



DEPARTMENT OF THE ARMY
HEADQUARTERS, FOURTH BRIGADE, EASTERN REGION
UNITED STATES ARMY CADET COMMAND
2175 REILLY ROAD, STOP A
FORT BRAGG, NC 28310-5000

REPLY TO
ATTENTION OF:

ATOE-D-JR

21 July 2008

MEMORANDUM FOR All 4th Brigade DAIs, SAI, and AIs

SUBJECT: Fourth Brigade Cadet Formal Inspection and Staff Assistance Visit Guidance

1. Fourth Brigade, United States Army Cadet Command will conduct cadet formal inspections and staff assistance visits of units IAW CCRs 145-2 and 145-8-3. This memorandum will address those areas that are not covered in the referenced regulations.

2. Cadet Formal Inspection

a. General

- (1) If possible, designate a parking slot for the inspection team.
- (2) Meet the inspection team at the designated parking area.
- (3) Have a back-up plan for any portion of the inspection that is dependant upon good weather. i.e., In-ranks is scheduled to take place in the parking lot and due to inclement weather it must be moved to the gym.
- (4) Cadets run the inspection, not the cadre.
- (5) All cadre members are required to be present during the formal inspection and will be in the same uniform as the cadets.
- (6) Do not schedule lunch for the inspection team.
- (7) Contact the inspection team well before your scheduled inspection if you have any questions.
- (8) All scheduled inspections will be posted to the 4th Brigade JROTC website once the date is confirmed.

b. Scheduling

(1) Normally units will be scheduled for a formal inspection once every three School Years. The frequency may be altered on occasions in order to group schools geographically in an attempt to reduce travel costs.

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(2) The SAI will coordinate inspection dates with the designated 4th Bde staff member. The respective DAI will coordinate inspection dates for their schools.

(3) The Brigade staff will notify the principal or head of the educational institution of the inspection not less than 30 days prior to the inspection.

c. Agenda

(1) The DAI or SAI will provide the Brigade JROTC Staff with an agenda for the inspection. See enclosure 1 for a sample agenda.

(2) The agenda will include an office call with the principal or the head of the educational institution. The office call should be the first order of business after arrival of the inspection team if at all possible.

(3) Insure the agenda allows for both instructors to be present for the following inspection areas: cadet briefing, in-ranks and drill.

d. Inspection Team

(1) The inspection team will normally consist of two (2) or more members of the Brigade staff.

(2) The DAI or SAI will coordinate with uniformed Recruiters, National Guard, Reservists or Senior ROTC programs that meet the Army's height and weight standards to conduct the in ranks inspection portion of the inspection.

e. In Ranks Inspection

(1) Cadets will be inspected in Class A or B uniform with all decorations and awards. Cadets are required to wear headgear for the in ranks inspection.

(2) The inspectors will wear Class A, Class B or the Blue uniform with decorations and awards. The inspectors are required to wear their headgear.

f. Conduct of the Inspection

(1) The cadet inspection will be conducted IAW the checklist in CCR 145-8-3.

(2) The school and program checklist will be reviewed with the DAI or SAI and the inspection team leader will address any concerns with the school officials prior to departing.

(3) The DAI or SAI will provide the inspection team with a copy of the unit's current supply inspection checklist. The inspection team will conduct a supply inspection at those schools that have not been inspected during the current school year.

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3. Staff Assistance Visits

a. Scheduling

(1) Units that are not scheduled for a cadet formal inspection will be scheduled for a staff assistance visit.

(2) A Brigade JROTC staff member will coordinate with the DAI or SAI to schedule the staff assistance visit.

(3) The DAI or SAI will identify any areas of concern to the JROTC staff member while coordinating the visit.

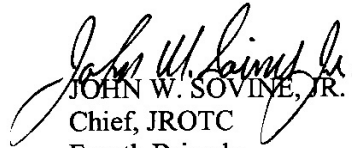
(4) The Brigade JROTC staff member will conduct a supply inspection at those units that have not had a supply inspection during the current school year.

(5) A visit with a school official is not required for this visit but is highly encouraged.

4. Director of Army Instruction Office. Each DAI office will be inspected by members of the Brigade JROTC staff annually. These inspections will be conducted in conjunction with Cadet Formal Inspections or Staff Assistance Visits in the DAI's area of responsibility.

5. The point of contact for this memorandum is Mr. Rudolph H. Ford, phone 910-396-8807, Fax 910-396-3854; [email rudolph.ford@usacc.army.mil](mailto:rudolph.ford@usacc.army.mil).

Encl


JOHN W. SOVINE, JR.
Chief, JROTC
Fourth Brigade

FORMAL INSPECTION AGENDA

- 0800 Inspection Team arrives (greeted by Cadet Battalion Commander)
- 0805 Meet with Principal or appointed representative
- 0815 Cadet Staff Briefing
- 0900 In-Ranks Inspection (time will be determined by cadet attendance)
Color Guard Demonstration
Drill and Ceremony
- 1015 Inspection of Cadet Staff Areas
Curriculum Knowledge
Out-Brief Cadet Staff
- 1200 Out-Brief Principal
- 1210 Inspection Team Departs
- 1200-UTC Supply Inspection*

* Units that have not had a supply inspection during the school year (Principal out-brief will follow this inspection).