BRIGADE ORGANIZATIONAL INSPECTION PROGRAM
LEADER DEVELOPMENT CHECKLIST
For use of this form, see Cadet Command Reg 145-8. The proponent agency is G3 (ATCC-TR).

Brigade Leader Development Checklist 186-4-R

Revision Date: 10/29/2015

BRIGADE_____DATE _____

BRIGADE REPRESENTATIVE (S) _____

INSPECTOR (S) _____

LEADER DEVELOPMENT

ITEM	SECTION 1 – General Training Administration (CCR 145-3) DESCRIPTION	YES	NO	N/A
1	Does the Brigade have copies of the current Cadet Command OPLAN and Training Guidance?	☐	☐	☐
2	Does the Brigade conduct inspections and staff assistance visits to ensure that subordinate Programs are in compliance with the requirements outlined in CC Reg 145-8?	☐	☐	☐
3	Does the Brigade publish a schedule of inspections and visits annually?	☐	☐	☐
4	Does the Brigade review Programs training plans prior to each semester?	☐	☐	☐
5	Does the Brigade publish a calendar of key events and provide this to Cadet Command HQ and subordinate Programs?	☐	☐	☐
6	Does the Brigade coordinate all training efforts between two or more Programs? (Joint LDXs, Ranger Challenges)	☐	☐	☐
7	Does the Brigade approve all moderate risk training in the Programs?	☐	☐	☐

REMARKS: _____

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ITEM	SECTION 2 – Cadre Training (Chapter 4-4 & 4-8, CCR 145-3) DESCRIPTION	YES	NO	N/A
1	Does the Brigade monitor and track Program certification requirements? (SOCC, safety, CLS, HAZMAT,MRT, etc.)	☐	☐	☐
2	Does the Brigade ensure all cadre receive mandatory training IAW Appendix E, CCR 145-3 and document training status? a. APFT b. AT Awareness Level I c. OPSEC Training	☐	☐	☐
3	Does the Brigade ensure that the BDE CDR and BDE CSM as well as all PMSs and SMIs attend the University Senior Leader Course within 120 days of reporting?	☐	☐	☐
4	Does the Brigade ensure that all cadre and staff assigned are enrolled in the DL-SOCC orientation within 2 weeks of arrival at the Brigade?	☐	☐	☐
5	Did the Brigade ROO attend the Recruiting Operations Officer course and have a certificate on file?	☐	☐	☐
6	Did the Brigade HRA attend the Human Resource Assistance Course and have a certificate on file?	☐	☐	☐
7	Did the Brigade S-4 attend the Logistic Course and have a certificate on file?	☐	☐	☐
8	Does the Brigade ROO, S-4 and HRA attend a conference or refresher training after 3 years of service?			

REMARKS:_____

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ITEM	SECTION 3 –Quality Assurance and Faculty Certification (Chapter 2-6,2-14,4-8 CCR 145-3) DESCRIPTION	YES	NO	N/A
1	Does the Brigade HQ have a blackboard POC?	☐	☐	☐
2	Does the Brigade HQ have an ELL POC?	☐	☐	☐
3	Does the Brigade have a Primary and Alternate DTMS Manager?	☐	☐	☐

REMARKS:_____

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	SECTION 4 – Cadet Professional Development Training (CPDT) (CC Pam 145-3.1, Current CPFT MOI)			
ITEM	DESCRIPTION	YES	NO	N/A
1	Has the Brigade read CPFT and CTLT Cadet Summer Training OPORD appendices and are they available for reference?	☐	☐	☐
2	Does the Brigade have an ATTRS manager & alternate and are they trained?	☐	☐	☐
3	Does the Brigade S-3 have an OML or other system in place to select which schools receive training allocations?	☐	☐	☐
4	Does Brigade S3 rep have a suspense tracker for CPFT Allocation input (45 days prior to class start)?	☐	☐	☐
5	Does the Brigade ensures all Programs have copies of the most current packing lists and course requirements for all CPDT training?	☐	☐	☐
6	Does the Brigade have procedures in place to track the performance of Cadets in CPDT and to disseminate that information to the Cadet Command HQS and Programs?	☐	☐	☐
7	Are SIR procedures pertaining to Cadet Summer Training incidents posted?	☐	☐	☐
8	Does the Brigade S-3 have access to blackboard and CCIMS?	☐	☐	☐
9	Is the CCIMS manual on hand or does the CCIMS operator know where to find it on the Cadet Command Right Site?	☐	☐	☐
10	Is there a DTS certified NDEA POC list on hand to know who to contact if there is a problem during a Cadet's travel?	☐	☐	☐
11	Are all training waivers processed and approved at the proper level with a copy of the waiver being kept on file?	☐	☐	☐
12	Does the Brigade have written procedures in place to ensure all assigned CLC and CIET TDA slots are filled and deferrals are reviewed for approval IAW CC Reg 145-3?	☐	☐	☐
13	Does the Brigade have a system to allocate training seats and track Cadet scheduling for CLC and CIET?	☐	☐	☐

REMARKS:_____

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	SECTTION 5- Ammunition Management **(CC Reg 145-20, ROTC Ammunition Policy and Procedures)**			
ITEM	**DESCRIPTION**	**YES**	**NO**	**N/A**
1	Does the Brigade ensure Programs submit ammunition requirements, forecast ammunition and request ammunition IAW DA, TRADOC, USACC Policies?	☐	☐	☐
2	Are waiver requests submitted for additional ammunition requirements?	☐	☐	☐
3	Did the Brigade redistribute ammo/pyro allocations to achieve above 90% utilization?	☐	☐	☐
4	Does the Brigade HQ have a trained primary and alternate TAMIS-R operator?	☐	☐	☐
5	Does the Brigade submit monthly forecasts in TAMIS-R?	☐	☐	☐
6	Does the Brigade ensure Programs forecast ammunition once they receive their fiscal year allocation to prevent UAR?	☐	☐	☐

REMARKS:

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ITEM	SECTION 6 – Ranger Challenge (CC Pam 350-3)	YES	NO	N/A
	DESCRIPTION			
1	Does the Brigade conduct an annual Ranger Challenge Competition?	☐	☐	☐
2	Does the Brigade have procedures in place to ensure participating Detachments comply with the safety requirements, composite risk management standards, and accident and injury reporting procedures IAW CC PAM 350-3?	☐	☐	☐
3	Is a formal Composite Risk Assessment conducted as part of the planning process for all Ranger Challenge events and documented on a Composite Risk Assessment Worksheet?	☐	☐	☐
4	In Accordance with the CG guidance does the Brigade use the same methodology as Sandhurst when conducting their Brigade Ranger Challenge Competitions?	☐	☐	☐

REMARKS:_____

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ADDITIONAL
REMARKS:_____

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