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| **JCC Formal Inspection SOP****January 2014** |
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# Formal Inspection Itinerary

1. SCHOOL INFORMATION:

 a. Principal’s Name:

 b. Current School Enrollment:

 c. JCC Cadet Enrollment:

2. INSPECTION INFORMATION:

 a. Inspection Date:

 b. Inspection Team’s Arrival: (Time)

 c. Reporting Location at School:

 e. Color Guard Performance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time

3. IN-BRIEFING WITH PRINCIPAL: (Time)

4. INSPECTION SCHEDULE:

 Cadet In-Ranks Inspection:

 PERIOD FROM TO # OF CADETS

Period(s) #\_\_\_, \_\_\_ to
Period(s) #\_\_\_, \_\_\_ to
Period(s) #\_\_\_, \_\_\_ to
Period(s) #\_\_\_, \_\_\_ to

LUNCH PERIOD

Period(s) #\_\_\_, \_\_\_ to
Period(s) #\_\_\_, \_\_\_ to
Period(s) #\_\_\_, \_\_\_ to
Period(s) #\_\_\_, \_\_\_ to

# Formal Inspection Checklist

Senior Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Inspectors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Formal Inspections (FI) will be conducted using the complete checklist. Specific comments for each deficiency noted are mandatory. Laudatory remarks for particularly outstanding performance are encouraged.

## Inspection Point Summary

**INSPECTION AREA MAXIMUM POINTS POINTS**

**Classroom Appearance 110**

**Public Affairs 60**

**In-Ranks Inspection/Curriculum Knowledge 100**

**Drill & Ceremony 40**

 **TOTAL 310**

**Minimum Passing Score – 210**

# Standard Operating Procedures

The Formal Inspection of Fort Worth ISD Junior Cadet Corps Units will be conducted no later than the end of February of each school year. The date and time is listed below for each Junior Cadet Corps Middle School. The goal is to inspect every class in accordance with procedures outlines in the SOP. *Please coordinate with your principal to excuse cadets from class only for the morning of the inspection to conduct the in-ranks and drill and ceremony and release cadets back to class after lunch.*

## Inspection Tasking follows:

 **Date Unit Inspected JROTC**

 Benbrook JCC Coordinator

 Daggett JCC Coordinator

 Dunbar JCC Coordinator

 JP Elder JCC Coordinator

 Forest Oak JCC Coordinator

 Handley JCC Coordinator

 William James JCC Coordinator

 Leonard JCC Coordinator

 Jean McClung JCC Coordinator

 McLean JCC Coordinator

 Meadowbrook JCC Coordinator

 Monning JCC Coordinator

 Morningside JCC Coordinator

 Riverside JCC Coordinator

 Rosemont JCC Coordinator

 Stripling JCC Coordinator

 Wedgwod JCC Coordinator

## General Planning Information

1. Junior Cadet Corps Coordinator and JROTC AI will inspect all JCC units.
2. Evaluating will include the following areas: Classroom Appearance, Public Affairs Program, In-Ranks Inspection, Curriculum Knowledge and Drill and Ceremony.
3. The inspection will start at the beginning of 1st period and conclude with the last period of the day. JCC instructors will coordinate an in briefing (5-10 min) with principal prior to beginning the inspection.

## Areas of Inspection

1. Classroom Appearance : Evaluation will assess the areas listed to ensure the following items are displayed for cadets viewing and ensure the classroom is clean and neat in appearance: All Chain of Command Photos, Current Events, Mission, Motto, Honor Code, Cadet Uniform Photos, Cadet Creed, I Am A Cadet Pledge, and Rank Structure Photo. See classroom appearance worksheet (page 12) for points awarded.
2. .Public Affairs: Evaluation will assess the areas listed below to ensure the following documents or items displayed or on file. Hallway display, local newspaper article, JCC newsletter, current activities photos identifying events, current scrapbook identifying events, elementary feeder school visit documentation. See Public Affairs worksheet on (page 14) for points awarded. Photographs should be displayed on the school website, a JCC Unit website or in the hallway display in addition to a JCC Unit Scrapbook.
3. In-Ranks Inspection: Evaluation will assess the following areas during the in-ranks inspection: Cadet Appearance/ uniform in accordance with cadet handbook, grooming (hair touching collar), correct ribbons/awards placement, military courtesy **(Yes/No Sir and Yes/No Sergeant)** and preparing class for in-ranks inspection in accordance with FM 3-21.5. See in ranks instructions worksheet on (page 15) for calculation formula and in ranks inspection worksheet on page (page 17).
4. Curriculum Knowledge: Evaluation will assess the cadet’s knowledge in the following areas: Honor Code, JCC Mission, Motto, Chain of Command, Drill/Ceremony, Rank Identification, Citizenship/Constitution and General Cadet Knowledge. See cadet curriculum knowledge worksheet on (page 15) for calculation formula and (page 18-21) for questions and answers review sheet.
5. Drill and Ceremony: Evaluation will assess the following areas: Class Leader’s ability to march class in a line formation IAW 22 drill commands and cadet’s ability to respond and execute given commands. See drill and ceremony worksheet (page 22) for points awarded.

## Coordinating Instructions

1. Formal Inspections will be conducted in accordance with published schedule. The JCC instructor is responsible for providing the coordinator a copy of the inspection itinerary two (2) days prior to the scheduled inspection date. ***(A deduction of 10 points will be assessed for not submitting itinerary on time****)*  The Class Roster must be submitted to the coordinator upon arrival.
2. The In-ranks Inspection Worksheet must be completed for the class being inspected and provided to the coordinator upon arrival (page 17). The following areas must be completed: School Name, Class Period, Date, Cadet Rank, Last & First Name by squads, and (SE) for Special Education Students.
3. JCC Instructors will coordinate the use of gymnasium for “inclement weather”.
4. References: FM 3-21.5, JCC Handbook and Attachments.
5. Each cadet will be asked 3 questions during the in-ranks inspection from the Formal Inspection Questions.

## Final Report

A written summary report will be provided to the Director of JROTC, School Principals and JCC instructors no later than five working (5) days after each scheduled inspection**.**

# Definitions

To ensure that the grading is consistent across all campuses the following definitions are provided for the inspecting officers. These definitions are divided by the rating areas.

## Classroom Appearance

**Arranged** – Classroom has a logical order to the desks, furniture or other items that capitalizes on the size and configuration of the classroom.

**Aligned** - Classroom has a logical order to the desks, furniture or other items that capitalizes on the size and configuration of the classroom. Items are set up so that they are lined up as best able. If the inspection is occurring toward the end of the day the alignment may not be as straight as it normally is at the beginning of the day due to cadet use. Alignment, in this instance, should not be counted against the unit being inspected.

**Displayed** – Item is visible in the classroom.

**Framed** – Any border or means used to provide a border around the item. Attachment to a larger piece of paper or other backing that creates a border around the item counts as being framed; stapled border material around the item counts as framed; placing item in a protective sleeve counts as being framed.

**Classroom Set** – Any collection of books or student materials where there are enough for each cadet to have a copy counts as a classroom set. Classroom sets are not required to be in binders, protective sleeves or bound in any fashion.

Public Affairs

**Displayed** – Item is visible in the classroom.

**Display Area** – Any location on school grounds outside of the classroom where information, trophies, photographs, etc. are placed in a manner that the majority of the student body and visitors may see the items being presented for viewing.

**Retention/Recruiting Plan** – Any written document that explains the units process for adding to their enrollment.

**Retention/Recruiting Activities Record** – Any means of documenting the types of Retention/Recruiting efforts undertaken by the unit.

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| JCC Formal Inspection Score Sheets |
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School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspection Date: \_\_\_\_\_\_\_\_\_\_\_

# Classroom Appearance

**Task:** Ensure that the JCC Classroom is set up and arranged in a manner that supports the directives and objectives of the JCC program.

**Conditions:** Given a classroom or portable with all required materials the classroom is appropriately set up.

**Standards:** At a minimum the following items are displayed for cadets viewing and ensure the classroom is clean and neat in appearance: All Chain of Command Photos, Current Events, Mission, Motto, Honor Code, Cadet Uniform Photos, Cadet Creed, I Am A Cadet Pledge, and Rank Structure Photo

**Total Possible Points: 110**

| **Item** | **Description** | **Performance** | **Point Value** | **Points Earned** |
| --- | --- | --- | --- | --- |
| **YES** | **NO** |
| 1 | Is the classroom clean, neatly arranged and cadet desks aligned? | ❑ | ❑ | 10 |  |
| 2 | Are the Chain of Command and JROTC Chain of Command (Corps Commander, Deputy Commander and Command Sergeant Major) photographs displayed? | ❑ | ❑ | 10 |  |
| 3 | Are the Chain of Command and JROTC Chain of Command photographs framed? | ❑ | ❑ | 10 |  |
| 4 | Is the JCC Mission, Motto, Honor Code, “I Am A Cadet” and JCC Creed displayed? | ❑ | ❑ | 10 |  |
| 5 | Is the JCC Mission, Motto, Honor Code, “I Am A Cadet” and JCC Creed framed? | ❑ | ❑ | 10 |  |
| 6 | Are the JCC Uniform photographs (Commander of Cadets and Cadet) displayed? | ❑ | ❑ | 10 |  |
| 7 | Are the JCC Uniform photographs (Commander of Cadets and Cadet) framed? | ❑ | ❑ | 10 |  |
| 8 | Are the Cadet Ranks displayed (Enlisted and Officer)? | ❑ | ❑ | 10 |  |
| 9 | Are the current JCC Policies displayed (Fraternization Policy, No Pass No Play, JCC Master Calendar)? | ❑ | ❑ | 10 |  |
| 10 | Does each cadet have a JCC Cadet Handbook (Classroom set or Individual issue)? | ❑ | ❑ | 10 |  |
| 11 | Is there a classroom set of Curriculum Student Workbooks? | ❑ | ❑ | 10 |  |

# Classroom Appearance (Cont.)

## Comments

Category Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Public Affairs

**Task:** Document the JCC Unit involvement in the community the school supports.

**Conditions:** Given a display area and a resource for timely updates to the campus website.

**Standards:** At a minimum the following items are displayed, up to date or are on file.

**Total Possible Points: 60**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Performance** | **Point Value** | **Points Earned** |
| **YES** | **NO** |
| 1 | Is the current newsletter displayed? | ❑ | ❑ | 10 |  |
| 2 | Are their photographs of cadet activities displayed? Photographs should be displayed on the school website, a JCC Unit website or in the hallway display in addition to a JCC Unit Scrapbook. | ❑ | ❑ | 10 |  |
| 3 | Does the school website have a JCC section? | ❑ | ❑ | 10 |  |
| 4 | Is there a campus JCC display area (Hallway display)? | ❑ | ❑ | 10 |  |
| 5 | Does the JCC program have a Retention and Recruiting Plan? | ❑ | ❑ | 10 |  |
| 6 | Is there a record of Retention/Recruiting Activities? | ❑ | ❑ | 10 |  |

## Comments

Category Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# In-Ranks Inspection

**Task:** Ensure cadets appearance/uniform and cadet knowledge are in accordance with cadet handbook.

**Conditions:** Inspections can be conducted in area that will allow alignment and movement of cadets, commander and inspecting officials.

**Standards:** Movements should be in accordance with instructors service manual standards as provided in Army FM 3-21.5, Air Force AFM 36-220, Navy and Marine Corps P5060.20.

**Cadets should be in required uniform and in accordance with cadet handbook. Questions will be answered by cadets using military courtesy. Cadets requiring 504 modifications will be noted and scored accordingly.**

**Cadets issued uniform and not wearing it will be assessed FIVE (5) uniform deficiencies points**.

**FORMULA:** TOTAL CADETS TIMES MAXIMUM POINTS EARNED EXAMPLE : 83 CADETS X 8(5-UNIFORM + 3 POINTS FOR QUESTIONS ASKED, ONE POINT PER QUESTION)

TOTAL DEFICIENCIES SUBTRACTED FROM TOTAL: 664-24(DEFICIENCIES) =640

83 X 8= 664 640/ 664= .963 X 100= 96%

**Awarded Points Based on Percentage: 70-80=20 POINTS
80-85=30 POINTS
85-90=40 POINTS
90-100=50 POINTS**

**Total Possible Points: 100**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Performance** | **Point Value** | **Points Earned** |
| **YES** | **NO** |
| 1 | PLATOON OR SQUAD FORMED FOR FORMATION FOR INSPECTION IAW SERVICE MANUAL | ❑ | ❑ | 40 |  |
| 2 | COMMAND VOICE BY SQUAD OR PLATOON LEADER | ❑ | ❑ | 10 |  |
| 3 | KNOWLEDGE QUESTIONS 3 PER CADET | ❑ | ❑ | 3 X CADET |  |
| 4 | IN UNIFORM | ❑ | ❑ | 5 X CADET |  |

## Comments

Category Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# In Ranks Inspection Worksheets

**Note: Blocks are only marked with a Check Mark or an X. No other markings are to be utilized.**

SCHOOL NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLASS PERIOD: \_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  |  | **Inspection Items** |
|   | Cadet Name | Uniform Appearance | Mission | Motto | Honor Code | Chain of Command | Drill & Ceremony | Rank Identification | Citizenship | General Knowledge |
| 1 |   |   |   |   |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |   |   |   |   |
| 3 |   |   |   |   |   |   |   |   |   |   |
| 4 |   |   |   |   |   |   |   |   |   |   |
| 5 |   |   |   |   |   |   |   |   |   |   |
| 6 |   |   |   |   |   |   |   |   |   |   |
| 7 |   |   |   |   |   |   |   |   |   |   |
| 8 |   |   |   |   |   |   |   |   |   |   |
| 9 |   |   |   |   |   |   |   |   |   |   |
| 10 |   |   |   |   |   |   |   |   |   |   |
| 11 |   |   |   |   |   |   |   |   |   |   |
| 12 |   |   |   |   |   |   |   |   |   |   |
| 13 |   |   |   |   |   |   |   |   |   |   |
| 14 |   |   |   |   |   |   |   |   |   |   |
| 15 |   |   |   |   |   |   |   |   |   |   |
| 16 |   |   |   |   |   |   |   |   |   |   |
| 17 |   |   |   |   |   |   |   |   |   |   |
| 18 |   |   |   |   |   |   |   |   |   |   |
| 19 |   |   |   |   |   |   |   |   |   |   |
| 20 |   |   |   |   |   |   |   |   |   |   |
| 21 |   |   |   |   |   |   |   |   |   |   |
| 22 |   |   |   |   |   |   |   |   |   |   |
| 23 |   |   |   |   |   |   |   |   |   |   |
| 24 |   |   |   |   |   |   |   |   |   |   |
| 25 |   |   |   |   |   |   |   |   |   |   |
| 26 |   |   |   |   |   |   |   |   |   |   |
| 27 |   |   |   |   |   |   |   |   |   |   |
| 28 |   |   |   |   |   |   |   |   |   |   |

# In Ranks Inspection Questions

## Chain of Command

Q. Who is the Governor for the State of Texas?

Q. Who is the Mayor for the City of Fort Worth?

Q. Who is the FWISD Superintendent?

Q. Who is the Director of Army Instruction?

Q. Who is the Junior Cadet Corps Coordinator?

Q. Who is the Commander of Corps of Cadets?

Q. Who is the Deputy Corps Commander?

Q. Who is the Corp Command Sergeant Major?

## JCC Mission and Honor code

Q. What is the mission of the Junior Cadet Corps?

A. **Prepare students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens.**

Q. What is the JCC Motto?

A. **Responsible citizenship with commitment to community and school service.**

Q. What is the Honor Code for the Junior Cadet Corps?

A. **I do not lie, cheat, or steal, and will always be accountable for my actions.**

## Cadet Rank Structure

### Officer Rank

Three Diamonds **C/Colonel**

Two Diamonds **C/Lieutenant Colonel**

One Diamond **C/Major**

Three Disks **C/Captain**

Two Disks **C/First Lieutenant**

One Disk **C/Second Lieutenant**

### Enlisted Ranks

Three Stripes Up/three down a star and a wreath **C/Command Sergeant Major**

Three Stripes Up/three down and a star **C/Sergeant Major**

Three Stripes Up/three down and a diamond **C/First Sergeant**

Three Stripes Up/three down **C/Master Sergeant**

Three Stripes Up/two down **C/Sergeant First Class**

Three Stripes Up/one down **C/Staff Sergeant**

Three Stripes **C/Sergeant**

Two Stripes **C/Corporal**

One Stripe Up/one down **C/Private First Class**

One Stripe Up **C/Private**

## Drill and Ceremony

Q. A Drill Command has two parts, what are they?

A. **Preparatory** **Command & Command of Execution**

Q. The command “column right” is given on what foot?

A. **The Right Foot**

Q. The command “left flank” is given on what foot?

A. **The Left Foot**

Q. On the command “open ranks”, the 3rd squad takes how many steps?

A. **Stand Fast**

Q. On the command “open ranks” the 4th squad takes how many steps?

A. **Two steps backward**

Q. On the command “close ranks” the 1st squad takes how many steps?

A. **Four steps backward**

Q. How many inches in a normal step in marching?

A. **30 inches**

Q. Which foot can you give the command halt on?

A. **Either Foot**

## Citizenship and the Constitution

Q. What 2 laws under birth can a person becomes a U.S. citizen?

A. **Law of Soil and Law of Blood**

Q. What does “Law of Soil” state?

A. **Any person born in the United States automatically becomes a citizen of the U.S.**

Q. What does “Law of Blood” state?

A **Any person born to parents that are U.S. citizens automatically become U.S. citizen.**

Q. What amendment covers citizenship?

A. **Citizenship is covered under the 14 Amendment to the U.S. Constitution.**

Q. How many amendments are there in the “Bill of Rights”?

A. **There are 10 Amendments to the Bill of Rights.**

Q. What does the 1st Amendment cover?

A. **Freedom of speech, religion, press, lobby the government, and peaceful assemble.**

Q. What amendment covers the right not to self-incriminate?

A. **5th Amendment**

## General Questions

Q. What does the color red stand for on the American flag?

A. **Color red stands for valor.**

Q. What does the color blue stand for on the American flag?

A. **Color blue stands for reverence to God**

Q. What does the color white stand for on the American flag?

A. **Color white stands for purity.**

Q. Why is the American flag folded into a triangle?

A. **The American flag is folded into a triangle because it symbolizes the American Revolutionary Hats.**

Q. What are the 3 sizes of the American flag?

A. **Storm, Post, and Garrison**

Q. What is the definition of 1st Aid?

A. **Help given to a victim before medical help arrives.**

# Drill and Ceremony

**Task:** ASSES THE CLASS LEADERS, SQUAD LEADERS AND CADETS ABILITY TO MARCH IN THE BASIC 22 COMMNADS

**Conditions:** Drill should be conducted in area that will allow alignment and movement of cadets, commander and inspecting officials.

**Standards:** Movements should be in accordance with instructors service manual standards as provided in Army FM 3-21.5, Air Force AFM 36-220, Navy and Marine Corps P5060.20.

**Total Possible Points: 40**

**PLATOON/SQUAD LEADER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Evaluated** | **Point Value** | **Points Earned** |
| **GO** | **NO GO** |
| 1 | COMMAND VOICE | ❑ | ❑ | 5 |  |
| 2 | PROPER COMMANDS IAW SERVICE DRILL MANUAL | ❑ | ❑ | 5 |  |
| 3 | FOLLOW 22 COUNT SEQUANCE | ❑ | ❑ | 5 |  |
| 4 | MILITARY BEARING | ❑ | ❑ | 5 |  |

The 22 commands used for evaluation purposes are:

|  |  |  |
| --- | --- | --- |
| 1. Dress Right Dress | 9. Left Flank March | 17. Column Right March |
| 2. Ready Front | 10. Right Flank March | 18. Column Left March |
| 3. Present Arms | 11. Column Right March | 19. Column Left March |
| 4. Order Arms | 12. Right Flank March | 20. Platoon Halt |
| 5. Left Face | 13. Left Flank March | 21. Left Face |
| 6. About Face | 14. Column Right March | 22. Fall Out |
| 7. Forward March | 15. Rear March |  |
| 8. Column Left March | 16. Rear March |  |

**SQUAD/PLATOON**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Evaluated** | **Point Value** | **Points Earned** |
| **GO** | **NO GO** |
| 1 | SNAP(QUICK RESPONSE TO COMMANDS) | ❑ | ❑ | 5 |  |
| 2 | CORRECT FACING MOVEMENTS | ❑ | ❑ | 5 |  |
| 3 | CORRECT MARCHING MOVEMENTS | ❑ | ❑ | 5 |  |
| 4 | MILITARY BEARING | ❑ | ❑ | 5 |  |

## Comments

Category Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_