on a hand receipt? | X | | ✓ | |
| Is the gain/loss report accurate for durable items? | | X | ✓ | |

| Cadet Uniforms - AR 710-2 | | | | |
|---|--------|---------|---|--|
| | Remote | On-Site | ✓ | Comments/Justification |
| Does the unit have appropriate quantity and sizes of uniforms? | | X | ✓ | |
| Does JUMS Clothing Shelf Inventory data accurately reflect the actual number of items in the clothing supply room? (BDE/DAI staff may randomly select a sampling of items to check) | | X | | <i>Need to keep updated - Jums shelf</i> |
| Is the gain/loss report accurate for uniform items? | X | | ✓ | |
| Is Privacy Act/Health Statement filed along with property hand receipt signed by parents? | | X | ✓ | |
| Are uniforms being issued and documented on DA Form 3645-1 or DA Form 3161 and cross-referenced in JUMS? | X | X | ✓ | |
| Is DA Form 3645-1, DA Form 3161 or JUMS Survey on file for uniform items? | | X | ✓ | |
| Were uniform items inventoried at the end of the previous SY? | X | | ✓ | |

| Dropped Items - AR 710-2 | | | | |
|--|--------|---------|---|------------------------|
| | Remote | On-Site | ✓ | Comments/Justification |
| Are surveys on file for all dropped items documented on DA Form 3161, DD form 200 or JUMS? | | X | ✓ | |

| OCIE – AR 710-2, DA PAM 710-2-1 | | | | |
|---|--------|---------|---|------------------------|
| | Remote | On-Site | ✓ | Comments/Justification |
| Are OCIE Items inventoried? | X | | ✓ | |
| Is there documentation showing Cadets were issued and returned OCIE items? | X | | ✓ | |
| Accounting for losses (FLIPL) – AR 735-5, PARA 13-16 | | | | |
| | Remote | On-Site | ✓ | Comments/Justification |
| Was a DD Form 200 completed to document missing or stolen items? | | X | ✓ | |
| Did the school replace stolen or vandalized items? | | X | ✓ | |
| Annual Inventory – DA PAM 710-2-1, AR 710-2 | | | | |
| | Remote | On-Site | ✓ | Comments/Justification |
| Was the 100% inventory sent to BDE for previous FY? (This can be accomplished in 10% increments throughout the FY or a single 100% inventory during the FY) | X | | ✓ | |
| Is JUMS wall-to-wall (100%) inventory up to date? (completed within the last 12 months) | X | | ✓ | |