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Fort Knox, Kentucky 40121-5123

USACC Regulation 145-8-3

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Junior Reserve Officers' Training Corps (JROTC)
JROTC Program for Accreditation

FOR THE COMMANDER:

OFFICIAL:

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History. This publication is a revision of USACC Regulation 145-8-3 dated 15 January 2017.

Summary. This regulation provides criteria for the Brigades to use when performing a JROTC Program for Accreditation (JPA) visit.

Applicability. This regulation applies to U.S. Army Cadet Command (USACC), USACC Brigade Headquarters, and major overseas commands having Department of Defense Dependent Schools (DoDDS) JROTC units within their jurisdictions. In any situation where this regulation directly conflicts with Department of the Army (DA) regulations or policies, the DA directives will govern.

Proponent and exception authority. The proponent for this regulation is the Director, JROTC. The Director, JROTC has the authority to approve exceptions or waivers to this regulation, consistent with controlling law and regulations.

Army Management Control Process. This regulation does not contain internal control provisions.

Supplementation. Supplementation of this regulation is prohibited.

Suggested Improvements. Users are invited to send comments and suggested improvements on a Department of the Army (DA) Form 2028 (Recommended Changes

to Publications and Blank Forms) directly to USACC, ATTN: JROTC, Fort Knox, KY 40121.

Distribution. Distribution of this regulation is intended for HQ USACC and its subordinate units. Distribution is in electronic format only.

SUMMARY OF CHANGES

CCR 145-8-3

JROTC Program for Accreditation (JPA)

This revision:

- Updates Appendix B-3 Cadet Portfolio and Interview Guide
- Updates Table B-3-1 Cadet Portfolio Criteria
- Updates Appendix C-3 Cadet Portfolio Checklist
- Changes the term “Master Training Schedule (MTS)” to “Curriculum Plan”
- Deletes the term “LET Tables”
- Changes the term “CM Usage Report” to “CM Presented Lessons”
- Deletes the abbreviation U3C8L1-3
- Changes U2C3L2, Goal Setting to U1C4L1, Making Decisions and Setting Goals

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Chapter 1 – Introduction

1-1. Purpose

Since 2005, the Army JROTC program has been accredited by a national accrediting agency known as AdvancED (www.advanc-ed.org). As an accredited Special Purpose Program, JROTC must adhere to AdvancED's Standards for Quality. Although JROTC had received favorable reviews on most of the standards, AdvancED consistently noted our program needed to develop a comprehensive evaluation program emphasizing continuous improvement in teaching and learning. To achieve and sustain the Standards for Quality, JROTC had to transition from the previous Cadet Formal Inspection as outlined in the Organizational Inspection Program to a program emphasizing continuous improvement.

In 2012, JROTC organized a tiger team consisting of Brigade Chiefs, Brigade staff, Directors of Army Instruction (DAIs), Instructors, and academia. The tiger team's charter was to design a comprehensive evaluation program that provides a holistic review of Cadets and instructors' performance with emphasis on continuous improvement. The tiger team's recommendations endured unparalleled scrutiny, generating multiple iterations. The current iteration laid the foundation to transition to a comprehensive evaluation program. After receiving approval from Cadet Command's Commanding General in 2013, Director JROTC began training Brigades and Instructors on the new evaluation program, JROTC Program for Accreditation (JPA).

The purpose of JPA is to gather data and information at a point in time to inform the Army JROTC program at large of the improvements made over the period of time from the last school visit to the current visit. It is not intended to be an inspection or a snapshot of a single point in time. The intent is to review what has or is occurring and create a plan for improvement for the future, it is not intended to issue a go or no go response.

JPA will gather information and evidence to support the continuous improvement of teaching and learning in the JROTC program. Staff members from the Brigade will use the framework of the *JROTC Program for Accreditation (CCR 145-8-3)* to guide their observations, evidence collection, analysis, and action planning and reporting.

1-2. References

- a. AdvancED Accreditation Standards for Quality
- b. AR 145-2, Organization, Administration, Operation, and Support
- c. AR 670-1, Wear and Appearance of Army Uniforms and Insignia
- d. CCR 145-2, Organization, Administration, Operation, Training and Support
- e. TC 3-21.5, Drill and Ceremonies

1-3. Explanation of Terms

Education terms and abbreviations used in this regulation are listed in the Glossary.

1-4. Responsibilities

- a. Director, JROTC will administer the JROTC Program for Accreditation (JPA) and approve changes to this regulation.
- b. Brigades will use this regulation to conduct formal evaluations and Assist Visits on their Units and Directors of Army Instruction (DAI) Offices.

Chapter 2 – Evaluations

2-1. Director of Army Instruction (DAI) Evaluation Criteria

The DAI Evaluation Criteria will be used to assess the DAI Offices and assigned personnel as defined by public laws, contracts, Army Regulations, and USACC policies.

a. Brigades will conduct a formal evaluation of DAI offices every three years. An Assist Visit may be conducted when no formal evaluation is scheduled. The Brigade will notify the district superintendent and all JROTC personnel affiliated with the school, in writing, of the scheduled evaluation.

b. Brigade evaluation team will use the DAI Evaluation Criteria to evaluate DAI Offices in the following areas:

- (1) Personnel and administration
- (2) Education and training
- (3) Operations
- (4) School logistics and supply

c. DAI Evaluation Awards:

- (1) Gold Level Support (100- 95 points)
- (2) Silver Level Support (94-85 points)
- (3) Bronze Level School Support (84-80 points)
- (4) Unsatisfactory (79.9 points and below)

d. If the minimum passing score is not attained, the DAI office will be placed in a probationary status and a follow-up evaluation must be conducted within 12 months. If the DAI office does not attain a minimum score within 12 months from the follow-up evaluation, the DAI and staff may be decertified.

e. Using the DAI evaluation criteria in Appendix A, Brigades will determine the award based on the score the DAI Office receives. Brigades will present awards to DAI Offices performing above unsatisfactory.

2-2. JROTC Program for Accreditation (JPA)

The JROTC Program for Accreditation (JPA) will be used to evaluate secondary educational institutions and JROTC Instructors, as defined by public laws, contracts, Army Regulations, and USACC policies to ensure compliance with minimum program criteria. School districts and Instructors will receive a JPA visit at least once every three years. Brigades have the option to request their DAIs conduct JPA visits at schools

within the DAI's area of responsibility. Conduct JPA visits no later than 1 May. An Assist Visit occurs when no JPA is scheduled, or as needed.

a. Notification. Brigades will appoint trained JROTC personnel to conduct JPA and Assist Visits. Brigades will notify units, superintendents, and principals in writing at least 30 days prior to a JPA. Cadets will wear uniforms in accordance with AR 670-1. This notification process does not preclude spot-checks or unscheduled visits to the JROTC unit.

b. JPA criteria. Brigade personnel will use the following documents:

- (1) Battalion Staff Continuous Improvement Briefing and Interview
- (2) Service Learning Briefing
- (3) Cadet Portfolio and Interview
- (4) Instructor Portfolio and Interview
- (5) Unit Report
- (6) In-Ranks or Drill (evaluate one or the other, not both)
- (7) Color Guard
- (8) JROTC Program for Accreditation School Visit Point Summary
- (9) JROTC Program for Accreditation Report

c. Brigades should encourage their Instructors to create a digital copy of the Instructor Portfolio and Cadet Portfolios. Digital documents will enable the Brigade staff to assess the documents before arriving at the school. Other documents could be assessed before arriving at the school include, but not limited to, JUMS and JCIMS data or screen shots of relevant data submitted by Instructors.

d. JPA Submission and Retention. JPA submission consists of two parts, the JPA School Visit Point Summary Worksheet and the JPA Report itself. Units will receive an out brief on the JPA School Visit Point Summary Worksheet immediately following the JPA visit. The Brigades will submit the JPA Report to the school, Instructors, and Cadet Command/JROTC no later than 14 calendar days after the TDY in which the JPA is conducted. Brigades should retain a copy of the JPA Report and the JPA School Visit Point Summary Worksheet until the school's next accreditation visit.

e. Units will maintain their current unit award status until they receive their next JPA. The Instructor Portfolio accounts for a large percentage of the overall accreditation score. All Instructor portfolios are reviewed and extremely low portfolio scores can negatively affect a unit.

f. Newly established units will not receive a formal JPA until being operational for at least three years. Assist visits may be conducted by brigade personnel at any time.

g. Schools may receive the following designations:

SCORE	JPA CYCLE & UNIT DESIGNATION
100 – 95 percent	JROTC Honor Unit with Distinction (HUD) – Gold Star – JPA visit within 3 years
94 – 70 percent	Proficient – JPA visit within 3 years
Below 70 percent	Unsatisfactory – JPA visit within 1 year and Performance Improvement Plan required

Table 2-1. JPA Cycle and Unit Designations

h. Probation.

(1) If the unit receives an unsatisfactory on a JPA, the school will be placed in a probationary status and a follow-up JPA must be conducted within a year. The Brigade will notify the superintendent, principal, and Instructors in writing of the rescheduled JPA. If the school does not attain a proficient or above within 12 months from the unsatisfactory JPA, the Instructors may be decertified. If the school does not attain a proficient or above within 36 months from the unsatisfactory JPA, the program may be disestablished. Schools on probation are ineligible for the JROTC HUD designation.

(2) If the instructor portfolio receives a score below the minimum, the instructor will be placed on a Performance Improvement Plan (PIP). If the portfolio belongs to an Army Instructor (AI), the Senior Army Instructor (SAI) will initiate the PIP. If the portfolio belongs to a SAI, the Brigade Chief or designated representative will initiate the PIP. Brigade personnel will return for an Assist Visit within 12 months to review the Instructor’s progress on the PIP. If no improvement is shown, the instructor may be placed on probation. Units having an Instructor on probation are ineligible for the HUD designation.

i. Awards for Excellence. HQ USACC or Brigade Commanders may use the results of this evaluation program to provide other awards or designations to units.

2-3. Assist Visits

a. An Assist Visit is **not** a JPA visit. It is designed to provide assistance in any specific area deemed necessary by the Brigade. The Brigade will coordinate in advance on what the JROTC unit will need.

b. Brigades may request a DAI or SAI from another school district to conduct an Assist Visit. In accordance with the Commanding General's guidance, SROTC personnel may participate in Assist Visits and the JPA.

Appendix A. DAI Evaluation

The DAI is responsible for overseeing the operations of five or more Army units in the same school district. Each office will be evaluated in matters pertaining to personnel and administration, education and training, operations, and school logistics and supply.

Minimum Passing Score – 80 points. If the minimum passing score is not attained either in total or in any individual area, the DAI will be placed on a PIP and follow-up evaluations will be conducted within 12 months of the initial evaluation. DAI's placed on a PIP are not eligible for a DAI award.

Category	Max	Min	Awarded
Personnel and	35	28	
Education and Training	45	36	
Operations	20	16	
School Logistics and Supply	0	0	
TOTAL	100	80	

Table A-1. DAI Evaluation Point Summary

DAI Evaluation

School
District: Date:
Location: (City/State)

Period covered:

1. Period covered: _____
2. DAI Name: _____
3. MPS Name: _____
4. DAI Staff: _____
5. MPS Cost-shared by Army: (Yes) ____ (No) ____
6. Number of Units: _____
7. Number of Cadets Enrolled: _____
8. Number of Units on Probation: _____
9. Probation. If yes, state reason: _____

Brigade team members:

Printed name	Signature
Printed name	Signature
Printed name	Signature

Figure A-1. DAI Evaluation

Section 1: 35 Points				
Personnel and Administration	Remote	On-Site	Pts.	Score and Comments
Is the DAI office staffed IAW <u>CCR 145-2</u> ?	X		2	
Does the DAI office have the required number of units?	X		1	
Does the DAI Office check JCIMS database for accuracy at least semi-annually?	X		1	
Are the school/district contract changes for JROTC personnel submitted through the BDE?	X		2	
Does the DAI office have a current list of trained and certified interviewers?	X		2	
Is performance counseling being maintained and reviewed for all JROTC personnel assigned to the DAI office?		X	5	
Are copies of all personnel actions on file for SAI/AI?		X	5	
Are exceptions to policy letters on file for all NCO's in SAI position?	X		1	
Are recommendations for JROTC cadre exceptional achievement awards submitted to Brigade?	X		3	
Are recommendations for Cadet awards submitted to Brigade?	X		3	
Are annual HT/WT being conducted on DAI Staff, AI/SAIs?	X		3	
Are personnel enrolled in the weight control program and are body fat worksheets on file?	X	X	2	
Explain procedures for Serious Incident Reports in accordance with <u>CCR 145-2</u> , Chapter 2. Provide reports.	X	X	3	
Explain the tracking system the DAI office uses to notify Brigade IMD to terminate cost share.		X	2	

Table A-2. DAI Evaluation Criteria

Section 2: 45 points				
Education and Training	Remote	On-site	Pts.	Score and Comments
Can the DAI provide evidence of keeping apprised of the latest educational trends?		X	3	
Does the DAI plan professional development workshops related specifically to the JROTC curriculum at least once a year?	X		3	
Is there evidence the DAI office's instructors have attended required school/district training?	X		2	
Does DAI maintain an OML and/or a certificate of completion for instructor certification and professional development in accordance with <u>CCR 145-2, Chapter 8</u> ?	X		3	
Have the DAI and staff personnel attended the certification course within the last 5 years (or are scheduled to attend)?	X		2	
Does the DAI office use the coaching rubric to evaluate at least one JROTC instructor per school once a year?		X	2	
Does the DAI maintain a record of degree completion for all assigned instructors?	X		4	
What evidence does the DAI have to influence the district office to support JCLC?	X	X	3	
Does the DAI office organize district competitions?	X		3	
If applicable, are command policy and guidance for the air rifle marksmanship program followed?	X		1	
Is a list of schools from the district participating in JCLCs provided to Brigade?	X		1	

Table A-2. DAI Evaluation Criteria, Cont'd

Section 2: 45 points				
Education and Training	Remote	On-site	Pts.	Score and Comments
Are consolidated JROTC Annual JCLC Opening Report/Closing Report/After Action Review submitted?	X		1	
How does the DAI office use each school's Curriculum Plan to assure effective teaching in accordance with the JROTC Curriculum Guide?		X	5	
Provide examples of school visits, integrated activities, community service, and service learning projects the DAI staff were involved in.		X	2	
Explain how the office advocates for the JROTC program at the State and/or National level (e.g. does the DAI volunteer for boards & workgroups, initiate actions to promote the program, etc.).		X	4	
Explain how the office is proactively working at the state level to support credit and certification issues?		X	4	
Provide evidence of DAI work with school districts to ensure the support of Cadet rides, service learning projects, consolidated military balls/awards ceremonies, and other relevant activities.		X	2	

Table A-2. DAI Evaluation Criteria, Cont'd

Section 3: 20 points				
Operations	Remote	On-site	Pts.	Score and Comments
Show how the DAI office is actively collecting data to show Cadet progress, unit actions, and comparison data to help poor performing units achieve success.	X		4	
Has the DAI identified schools not meeting contractual and regulatory guidance to Brigade?	X		2	
If a school is probated, are files maintained?		X	1	
How has the DAI office acknowledged exceptional units and/or Cadets?		X	3	
Is the DAI office actively monitoring schools during the establishment and disestablishment process in accordance with <u>CCR 145-2</u> , Chapter 3?		X	2	
Are requests for Distinguished Unit Insignia and School Patches for JROTC units submitted to Brigade?	X		1	
Does the DAI verify JCIM's data to review each school's Opening Enrollment, Intentions of Grads, Ethnic Information for accuracy?	X		3	
Does the DAI Office meet all BDE suspenses?	X		3	
Are instructor vacancies advertised within the school district and on the JROTC website?	X		1	

Table A-2. DAI Evaluation Criteria, Cont'd

Section 4: 0 points				
School Logistics and Supply	Remote	On-site	Pts.	Score and Comments
Does the DAI office maintain their unit supplies in accordance with <u>CCR 145-2</u> , Para 4-11 (10) and (11); 4-12 (6); 6-5 through 6-7, and 6-11?		X	0	

Table A-2. DAI Evaluation Criteria, Cont'd

Appendix B. JPA School Visit

The JPA School Visit is designed to assess the unit primarily in the areas of teaching and learning. This visit is comprised of accreditation criteria, which includes Cadets participation and the assessment of the Instructor portfolio. The Instructor portfolio is designed to show evidence of effective teaching and learning, assessment, professional development, collaborative activities, and continuous improvement efforts. The points assigned during the accreditation activities should guide and inform the Brigade team as they complete the JPA Final Report. The points are not aligned directly with the JPA Final Report.

Scoring worksheets are provided for the following accreditation activities:

School Visit Point Summary:

Accreditation Activities	Maximum Points	Minimum Points**
Battalion Staff Continuous Improvement Briefing & Interview	35	25
Service Learning Briefing	20	14
Cadet Portfolio & Interview	20	14
Unit Report	35	25
Drill <u>or</u> In-Ranks (evaluate one or the other, not both)	15	Color Guard plus Drill must equal at least 21 points <u>or</u> Color Guard plus In-Ranks must equal at least 21 points
Color Guard	15	
1st Instructor Portfolio & Interview	30	21
2nd Instructor Portfolio & Interview	30	21

Table B-1. JPA School Visit Point Summary

** In the event the minimum score is not attained for an accreditation activity, Brigade personnel should indicate improvement actions within the JPA Final Report.

JROTC Program for Accreditation (JPA) Coversheet

School:
Date:
Location: (City/State)

1. School enrollment: _____
2. JROTC Unit enrollment: _____
3. Principal Name: _____
4. SAI Name: _____
5. AI Name(s): _____
6. Probation (Unit). If yes, state reason. _____

7. Telephone/Fax: _____
8. E-mail address: _____

Brigade team members:

Printed name

Signature

Printed name

Signature

Printed name

Signature

Figure B-1. JPA Coversheet

Appendix B-1. Battalion Staff Continuous Improvement Project Presentation

All JROTC program activities should be interrelated to the program's student learning outcomes; they are initiated, planned, led, executed, and documented by Cadets. The Battalion Staff Continuous Improvement Project is meant to guide where your Cadet battalion goes, emphasizing what is important to Cadets. Cadets begin by reviewing JROTC program mission, vision, values, and outcomes and discuss how these relate to their battalion. Following a review of data (unit report, Cadet feedback, and/or school initiatives), battalion goals and desired outcomes are established and an action plan is developed and executed. The goals are continuously measured, documenting desired outcome accomplishment. The ability of the Cadets to do all this is not gained overnight and must be taught and mentored by the Instructors. Mid-course changes may be needed to accomplish what Cadets set out to accomplish.

Successful implementation of this process documents Cadets' understand the processes of continuous improvement, problem solving, planning, goal setting and how to use them to guide the organization throughout the year. This is an outstanding leadership tool. JROTC leadership, education, and training are demonstrated in a real-life, project-based learning experience, and is clearly evidence of Standard 3: Teaching and Assessing for Learning—the institution's curriculum, instructional design, and assessment practices guide and ensure teacher effectiveness and student learning. Further explanation in Indicator 3.3 says *teachers engage students in their learning through instructional strategies that ensure achievement of learning expectations.*

Directions: For this presentation the entire battalion staff has identified an area needing improvement and will deliver a presentation. Presentation should not exceed 30 minutes. Their plan for improvement will state the issue, how they developed a continuous improvement strategy, their implementation process, and continuous improvement results.

Cadet teams will gather data and complete research thereby demonstrating evidence of critical thinking, problem solving, and decision-making. Program Instructors will provide Cadets a copy of **Appendix C-1: Battalion Staff Continuous Improvement Project Presentation Checklist** as criteria, they will be evaluated. This checklist will serve as a self-assessment tool for Cadets. The *Battalion Staff Continuous Improvement Rubric* below will help guide you in evaluating their presentations. Using the rubric will also inform the JPA Report you will complete and discuss with your Instructors.

The following outlines the Continuous Improvement Process for Leadership:

Plan

- (1) At the start of a new school year, Cadet staff plans their activities for the year, assuring each activity supports the JROTC mission, vision, program outcomes and their Battalion goals. If they are not addressing one of the program goals with an activity, they may need to plan something else or rethink the importance of the goal.

Do/Act

- (2) The Cadet Battalion Commander, assisted by the battalion staff, begins by establishing a mission and vision for the school year. SMART (Specific, Measurable, Attainable, Results, Time Frame) goals are established based on unit data from years past. Desired outcomes or measures of success are established and each Cadet battalion staff member is assigned as a project officer for each goal. This Cadet leader executes the plan for goal achievement, measures, and document progress. Cadets should do all the work of the planning, establish the funds or resources needed, finding volunteer Cadets to help setup, clean-up, publicize, execute the project, and send reports to their supervising Instructor. When an activity supporting a goal is accomplished, progress towards goal achievement and measurements of success should be recorded and kept in a portfolio.
- (3) A regularly scheduled, special staff meeting (a self-check-up) is conducted where each staff officer responsible for a goal, presents to the staff how the unit is doing in relation to accomplishing the goal. Depending on success or lack thereof on each goal, the staff discusses changes or corrections they may need to make to complete the organizational goal by year's end. This process, along with quantifying data, is also documented in a notebook or computer spreadsheet.

Evaluate

- (4) If the program desires to compete for any unit award, the Cadet project officers write and submit impact statements for each of their goals into the unit report. The Instructor should allow the Cadet leadership to write these impact statements and then edit them before submitting the impacts as final.
- (5) The validation of the Continuous Improvement Process will be briefed to Brigade personnel as part of the JROTC Program for Accreditation process.

Figure B-1-1. Continuous Improvement Process for Leadership

Battalion Staff Continuous Improvement Project Presentation Rubric

There are 35 points possible for this presentation. Use the rubric below to evaluate the battalion staff presentations. This briefing should include presentations by all staff members. The battalion staff includes the battalion commander, CSM, XO, S1 – S5, or as determined by the SAI. The presentations will include:

- (1) Overview of the purpose of the Continuous Improvement Project.
- (2) Introduction of all Cadet staff and their role in this project.
- (3) Details of the problem, improvement plan, implementation, evaluation, and reflection.
- (4) Conclusion of the presentation should include a plan for next steps in continuous improvement.

If necessary, use the guiding questions to expand on the criteria. Discuss the overall evaluation score of the presentation with the JROTC Instructor and suggest areas for improvement.

Overview of Purpose, Goals, and Staff Roles			
Criteria	Proficient (3 points)	Emerging (2-1 point)	Unsatisfactory (0 points)
Introduction of battalion staff	Battalion staff present were introduced; staff in attendance presented a short brief on their role in battalion; presentation included how their role supported the battalion continuous improvement goal.	Some staff were introduced; some staff in attendance presented a short brief on their role in battalion; presentation made an attempt to include how their role supported the battalion continuous improvement goal.	No staff introductions were made; some to no staff presented a brief on how their role supported the battalion continuous improvement goal.
Description of battalion goal	Clearly defined purpose of continuous improvement goal; stated goal supports a higher mission (JROTC or school).	Somewhat defined purpose of continuous improvement goal; stated goal does not support a higher mission (JROTC or school).	No attempt to define purpose, goal, or support of mission was made.

Table B-1-1. Continuous Improvement Rubric

Identify Problem and Develop Improvement Plan			
Criteria	Proficient (3 points)	Emerging (2-1 point)	Unsatisfactory (0 points)
Identification of a problem or area for improvement	Clearly stated problem or area of improvement.	Problem stated is emerging but not clear; includes multiple problems and does not focus on single improvement.	Problem stated does not include area of improvement.
Identification of data or research gathered to confirm a problem or area for improvement	Data and gathered research inform a need for improvement; evidence displayed in the presentation; includes a purpose and benefit.	Little data provided to inform a need for improvement is necessary; evidence is discussed but not displayed; evidence is vague to unclear; includes either purpose or benefit.	No data is provided; data provided does not support need for improvement; data or research is not presented; does not include purpose or benefit.
Identification of team goals	Goals clearly stated and appropriate for problem defined; goal setting strategies clearly outlined using the SMART method.	Goals developed but beyond the scope of the defined problem; Little evidence of goal setting strategies, goals reflected some use of SMART method.	Goals not identified in presentation; no evidence of goal setting strategies used.
Identification of improvement plan	Improvement plan refers to knowledge and skills acquired from JROTC curriculum such as decision-making, goal-setting, problem solving, team building.	Improvement plan presented with little reference to curricular areas within JROTC lessons; little evidence of decision-making, goal-setting, problem solving, team building.	Improvement plan is unclear; Improvement plan is not stated; no reference to JROTC curricular areas; no evidence of decision-making, goal-setting, problem solving, team building.

Table B-1-1. Continuous Improvement Rubric, Cont'd

Identify Problem and Develop Improvement Plan			
Criteria	Proficient (3 points)	Emerging (2-1 point)	Unsatisfactory (0 points)
Plan establishes milestones or benchmarks	Clearly stated benchmarks or milestones with timelines; evidence of data gathered at milestones; timeline is reasonable; milestones support stated problem and goals.	Milestones and benchmarks presented; clarity of milestones or benchmarks unclear; little evidence of data gathered at milestones; timeline unrealistic or unclear.	Milestone or benchmarks unclear or not present; evidence of milestone attained unclear or not present; timeline vague or not presented.
Response	All staff members reacted appropriately to verbal and nonverbal feedback; all staff was knowledgeable about their portion of presentation.	Four or more staff members reacted appropriately to verbal and nonverbal feedback and were knowledgeable about their portion of presentation.	Three or less staff members reacted appropriately to verbal and non-verbal feedback and were knowledgeable about their portion of the presentation.

Table B-1-1. Continuous Improvement Rubric, Cont'd

Evaluation of Continuous Improvement Project			
Criteria	Proficient (3 points)	Emerging (2-1 point)	Unsatisfactory (0 points)
Presentation includes a conclusion	Conclusion shows final data and effect of change based on milestones set and met; plan states if the goal was met; conclusion refers to the JROTC lesson topics and their impact on success of the project.	Conclusion does not include if goal was met; plan does not indicate need for maintenance of goal or next step for improvement; conclusion refers to the JROTC lesson topics.	Conclusion is not included in the presentation; goal is not addressed in conclusion; conclusion does NOT refer to JROTC lesson topics <u>or</u> their impact on the success of the project.
Presentation includes continuous improvement milestone and timeline	Presentation shows how goal was met or not met; presentation states areas for improvement based on benchmarks or milestones failed.	Presentation shows what goal was addressed, but does not present clear continuous improvement benchmark or milestone.	Continuous improvement benchmarks or milestones are unclear or not present.
Reflection			
Criteria	Proficient (3 points)	Emerging (2-1 point)	Unsatisfactory (0 points)
Evaluate project using reflection	Reflection of project presented by team; evidence of individual reflection presented; reflection includes future areas of improvement, necessary research, or changes to process.	Reflection evident in providing future direction; presentation provides unclear to no plan for continuous improvement goals or strategies.	No evidence of reflection is presented.

Table B-1-1. Continuous Improvement Rubric, Cont'd

Presentation Delivery			
Criteria	Proficient (.50 point)	Emerging (.25 point)	Unsatisfactory (0 points)
Attendance and proper attire	Battalion commander and introduced staff were in proper attire.	Battalion staff was present and some were in proper attire.	Staff was present but none were in proper attire.
Appropriate visual aids	All presenting staff included appropriate visual aids supported by appropriate audio/speaking comments.	Presenting staff sometimes included appropriate visual aids supported by appropriate audio/speaking comments.	Staff did not include appropriate visual aids supported by appropriate audio/speaking comments.
Personal delivery	Presenting staff established good eye contact and appropriate gestures throughout the presentation; spoke clearly and concisely.	Some presenting staff established good eye contact and appropriate gestures throughout the presentation; some staff spoke clearly and concisely.	Presenting staff did not establish good eye contact, use appropriate gestures, or speak clearly and concisely.
Response	All staff members reacted appropriately to verbal and nonverbal feedback; all staff was knowledgeable about their portion of presentation.	Some staff members reacted appropriately to verbal and nonverbal feedback; staff was somewhat knowledgeable about their portion of presentation.	All staff members reacted inappropriately to verbal and non-verbal feedback and were not knowledgeable about their portion of the presentation.

Table B-1-1. Continuous Improvement Rubric, Cont'd

Guiding Questions

- *What process did you use to select this/these particular goals?*
- *When did you come together as a group to discuss these goals?*
- *What type of data are you using to measure how effectively you are meeting your goals?*
- *What role did other Cadets play in the development of these goals?*
- *What type of buy-in did you get from other Cadets?*
- *How would you rate your effectiveness in achieving these goals?*
- *Were there any unforeseen challenges you encountered along the way?*
- *What was the biggest obstacle to achieving these goals?*
- *Did you collaborate with anyone other than the battalion staff to help develop strategies?*
- *What would you do differently in the future?*
- *How does our Battalion Continuous Improvement Plan support the JROTC mission?*
- *Other than the duties you performed on this Continuous Improvement project, what other duties do you perform as the S-1, S-2, S-3, S-4, or S-5?*

Table B-1-1. Continuous Improvement Rubric, Cont'd

Total Points: _____

Transfer the total points to the JPA School Visit Point Summary Worksheet, Appendix B-10.

Battalion Staff Continuous Improvement Project Comments:

Appendix B-2. Service Learning Project Presentation

The JROTC AdvancED Standards for Accreditation notes in Standard 3: Teaching and Assessing for Learning, *the institution's curriculum, instructional design, and assessment practices guide and ensure teacher effectiveness and student learning. Further explanation in Indicator 3.3 says teachers engage students in their learning through instructional strategies that ensure achievement of learning expectations. A key evidence for this accreditation standard is Service Learning.*

A lesson required at every LET level is Service Learning. JROTC programs, and often many high schools, suggest students volunteer a specific number of hours to community service, with the outcome of serving others as citizens in their own community. Service Learning is a little different. JROTC requires 'service' within the community be taken up a step by requiring all Cadets to participate in a Service Learning Project.

Service learning brings academics to life and is driven by student involvement. Together Cadets should identify essential needs in your school or community and then decide on their own projects. In addition, they should plan and carry out their own projects and take responsibility for their own learning. Reflecting on the experience will reveal the importance of service work and the impact it is making on others, including each Cadet.

Directions: There are three distinct Service Learning lessons in the JROTC curriculum. Each focuses on a different aspect of service learning – planning and preparation, implementation, and evaluation. The checklist/rubric below divides the criteria you will be evaluating into three parts. A minimum of three Cadets will brief the presentation. These Cadets will not be from the battalion staff, but should represent their role in service learning as a LET 1, 2, 3, or 4 Cadet.

When a Cadet unit or LET class presents a Service Learning Brief, it becomes evident, the curriculum is being taught and integrated into their project. For this presentation, the Cadet team members (LET 1, 2, 3 or 4) will explain their service learning goal, planning strategies, preparation, and implementation of the project. As well, they will discuss the overall success of the project and provide team/personal reflection on service learning. Presentation should not exceed 30 minutes.

Appendix C-2: Service Learning Project Presentation Checklist uses the same criteria provided in the rubric below. Instructors should provide a copy of this checklist to their Cadets to help them prepare their presentations.

Use the rubric below to evaluate the content of the Cadets' presentation. Notes you take during this presentation will help inform the JPA Report you will complete and discuss with your Instructors.

Service Learning Project Presentation Rubric

Determine whether the Service Learning criteria addressed are *proficient, emerging, or unsatisfactory* as each of the three sections of the brief are presented. There are 20 points possible for this presentation. Some criteria address Cadet presentation and

delivery. Use the guiding questions to assist you in a post-briefing interview with Cadets. Encourage Cadets by providing feedback on their presentation style and delivery. Discuss the overall evaluation score of the presentation with the Instructors and suggest areas Cadets can improve.

Serving Learning Planning and Preparation		
Proficient (1 point)	Emerging (.50 point)	Unsatisfactory (0 points)
Presentation clearly describes how the project benefits the community.	Presentation attempts to describe how the project benefits the community.	Presentation does not describe how the project benefits the community.
Presentation clearly describes how the project enhances learning.	Presentation attempts to describe how the project enhances learning.	Presentation does not describe how the project enhances learning.
Presentation clearly describes how the project relates to the JROTC program curriculum.	Presentation attempts to describe how the project relates to the JROTC program curriculum.	Presentation does not describe how the project relates to the JROTC program curriculum.
Presentation identifies one or more JROTC lesson competencies related to the project.	Presentation identifies one JROTC lesson competency related to the project.	Presentation does not identify JROTC lesson competencies related to the project.
Presentation clearly explains the role of teamwork in accomplishing the project.	Presentation explains the role of teamwork in accomplishing the project.	Presentation does not describe the role of teamwork in accomplishing the project.
Presentation suggests ways the project could be modified to ensure it meets established guidelines for JROTC service learning projects.	Presentation recognizes improvement areas, but does not suggest possible modifications for future service learning projects.	Presentation does not suggest ways the project could be modified to ensure it meets established guidelines for JROTC service learning projects.
Section Notes:		

Table B-2-1. Service Learning Rubric

Service Learning Implementation		
Proficient (1 point)	Emerging (.50 point)	Unsatisfactory (0 points)
Presentation includes process necessary to conduct project.	Presentation attempts to identify process necessary to conduct project.	Presentation does not include process necessary to conduct project.
Presentation includes evidence of a project plan that defines the goals of the project.	Presentation attempts to include evidence of a project plan that defines the goals of the project.	Presentation includes evidence of a project plan that defines the goals of the project.
Project Plan refers to JROTC lesson competencies/outcomes related to the project.	Project Plan attempts to refer to JROTC lesson competencies/outcomes related to the project.	Project Plan does not refer to JROTC lesson competencies/outcomes related to the project.
Project Plan clearly provides who, what, when, where, why, and how of the project.	Project Plan provides some, but not all who, what, when, where, why, and how of the project.	Project Plan does not provide who, what, when, where, why, and how of the project.
Presentation includes a team and individual reflection about the project implementation.	Presentation includes a team or individual reflection about the project implementation.	Presentation does not include any reflection about the project implementation.
Section Notes:		

Table B-2-1. Service Learning Rubric, Cont'd

Service Learning Reflection and Integration		
Proficient (1 point)	Emerging (.50 point)	Unsatisfactory (0 points)
Cadets provide clear evidence of participation in structured reflection activities about the service learning experience.	Cadets discuss, but do not provide evidence of participation in structured reflection activities about the service learning experience.	Cadets do not discuss or provide evidence of participation in structured reflection activities about the service learning experience.
Cadets clearly summarize the impact the experience had on the team and individual members.	Cadets attempt to summarize the impact the experience had on the team and individual members.	Cadets do not summarize the impact the experience had on the team and individual members.
Cadets report or present the results of the project, what was learned, and how the experiences fostered change.	Cadets report or present the results of the project, but do not address what was learned, and how the experiences fostered change.	Cadets do not report or present the results of the project, what was learned, and how the experiences fostered change.
Cadets report or present new ideas for service learning projects based on current experience.	Cadets discuss ideas for service learning projects, but do not report or present any new ideas based on current experience.	Cadets do not report or present new ideas for service learning projects based on current experience.
Section Notes:		

Table B-2-1. Service Learning Rubric, Cont'd

Service Learning Presentation and Delivery		
Proficient (1 point)	Emerging (.50 point)	Unsatisfactory (0 points)
Cadets introduced self; explained role in project.	Cadets introduced self; did not explain role in project.	Cadets did not introduce self; did not explain role in project.
Cadets included appropriate visual and audio aids.	Cadets included some appropriate visual and audio aids.	Cadets did not include appropriate visual or audio aids.
Cadets established consistent eye contact and appropriate gestures throughout the presentation.	Cadets established some eye contact and limited appropriate gestures throughout the presentation.	Cadets did not use eye contact or appropriate gestures throughout the presentation.
Cadets' speaking was clearly and concisely articulated throughout the message; avoided the use of slang or "fillers."	Cadets' speaking was somewhat clearly articulated throughout the message.	Cadets' speaking was not clear or concise; did not avoid the use of slang or "fillers."
Cadets responded appropriately to verbal and nonverbal feedback; Cadets were knowledgeable about their portion of presentation.	Cadets responded to verbal and nonverbal feedback; Cadets were somewhat knowledgeable about their portion of presentation.	Cadets did not respond appropriately to verbal and nonverbal feedback; Cadets were not knowledgeable about their portion of presentation.
Section Notes:		

Table B-2-1. Service Learning Rubric, Cont'd

Guiding Questions (if needed)

- *What need led you to select this project?*
- *What type of research did you conduct to support this project?*
- *What impact do you think this project had on the community?*
- *What would you do next time to make this project better?*
- *How did this service learning project impact your personal growth?*
- *What leadership principles did you have to use to successfully complete this project?*
- *What could you do to involve more Cadets in your project?*
- *Were there any unexpected obstacles you encountered during your project? How did you handle them?*
- *Which phase of the project did you consider to be the most critical? Why?*

Table B-2-1. Service Learning Rubric, Cont'd

Total Points: _____

Transfer the total points to the JPA School Visit Point Summary Worksheet, Appendix B-10.

Appendix B-3. Cadet Portfolio and Interview Guide

The JROTC Program for Accreditation Standard 3: Teaching and Assessing of Learning notes *the institution's curriculum, instructional design, and assessment practices guide ensure teacher effectiveness and student learning*. Cadet portfolios and interviews help provide evidence of teaching and learning occurring within the program.

The Cadet Portfolio (electronic/digital or hard copy) is one of the most authentic forms of assessment within the JROTC program. JROTC Cadets create a portfolio containing an organized collection of work based on accomplishments, personality, goals and aspirations. The portfolio should provide insight and information on the Cadet's personal achievements and growth over time, specifically targeting the five program outcomes of the JROTC curriculum. Instructors will ensure all Cadets and participating students have a portfolio and will periodically discuss evidence of growth and improvement demonstrated in the portfolio. Instructors can require additional assignments in the portfolios to address areas of concern of their school and the individual needs of the Cadet. In addition to the criteria listed below, Cadets are encouraged to include any other artifacts related to their accomplishments, personality, goals and aspirations. All Cadets will maintain a Cadet Portfolio for the duration they are enrolled in a JROTC program. Instructors should provide a copy of **Appendix C-3: Cadet Portfolio Checklist** to Cadets prior to the JPA visit.

Scoring: Brigade and DAI staffs will use the Cadet Portfolio and Interview Guide to review portfolios during JPA visits. To review a good sampling of portfolios, it's recommended to randomly select 10—three LET 1, three LET 2, two LET 3, and two LET 4. Consider using the guiding questions, or your own questions, to keep the dialogue focused on what the Cadet has learned and how they applied it.

Each criterion is worth two points, unless noted otherwise. Each portfolio accounts for 20 points. Average the scores and provide one score on the JPA School Visit Point Summary Scoring Worksheet. Make as many copies of the Cadet Portfolio and Interview Guide as needed to score each of them appropriately.

LET 1 Cadet Portfolio and Interview Guide		
Program Outcomes	Criteria	Points
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	Completed Self-Awareness Matrix (U1C2L2). <i>Tell me how you applied your Winning Colors® to one of the situations in your Self-Awareness Matrix.</i>	1 point for artifact & 1 point for answer
	Written summary about how Winning Colors® behavior clusters can be used to guide problem-solving or goal achievement (U1C2L3). <i>How can being aware of your teammates' behavior preferences help your team meet goals or solve problems?</i>	
	Written summary about using conflict resolution techniques in a real or hypothetical conflict (U1C4L3). <i>How can conflict resolution techniques help you resolve conflicts?</i>	
Value the role of the military and other service organizations	Completed scoring guide from the Stationary Movements and Marching Techniques Performance Assessment Task (PAT) (U1C3L2). <i>Tell me how you helped a teammate improve their stationary movements or marching techniques.</i>	
Graduate prepared to succeed in post-secondary options and career pathways	Journal entries of applying study skill strategies during a 2-3-week period (U1C2L6). <i>What is one strength and weakness of your study skills?</i>	
Make decisions that promote positive social, emotional, and physical health	Completed Success Profiler Personal Skills Map with a written Personal Growth Plan (U1C2L8). <i>Show me your Personal Growth Plan skills you want to improve.</i>	

Table B-3-1. Cadet Portfolio Criteria

Make decisions that promote positive social, emotional, and physical health (cont'd)	Written anger management action plan using the SMART process (U1C4L2). <i>What measurable steps are you taking to practice healthy anger management behaviors?</i>	
	A plan using the SMART process to set personal goals for Cadet Challenge (U1C5L2). <i>What measurable steps are you taking to achieve your goals in Cadet Challenge?</i>	
Engage in civic and social concerns in the community, government, and society	Completed Dining Out or Cadet Ball packet, including all protocols and arrangements (U1C1L4). <i>Why are social etiquette and manners important?</i>	
	Completed plan for a service learning project (U1C6L2). <i>What is the difference between community service and service learning?</i>	

Table B-3-1. Cadet Portfolio Criteria, Cont'd

LET 2 Cadet Portfolio and Interview Guide		
Program Outcomes	Criteria	Points
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	Written reflection describing your leadership attributes (U2C1L2). <i>Tell me about the strengths and weaknesses of your leadership attributes.</i>	1 point for artifact & 1 point for answer
	Completed LET 2 Personal Skills Map (U2C2L5). <i>What changes have occurred in your skills since LET 1?</i>	
	Essay from any course (U2C2L2). <i>What is the hardest part in trying to become a better writer?</i>	
Value the role of the military and other service organizations	Written description of your response to the drill scenario in U2C3L2. (U2C3L2) <i>What are some of the characteristics and responsibilities of a good drill leader?</i>	
Graduate prepared to succeed in post-secondary options and career pathways	Self-written speech (U2C2L3). <i>What are some of the different types of speeches?</i>	
	Completed Career Exploration Strategy and Timeline (U2C2L4). <i>What's the difference between a job and a career?</i>	
Make decisions that promote positive social, emotional, and physical health	One completed First Aid help card for treating a common injury (U2C4L2). <i>How do you know if a cut needs medical attention?</i>	
	Cadet Challenge results for LET 2 (Global Resources). <i>What measurable steps are you taking to continually improve your Cadet Challenge scores?</i>	

Table B-3-1. Cadet Portfolio Criteria, Cont'd

Engage in civic and social concerns in the community, government, and society	Written summary describing the actions you take to prevent or stop bullying or cyberbullying (U2C5L1). <i>What are the three types of bullying?</i>	
	Written summary of your current personal health habits and a plan to improve health habits (U2C6L1). <i>What do you do to promote healthy habits?</i>	

Table B-3-1. Cadet Portfolio Criteria, Cont'd

LET 3 Cadet Portfolio and Interview Guide		
Program Outcomes	Criteria	Points
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	Written self-improvement plan for improving leadership and management skills (U3C1L5). <i>What are your strengths and weaknesses in leadership and management?</i>	1 point for artifact & 1 point for answer
	Written reflection about an ethical dilemma (U3C1L6). <i>What is an ethical dilemma?</i>	
	Written reflection about your plan to improve supervisory skills (U3C1L7). <i>Tell me about a time you supervised an activity at school, work, home, church, or in the community.</i>	
Value the role of the military and other service organizations	Written summary about the duties and responsibilities of a platoon leadership position (U3C3L1). <i>How do the platoon leader and platoon sergeant facilitate teamwork in your platoon?</i>	
Graduate prepared to succeed in post-secondary options and career pathways	A personal action plan for attending a post-secondary institution (U3C2L1). <i>What post-secondary institutions are you interested in attending?</i>	
	A resume (U3C2L3). <i>What is one thing you're most proud of in your resume?</i>	
	Written Battalion Continuous Improvement Plan (U3C1L4). <i>What data is used to support the Battalion Continuous Improvement Plan?</i>	

Table B-3-1. Cadet Portfolio Criteria, Cont'd

Make decisions that promote positive social, emotional, and physical health	An action plan to address prejudice (U3C4L1). <i>What do you do to minimize prejudice in relationships with others?</i>	
	Completed LET 3 Personal Skills Map (U3C2L3). <i>What have you learned about your skills since LET 2?</i>	
Engage in civic and social concerns in the community, government, and society	Completed service learning project plan and schedule (U3C6L1). <i>What is the goal of your team's service learning project?</i>	

Table B-3-1. Cadet Portfolio Criteria, Cont'd

LET 4 Cadet Portfolio and Interview Guide		
Program Outcomes	Criteria	Points
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	New or revised lesson plan (U4C1L2). <i>What was one thing your peer said needed improving on your lesson plan?</i>	1 point for artifact & 1 point for answer
	Completed Feedback Scoring Guide (U4C1L3). <i>Why is feedback important in the learning process?</i>	
	Self-assessment of your leadership communication skills (U4C3L2). <i>What is one strength and weakness in your leadership communications?</i>	
Value the role of the military and other service organizations	Flow Map or written summary describing the commands and responses used in a company drill (U4C3L3). <i>How do you feel about leading the company during drill?</i>	
Graduate prepared to succeed in post-secondary options and career pathways	Written plan for achieving two goals after high school (U4C2L1). <i>Why are these two goals important to you?</i>	
	Written plan for the LET 4 capstone project (U4C1L1). <i>How has your skills and abilities in the JROTC program improved over the past 3 years?</i>	
	A chart showing a 10-year path toward your professional goals (U4C2L2). <i>What do you need to do within the next year in order to achieve your 10-year plan?</i>	

Table B-3-1. Cadet Portfolio Criteria, Cont'd

<p>Make decisions that promote positive social, emotional, and physical health</p>	<p>JROTC Core Abilities Self-Assessment Summary (U4C2L1).</p> <p><i>Which JROTC Core Ability do you think is the most useful for your life after high school, and why?</i></p>	
<p>Engage in civic and social concerns in the community, government, and society</p>	<p>Completed Gantt Chart used in the management of a service learning project (U4C4L1).</p> <p><i>What do you like and dislike about a Gantt Chart?</i></p>	
	<p>Written paper describing a current issue affecting citizen rights (U4C5L2).</p> <p><i>What are some of the facts related to this issue?</i></p>	

Table B-3-1. Cadet Portfolio Criteria, Cont'd

Appendix B-4. Cadet Drill

Cadet drills will be in accordance with TC 3-21.5 and the instructions in this appendix. Wear and appearance of the uniform will be in accordance with AR 670-1. The evaluations will include formation (assembly), dress/alignment, Cadet leader control, and unit response/execution. The brigade team must observe the unit formation. Exhibition drill, competition drill, and local drill standards will NOT be used in lieu of the Cadet Drill directions below.

Directions: Use the Cadet Drill Criteria worksheet to evaluate a minimum of 12 Cadets plus a Cadet leader. A total of 15 points is the maximum possible for this accreditation activity.

A flag or marker placed directly opposite the reviewing stand or brigade team will designate the start point for drill. The Cadet drill will assemble in a line formation at the designated start point facing the reviewing stand or the brigade team; at a signal from the brigade team, the Cadets will perform the following movements in sequence.

FALL IN	COLUMN LEFT MARCH	REAR MARCH
DRESS RIGHT DRESS	LEFT FLANK MARCH	COLUMN RIGHT MARCH
READY FRONT	RIGHT FLANK MARCH	COLUMN LEFT MARCH
PRESENT ARMS	COLUMN RIGHT MARCH	COLUMN LEFT MARCH
ORDER ARMS	RIGHT FLANK MARCH	ELEMENT HALT
LEFT FACE	LEFT FLANK MARCH	LEFT FACE
ABOUT FACE	COLUMN RIGHT MARCH	FALL OUT
FORWARD MARCH	REAR MARCH	

Table B-4-1. Cadet Drill Criteria

Cadet Drill Criteria

Rate each item listed below using the points listed next to the item. If necessary, use a separate sheet for each company, platoon, or squad performing small unit drill. If observing more than one company, platoon, or squad average the scores and provide one score on the JPA School Visit Point Summary Scoring Worksheet.

School:
Size Element: Minimum 12 Cadets plus Cadet leader:

Cadet Leader Control = 4 points	Score
Command voice (1 point)	
Cadence/timing (1 point)	
Position/military bearing (1 point)	
Followed prescribed plan/sequence (1 point)	
Total Points	
Unit Dress/Alignment = 3 points	Score
Stationary (1.5 points)	
Marching (1.5 points)	
Total Points	
Unit Dress/Execution/Response = 8 points	Score
Synchronized unit response (2 points)	
Correct facing movements (2 points)	
Correct marching movements (2 points)	
Proper marching step/cadence (2 points)	
Total Points	
Total Score: _____	

Table B-4-1. Cadet Drill Criteria, Cont'd

Appendix B-5. In-Ranks

All Cadets present for the JPA visit will participate in in-ranks. In-ranks will be Cadet led and in accordance with the instructions in this appendix and CCR 145-2.

Personal appearance and grooming should meet or exceed established unit standards. At a minimum, hair (both male and female) will be well groomed, and must not extend below the uniform collar. Hairstyles must permit the appropriate headgear to be worn properly.

During the in-ranks, the uniform will be Class "A" or "B" or distinctive uniform for Military Institute units. Brigade must approve the type of uniform worn during the JPA. Other uniforms like drill, color guard or any other uniform is unauthorized during the in-ranks. Uniforms must be clean, pressed, and in good repair. Insignias, metal accoutrements and accessories, authorized by CCR 145-2 are the only awards worn on the uniform during the JPA. All awards and decorations must be properly placed on the Class "A" and Class "B" uniforms; brass and shoes/boots should be cleaned and shined IAW CCR 145-2. Cadets must wear headgear for the in-ranks.

Cadets not wearing a uniform will be assessed six (6) uniform deficiencies, unless there is a valid reason for not wearing the uniform (i.e., newly enrolled Cadets, Cadets who have grown out of their uniforms or damaged their uniforms). Instructor must prove uniforms are on order.

Cadets are expected to answer graded questions.

Examples.

a. Possible (Number of Cadets inspected times 6) minus total deficiencies divided by possible points times 80:

Example: 88 Cadets inspected

23 deficiencies

$88 \times 6 = 528$ $528 - 23 = 505$

$505 / 528 = .956$ $\times 80 = 76.48$ points

b. Possible (Number of Cadets questioned times 3) minus total incorrect answers divided by possible points times 20:

Example: 88 Cadets questioned

23 incorrect answers

$88 \times 3 = 264$ $264 - 23 = 241$

$241 / 264 = .912$ $\times 20 = 18.24$ points

IN-RANKS SCORING WORKSHEET

Step 1 - Uniforms:

_____ Number of Cadets Inspected.

_____ Number of Deficiencies.

_____ Number of Cadets Inspected X 6 = _____ possible pts – _____ Number of deficiencies = _____ earned pts / _____ possible pts = _____ X 80 = _____ uniform pts (score)

Step 2 - Questions:

_____ Number of Cadets questioned.

_____ Number of incorrect answers.

_____ Number of Cadets Questioned X 3 = _____ possible pts – _____ Number of incorrect answers = _____ earned pts / _____ possible pts = _____ X 20 = _____ question pts (score)

Step 3 - Calculate the total points for In-Ranks:

_____ Add the points for uniform (Step 1) plus the points for questions (Step 2) then enter the total points here.

Step 4 - Determine the amount of points to use for JPA:

There is a maximum of 15 points possible for this accreditation activity. Based on the total points in Step 3 above, use the scale below to determine the amount points to enter on the JPA School Visit Point Summary Worksheet.

In-Ranks Points	Points to enter on JPA Worksheet
100 – 95	15
94.99 – 90	12
89.99 – 80	10
79.99 – 70	5
less than 70	1

Appendix B-6. Color Guard

Sequence	Comments
Are color guards wearing proper uniform?	
Sling Arms	
Post	
Uncase The Colors	
Present Arms	
Order Arms	
Post	
Colors Reverse March	
Forward March	
Left Wheel March	
Forward March	
Colors Reverse March	
Forward March	
Colors Guard Halt	
Order Colors	
Parade Rest	
Colors Attention	
Carry Colors	
Forward March	
Right Wheel March	
Forward March	
Colors Reverse March	
Forward March	
Eyes Right	
Ready Front	
Left Wheel March	
Forward March	
Left Wheel March	
Color Guard Halt	
Sling Arms	
Post	
Present Arms	
Order Arms	
Case The Colors	
Post	

Table B-6-1. Color Guard Criteria

Color Guard Scoring Worksheet

There is a maximum of 15 points possible for this accreditation activity. Use the Color Guard Criteria below to evaluate Cadets' performance and assign a score.

Color Guard Criteria	Points (1.5 for each)
Uncasing of colors	
Proper commands given	
Present Arms	
Synchronized precision responses	
All required movements performed in sequence	
Alignment and dress	
Facing movements w/manual of arms correct	
Marching movements correct	
Customs and Courtesies of National Colors	
Casing of colors	

Table B-6-1. Color Guard Criteria, Cont'd

Total Points _____

Transfer the total points to the JPA School Visit Point Summary Worksheet, Appendix B-10.

Appendix B-7. Unit Report

The unit completes the Unit Report annually in JUMS. Brigades may grant exception to specific requirements upon justification by the unit. The Unit Report is worth 400 points in JUMS. Complete the Unit Report in accordance with CCR 145-2.

There is a maximum of 35 points possible for this accreditation activity. Based on the total points on the Unit Report in JUMS, use the scale below to determine the amount of points to enter on the JPA School Visit Point Summary Worksheet.

Points on Unit Report	Points to enter on JPA Worksheet
400 – 360	35
359 – 320	25
319 – 280	15
279 – 0	0

Appendix B-8.

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Appendix B-9. JROTC Instructor Portfolio and Interview Guide

The JROTC Standards of Accreditation Standard 3: Teaching and Assessing for Learning says *the institution's curriculum, instructional design, and assessment practices guide and ensure teacher effectiveness and student learning*. While this standard is the most critical for instructors, there are other standards impacting the instructors as well. The items in the instructor portfolio provide evidence to support participation in continuous improvement efforts, use of data to inform changes and collaboration. This form provides examples of evidence.

Instructors must participate in their own growth and professional development in an effort toward becoming the best instructor they can be. When instructors value life-long learning, it can translate to the classroom experience. Cadets can pick up their enthusiasm and passion for education and ultimately affect the Army JROTC mission, "To motivate young people to be better citizens."

The criteria below can be used as you interview your instructors during a JPA visit. Each instructor portfolio will be evaluated separately; the total score for this section of the JPA will not be an average of portfolio scores. High and low portfolio scores can positively or negatively impact a total JPA score. Portfolio scores below the minimum will be re-evaluated by the Brigade staff within one year of the JPA. This allows an instructor time to improve upon their effectiveness and professional development.

If an instructor scores the maximum points in every category, they could achieve 32 points. However, the maximum points entered on the JPA School Visit Point Summary Worksheet for this section is 30 points. No more than 30 points per instructor may be entered on Appendix B-10, JPA School Visit Point Summary Worksheet.

For JPA purposes, a new instructor is defined as an SAI or AI with less than three years' experience. Each instructor portfolio will be evaluated, including new instructors. However, the points for new instructors' portfolios will not be used to compute the percentage for the unit's overall score. To compute the percentage for the unit's overall score, use the formula in Appendix B-10, JPA School Visit Point Summary Worksheet. On the JPA Final Report, Brigade personnel should indicate a course of action for new instructors to improve their portfolio score.

Ensure JROTC instructors have a copy of **Appendix C-4: JROTC Instructor Portfolio and Interview Guide** to use as a guide for assembling their portfolio. Use these same criteria during your evaluation and provide feedback to your instructor by commending them for outstanding performance and professional development or helping them think through some short- and long-term goals toward a continuous improvement action plan.

Due to time constraints during a JPA visit, suggest instructors provide printed or digital copies of their artifacts to the Brigade staff prior to arrival for a JPA.

Portfolio Criteria	Products Providing Evidence	Guiding Questions
<p>A. Portfolio includes a Resume/Bio/Vitae, photo, height/weight = 1 point</p>	<p>All 3 items required:</p> <ol style="list-style-type: none"> 1. Current Resume – hard copy or e-file <u>or</u> Current Biography or Curriculum Vitae 2. Current DA photograph filed in JCIMS 3. Height/Weight screening recorded in JCIMS 	<ul style="list-style-type: none"> — <i>What personal accomplishments can you add to your resume or vitae?</i> — <i>How have you contributed to your professional development?</i>
<p>Brigade Staff Comments:</p>		
Portfolio Criteria	Products Providing Evidence	Guiding Questions
<p>B. Portfolio includes semester Syllabi, MTS, school policies = 1 point</p>	<p>All 3 items required:</p> <ol style="list-style-type: none"> 1. Current year’s syllabi for each LET level taught 2. JROTC Curriculum Plan 3. School guidelines/policies (screen shot or website URL) 	<ul style="list-style-type: none"> — <i>Does your program have a posted weekly training schedule or pacing guide?</i> — <i>What evidence indicates your students are learning what your syllabus says you teach?</i> — <i>Do parents sign student syllabi?</i>
<p>Brigade Staff Comments:</p>		

Table B-9-1. Instructor Portfolio and Interview Criteria

Portfolio Criteria	Products Providing Evidence	Guiding Questions
<p>C. Portfolio include Evaluations and Observations = 1 point</p>	<p>1. School evaluations from a school administrator, mentor teachers or peers, JROTC personnel, walk-through observations by DAI/Brigade/Cadet Command, student/faculty feedback surveys (must be within the past three years)</p> <p><i>Note: If a school has a policy prohibiting instructors from sharing or displaying their evaluations for privacy reasons, the instructor can use a letter/note/memo/email from a school administrator stating the date the last evaluation was performed in lieu of a completed evaluation document.</i></p>	<ul style="list-style-type: none"> — <i>How often have you been evaluated?</i> — <i>Who conducts classroom evaluations?</i> — <i>Do you have a copy of any evaluations provided to you?</i>
<p>Brigade Staff Comments:</p>		

Table B-9-1. Instructor Portfolio and Interview Criteria, Cont'd

Portfolio Criteria	Products Providing Evidence	Guiding Questions
D. Portfolio includes evidence of required professional development = up to 9 Points	<ol style="list-style-type: none"> 1. Professional growth plan 2. Basic JSOCC Certificate (within required time frame) 3. Appropriate degree transcripts (filed in JCIMS) 4. District mandated training 5. Advanced JSOCC Certificate (within required time frame) 6. <i>The Good Teacher</i> Ethics Training Certificate 7. DL courses certificates (ALMS or Pearson MyLab) within required time frame 8. CM Presented Lessons Report (hard copy or verified on instructor's CM) 9. Marksmanship Training Certificate (as required) 	
E. Portfolio includes evidence of desired professional development (limited to 2 examples per item)= up to 6 points	<p>Recommended Evidence- 1 point for each new example presented within a 3-year JPA cycle. Items 5 and 6 each receive 2 points at every JPA visit.</p> <ol style="list-style-type: none"> 1. Educational program certification/certificates 2. Professional organization memberships 3. Article/publication contributions (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples E.3) 4. Continuing education/seminars/workshops/conferences 5. College transcript showing any degree earned beyond required 6. State level teacher or administrator certification 	<p>— <i>What are some accomplishments in the last three years supporting your personal professional goals?</i></p>
Brigade Staff Comments:		

Table B-9-1: Instructor Portfolio and Interview Criteria, Cont'd

Portfolio Criteria	Products Providing Evidence	Guiding Questions
<p>F. Portfolio includes best practices in teaching and assessment strategies and evidence of CI and collaboration (Limited to 2 examples per item) = up to 12 points</p>	<p>1 point for each example presented <i>(* = item referred to in JPA Report)</i></p> <ol style="list-style-type: none"> 1. *Customized presentations and/or other customized instructional materials (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.1) 2. *Differentiated instruction (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.2) 3. Rubrics (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact F.3) 4. Critical Thinking Questioning techniques (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.4) 5. *Plans for students with special needs and/or academically advanced students (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.5) 6. *Minutes from Continuous Improvement meetings/activities (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.6) 7. *Examples of peer collaboration and shared leadership within the high school activities (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.7) 8. *Examples of stakeholder collaboration activities (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.8) 9. *Grading policy is based on mastery of competencies (See 	<ul style="list-style-type: none"> — <i>What necessitated a need for a change to a lesson plan?</i> — <i>What types of assessment strategies do you use?</i> — <i>How do your assessments measure student learning?</i> — <i>What evidence in Cadet Portfolios will showcase some of your implemented practices for learning and assessment?</i> — <i>What kind of accommodations have you made for student learning?</i> — <i>How do you use the CPS in your classroom?</i> — <i>How and why have you modified CPS questions in a lesson?</i> — <i>Who do you collaborate with in the community to enhance the JROTC profile and student education opportunities?</i> — <i>How are you professionally aligned with members of the community you teach in?</i> — <i>How do you work with other teachers at your school?</i> — <i>What kind of additional services do you work with in the school on behalf of your Cadets?</i> — <i>Describe your grading</i>

	<p>Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.9)</p> <p>10. *Identified support services available to students as needed (See Appendix B-12 Instructor Portfolio Artifact Examples F.10)</p> <p>11. Collaboration evidence between SROTC and JROTC</p> <p>12. *Examples of how data was used to design, implement, and evaluate continuous improvement plans (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.11)</p> <p>13. *Examples of how data was used to design, implement, and evaluate learning (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.12)</p>	<p><i>system.</i></p> <p>— <i>How effective are your lesson questions in reinforcing learning?</i></p> <p>— <i>How do you know your students are prepared for their assessment task?</i></p> <p>— <i>If you provide written tests to your students, what kind of data indicates your test bank is a fair and reliable form of assessment?</i></p>
<p>Brigade Staff Comments:</p>		

Table B-9-1. Instructor Portfolio and Interview Criteria, Cont'd

Portfolio Criteria	Products Providing Evidence	Guiding Questions
<p>G. Portfolio includes professional accomplishments or recognition = up to 2 points</p>	<p>1 point for each new item presented within the past 3 years.</p> <ol style="list-style-type: none"> 1. Documented thank you (See Appendix B-12 Instructor Portfolio Artifact Examples G.1) 2. Letter of Commendation (See Appendix B-12 Instructor Portfolio Artifact Examples G.2) 3. Awards of Distinction 4. Certificates of Appreciation 	
<p>Brigade Staff Comments:</p>		

Table B-9-1. Instructor Portfolio and Interview Criteria, Cont'd


Total Points: _____

Transfer the total points to the JPA School Visit Point Summary Worksheet, Appendix B-10.

Additional Comments:

Additional Comments:

Appendix B-10. JPA School Visit Point Summary Worksheet

Accreditation Activity	Maximum Points	Minimum Points**	Points Awarded
Battalion Staff Continuous Improvement Briefing & Interview	35	25	
Service Learning Briefing	20	14	
Cadet Portfolio & Interview	20	14	
Unit Report	35	25	
Drill or In-Ranks (evaluate one or the other, not both)	15	Color Guard plus Drill must equal at least 21 points or Color Guard plus In-Ranks must equal at least 21 points	
Color Guard	15		
Cadets' Points Awarded 			
Instructor Portfolio & Interview	30	21	
Instructor Portfolio & Interview	30	21	
Instructor Portfolio & Interview	30	21	
Instructor Portfolio & Interview	30	21	
Instructor Portfolio & Interview	30	21	
Instructor Portfolio & Interview	30	21	
Instructor Portfolio & Interview	30	21	
Instructor Portfolio & Interview	30	21	
Instructor Portfolio & Interview	30	21	
Instructor Portfolio & Interview	30	21	
Instructor Portfolio & Interview	30	21	

Instructor Portfolio & Interview	30	21	
Instructor Portfolio & Interview	30	21	
Instructor Portfolio & Interview	30	21	
Instructor Portfolio & Interview	30	21	
Instructors' Points Awarded _____ →			

Table B-10-1. JPA School Visit Point Summary Worksheet

The following formula will be used to compute the unit's overall percent score:

$$\frac{(\text{Cadet points awarded} \times \text{weight factor}) + \text{instructor points awarded}}{(\text{max points possible for Cadets} \times \text{weight factor}) + \text{max points possible for all instructors}}$$

The weight factor used in the formula is based on the number of instructors assigned to the unit; refer to Table B-10-2. Ensure the same weight factor is used in the numerator and denominator. Max points possible for Cadets = 140. Max points possible for instructors = 30 x number of instructors.

** In the event the minimum score is not attained for an accreditation activity, Brigade personnel should indicate improvement actions within the JPA Final Report.

Percent Score: _____ HUD Proficient Unsatisfactory

Accreditation Activity	Maximum Points	Minimum Points**	Points Awarded
Battalion Staff Continuous Improvement Briefing & Interview	35	25	30
Service Learning Briefing	20	14	17
Cadet Portfolio & Interview	20	14	16
Unit Report	35	25	35
Drill <u>or</u> In-Ranks (evaluate one or the other, not both)	15	Color Guard plus Drill must equal at least 21 points <u>or</u> Color Guard plus In-Ranks must equal at least 21 points	15
Color Guard	15		15
Cadets' Points Awarded			128
1st Instructor Portfolio & Interview	30	21	22
2nd Instructor Portfolio & Interview	30	21	28
Instructors' Points Awarded			50

Figure B-10-1. JROTC Program for Accreditation School Visit Point Summary Example #1

The following formula will be used to compute the unit's overall percent score:

$$\frac{(\text{Cadet points awarded} \times \text{weight factor}) + \text{instructor points awarded}}{(\text{max points possible for Cadets} \times \text{weight factor}) + \text{max points possible for all instructors}}$$

The weight factor used in the formula is based on the number of instructors assigned to the unit; refer to Table B-10-2. Ensure the same weight factor is used in the numerator and denominator. Max points possible for Cadets = 140. Max points possible for instructors = 30 x number of instructors.

** In the event the minimum score is not attained for an accreditation activity, Brigade personnel should indicate improvement actions within the JPA Final Report.

Percent Score: $\frac{(128 \times 1) + 50}{(140 \times 1) + 60} = \frac{178}{200} = 89\%$ HUD Proficient Unsatisfactory

Accreditation Activity	Maximum Points	Minimum Points**	Points Awarded
Battalion Staff Continuous Improvement Briefing & Interview	35	25	30
Service Learning Briefing	20	14	17
Cadet Portfolio & Interview	20	14	16
Unit Report	35	25	35
Drill or In-Ranks (evaluate one or the other, not both)	15	Color Guard plus Drill must equal at least 21 points or Color Guard plus In-Ranks must equal at least 21 points	15
Color Guard	15		15
Cadets' Points Awarded →			128
1st Instructor Portfolio & Interview	30	21	22
2nd Instructor Portfolio & Interview	30	21	18
3rd Instructor Portfolio & Interview	30	21	28
Instructors' Points Awarded →			68

Figure B-10-2. JROTC Program for Accreditation School Visit Point Summary Example #2

The following formula will be used to compute the unit's overall percent score:

$$\frac{(\text{Cadet points awarded} \times \text{weight factor}) + \text{instructor points awarded}}{(\text{max points possible for Cadets} \times \text{weight factor}) + \text{max points possible for all instructors}}$$

The weight factor used in the formula is based on the number of instructors assigned to the unit; refer to Table B-10-2. Ensure to use the same weight factor in the numerator and denominator. Max points possible for Cadets = 140. Max points possible for instructors = 30 x number of instructors.

** In the event the minimum score is not attained for an accreditation activity, Brigade personnel should indicate improvement actions within the JPA Final Report.

Percent Score: $\frac{(128 \times 1.5) + 68}{(140 \times 1.5) + 90} = \frac{260}{300} = 86.6\%$ HUD Proficient Unsatisfactory

The Weight Factor Table identifies the weight factor to use in the math formula to determine the unit’s overall percent score. Weight factors are based on the number of instructors assigned to the unit. Ensure to use the same weight factor in the numerator and denominator when solving the math formula.

Number of instructors assigned to the unit	Weight Factor
1	.5
2	1
3	1.5
4	2
5	2.5
6	3
7	3.5
8	4
9	4.5
10	5
11	5.5
12	6
13	6.5
14	7
15	7.5
16	8

Table B-10-2. Weight Factor Table

Appendix B-11. JROTC Program for Accreditation Report

Brigade: _____ School: _____ Date: _____

The JROTC Program for Accreditation Report or JPA Report provides a recap of evidence gathered throughout the JPA visit. This is the final report, capturing both evaluative evidence and continuous improvement action plans for the unit and instructors to address between this visit and the next.

The report uses some of AdvancED standards, as well as additional information gathered through other means (e.g. JUMS and JCIMS information/reports). As each standard is addressed, the Brigade staff member should determine whether the evidence indicates the standard should be scored as *Distinguished*, *Proficient*, *Emerging*, and *Needs Improvement*. While the numerical scores from the JPA School Visit Point Summary Worksheet do not align exactly to the standards scoring, they should provide a guideline.

Additionally, under each standard heading, there is information indicating what evidence would be useful to support your score, as well as where the information is located. To assist you with your cross-reference of evidence, consider adding a check in each type of evidence you saw or evaluated. As you refer to the evidence, add notes to the column provided. Then, determine which level of performance they have met.

Finally, each standard includes an area for actions. This information indicates what actions the unit, instructor, Brigade, or JROTC Cadet Command will undertake during the time between the current and next visit to improve the quality of the particular standard.

An electronic copy of the completed JPA Report will be kept for your follow-up records, and then sent to the instructor, school, and Cadet Command.

AdvancED Standard 1: Purpose and Direction

The institution maintains and communicates a purpose and direction that commit to high expectations for learning as well as shared values and beliefs about teaching and learning.

JPA Location of Evidence:

- Instructor Portfolio – Appendix B-9
 - Examples of collaboration with stakeholder groups of JROTC purpose/benefits (marketing) [F8]
 - Plans for students with special needs (IEP) and/or academically advanced students [F5]
 - Examples of how data was used to design, implement and evaluate continuous improvement plans [F12]
 - Minutes from continuous improvement meetings/activities [F6]

- Battalion Staff Continuous Improvement Project and Rubric – Appendix B-1
 - Rubric from Battalion Staff Continuous Improvement Presentation

Level of Performance	Evident	Notes
<p>Distinguished</p> <ul style="list-style-type: none"> • Clear evidence of shared values of teaching and learning through documentation and decision-making. • Evidence always reflected in communication with others. Evidence of strong commitment to instructional practices including active student engagement; focus on depth of understanding and application of knowledge and skills. • Instructors systematically maintain, use and communicate a profile with current and comprehensive data on student performance using a broad range of data used to create improvement goals with measurable performance targets. • The goals include SMART objectives. • The process is evaluated regularly. • The process is documented and available to and communicated to stakeholders. 	<p>○</p>	

Table B-11-1. Standard 1 Levels of Performance

Level of Performance	Evident	Notes
<p>Proficient</p> <ul style="list-style-type: none"> • Evidence of shared values of teaching and learning through documentation and decision-making. • Evidence is reflected in communication with others. • Evidence of commitment to instructional practices including active student engagement; focus on depth of understanding and application of knowledge and skills. • Instructors maintain, use and communicate a profile with current and comprehensive data on student performance using a broad range of data used to create improvement goals with measurable performance targets. • The goals include SMART objectives. • The process is evaluated. • The process is documented and available to and communicated to all stakeholders. 	○	
<p>Emerging</p> <ul style="list-style-type: none"> • Evidence of shared values of teaching and learning through documentation and decision-making is sometimes evident. • Evidence is sometimes reflected in communication with others. • Evidence of commitment to instructional practices including active student engagement, focus on depth of understanding and application of knowledge and skills is occasionally present. • Instructors maintain, use and communicate a profile with current and comprehensive data on student performance utilizing some data used to create improvement goals with measurable performance targets. • The goals include SMART objectives. • The process is sometimes evaluated. • Some documented information is available to and communicated to all stakeholders. 	○	

Table B-11-1. Standard 1 Levels of Performance, Cont'd

Level of Performance	Evident	Notes
<p>Needs Improvement</p> <ul style="list-style-type: none"> • Minimal or no evidence of shared values of teaching and learning through documentation and decision-making is evident. Evidence is rarely or never reflected in communication with others. • Evidence of commitment to instructional practices including active student engagement, focus on depth of understanding and application of knowledge and skills is rarely or never present. • Instructors rarely or ineffectively maintain, use and communicate a profile with current and comprehensive data on student performance. • Data gathered is rarely useful or updated. Improvement goals include few or no performance targets. Improvement goals reflect the minimum to meet organizational requirements. • There is no process for evaluation. • Documentation linking the process to improved student achievement and instruction is unclear or non-existent. 	○	
<p>Actions:</p>		

Table B-11-1. Standard 1 Levels of Performance, Cont'd

Standard 2: Governance and Leadership

The institution operates under governance and leadership that promote and support student performance and institutional effectiveness.

JPA Location of Evidence:

- Instructor portfolio – Appendix B-9
 - Survey results [F8]
 - Examples of collaboration with stakeholder groups of JROTC purpose/benefits (marketing) [F8]
 - Involvement of stakeholders in development of continuous improvement plans [F12]
- Cadet Portfolios – Appendix B-3
- Battalion Staff Continuous Improvement Briefing and Rubric – Appendix B-1

Level of Performance	Evident	Notes
<p>Distinguished</p> <ul style="list-style-type: none"> • Instructors <i>deliberately and consistently</i> align their decisions and actions toward continuous improvement to achieve the JROTC mission and high school’s goals/mission. • They <i>encourage, support</i> and expect all students to be held to high standards in all courses of study. • The culture is characterized by collaboration and a sense of community <i>among all stakeholders</i>. • Instructors <i>consistently</i> communicate effectively with appropriate and varied representatives from stakeholder groups consistent with the special purpose of the institution. 	○	
<p>Proficient</p> <ul style="list-style-type: none"> • Instructors align their decisions and actions toward continuous improvement to achieve the JROTC or high school’s goals/mission. • They expect all students to be held to high standards in all courses of study. • The culture is characterized by collaboration and a sense of community. • Instructors communicate effectively with appropriate and varied representatives from stakeholder groups consistent with the special purpose of the institution. 	○	

Table B-11-2. Standard 2 Levels of Performance

Level of Performance	Evident	Notes
<p>Emerging</p> <ul style="list-style-type: none"> Instructors make some decisions and take some actions toward continuous improvement to achieve the JROTC or high school's goals/mission. They expect all students to be held to standards. The culture is characterized by a minimal degree of collaboration and a limited sense of community. Instructors sometimes communicate effectively with appropriate and varied representatives from stakeholder groups consistent with the special purpose of the institution. 	○	
<p>Needs Improvement</p> <ul style="list-style-type: none"> Decisions and actions seldom or never support continuous improvement. Instructors may or may not expect students to learn. The culture is characterized by a minimal degree of collaboration and little or no sense of community. Instructors rarely or never communicate with stakeholder groups. 	○	
<p>Actions:</p>		

Table B-11-2. Standard 2 Levels of Performance, Cont'd

Standard 3.2: Teaching and Assessing for Learning

Curriculum, instruction, and assessment are monitored and adjusted systematically in response to data from multiple assessments of student learning and an examination of professional practice.

NOTE: Evidence for this indicator should differentiate between tools the high school provides the instructor and systems the instructor has devised on his/her own initiative.

JPA Location of Evidence:

- Instructor portfolio – Appendix B-9
 - Differentiated Instruction [F2]
 - Examples of how data was used to design, implement and evaluate learning [F13]
 - Changes to curriculum and learning activities (such as customized CM presentation) [F1] and differentiated instruction [F2]

Level of Performance	Evident	Notes
<p>Distinguished</p> <ul style="list-style-type: none"> • Using data from multiple assessments of student learning and an examination of professional practices. • Systematically design, monitor and revise curriculum, instruction and assessment to ensure vertical and horizontal alignment and alignment with the institution’s goals for achievement and instruction and statement of purpose. • There is a systematic, collaborative process in place requiring the use of multiple measures, including formative assessments, to assess student learning is consistent with course objectives, inform the ongoing modification of instruction, and provide data for possible curriculum revision. • There is also a systematic, collaborative process in place ensuring alignment each time curriculum, instruction and/or assessments are reviewed or revised. 	○	

Table B-11-3. Standard 3.2 Levels of Performance

Level of Performance	Evident	Notes
<p>Proficient</p> <ul style="list-style-type: none"> Using data from student assessments and an examination of professional practices, personnel design, monitor and revise curriculum, instruction and assessment to ensure vertical and horizontal alignment and alignment with the institution's goals for achievement and instruction and statement of purpose. There is a process in place requiring the use of multiple measures, including formative assessments, to assess student learning is consistent with course objectives, inform the ongoing modification of instruction, and provide data for possible curriculum revision. There is also a process in place ensuring alignment each time curriculum, instruction and/or assessments are reviewed or revised. 	○	
<p>Emerging</p> <ul style="list-style-type: none"> Personnel design, monitor and revise curriculum, instruction and assessment to ensure vertical and horizontal alignment and alignment with the institution's goals for achievement and instruction and statement of purpose. The <i>process may include</i> multiple measures, including formative assessments; to assess student learning is consistent with course objectives. Inform the ongoing modification of instruction, and provide data for possible curriculum revision. A process is <i>sometimes</i> implemented to ensure alignment when curriculum, instruction and/or assessments are reviewed or revised. 	○	

Table B-11-3. Standard 3.2 Levels of Performance, Cont'd

Level of Performance	Evident	Notes
<p>Needs Improvement</p> <ul style="list-style-type: none"> • Personnel <i>rarely or never</i> monitor and adjust curriculum, instruction and assessment to ensure vertical and horizontal alignment or alignment with the institution's goals for achievement and instruction and statement of purpose. • The process includes <i>limited measures</i> to assess student learning is consistent with course objectives or to inform the ongoing modification of instruction. • <i>No process exists</i> to ensure alignment when curriculum, instruction and/or assessments are reviewed or revised. 	○	
<p>Actions:</p>		

Table B-11-3. Standard 3.2 Levels of Performance, Cont'd

Standard 3.3: Teachers engage students in their learning through instructional strategies that ensure achievement of learning expectations.

JPA Location of Evidence:

- Instructor portfolio – Appendix B-9
 - CM Presented Lessons Report (evidencing use of CM) [D8]
 - COFI or school's classroom observation reports [C1]
- Cadet Portfolios – Appendix B-3
 - Evidences of application of curricular knowledge
 - Evidence of authentic assessments
 - Evidence of Interdisciplinary projects
- Service Learning – Appendix B-2
 - Service Learning Presentation Rubric
- Battalion Staff Continuous Improvement Presentation – Appendix B-1
 - Rubric from Battalion Staff Continuous Improvement Presentation
- Drill or In-Ranks/Color Guard – Appendix B-4 or B-5/B-6
 - Cadet Drill Criteria
 - Color Guard Criteria
 - In-Ranks Scoring Worksheet

Level of Performance	Evident	Notes
<p>Distinguished</p> <ul style="list-style-type: none"> • Instructors <i>systematically use various</i> methods and instructional strategies to clearly inform students of learning expectations and standards of performance. • Instructors consistently use the CM resources to instruct and assess learning. • Instructors are <i>consistent and deliberate</i> in planning and using various methods and instructional strategies requiring student collaboration, self-reflection, critical thinking, and the integration of content and skills with other disciplines. • Instructors <i>consistently</i> monitor student progress, provide specific and immediate feedback. • <i>Personalize</i> instructional strategies and interventions address the <i>individual learning needs of each student</i>. 	○	
<p>Proficient</p> <ul style="list-style-type: none"> • Instructors use various methods and instructional strategies to clearly inform students of learning expectations and standards of performance. • Instructors use the CM resources to instruct and assess learning. • Instructors plan and use various methods and instructional strategies requiring student collaboration, self-reflection, critical thinking, and the integration of content and skills with other disciplines. • Instructors monitor student progress, provide specific and immediate feedback, and provide instructional strategies and interventions to address student learning needs. 	○	

Table B-11-4. Standard 3.3 Levels of Performance

Level of Performance	Evident	Notes
<p>Emerging</p> <ul style="list-style-type: none"> • Instructors use various methods and instructional strategies to inform students of learning expectations and standards of performance. • Instructors occasionally use the CM resources to instruct and assess learning. • Instructors <i>sometimes plan and use various methods</i> and instructional strategies to promote student collaboration, self-reflection, critical thinking, and the integration of content and skills with other disciplines. • Instructors monitor student progress, <i>provide</i> feedback, and <i>sometimes provide</i> instructional strategies and interventions to address student learning needs. 	○	
<p>Needs Improvement</p> <ul style="list-style-type: none"> • Instructors <i>rarely or never use</i> various methods and instructional strategies to inform students of learning expectations and standards of performance. • Instructors <i>rarely or never use</i> the CM resources to instruct and assess learning. • Instructors <i>rarely plan and use</i> various methods and instructional strategies to promote student collaboration, self-reflection, critical thinking, and the integration of content and skills with other disciplines. • Instructors exhibit <i>little or no evidence</i> of monitoring student progress, providing feedback, and/or providing instructional strategies and interventions to address student learning needs. 	○	
<p>Actions:</p>		

Table B-11-4. Standard 3.3 Levels of Performance, Cont'd

Standard 3.5: Teachers participate in collaborative learning communities to improve instruction and student learning.

JPA Location of Evidence:

- Instructor portfolio – Appendix B-9
 - Peer Coaching [C1]
 - Examples of collaboration and shared leadership [F7]
 - Examples of improvements to content and instructional practice resulting from collaboration [F7]

Level of Performance	Evident	Notes
<p>Distinguished</p> <ul style="list-style-type: none"> • Instructors participate in informal and formal collaborative learning communities on a regular schedule. • Collaboration always occurs across curricular departments and/or levels. • Instructors implement a formal process to promote productive discussion about student learning. • Instructors can clearly link evidence of collaboration to improvement results in instructional practice and student performance. 	○	
<p>Proficient</p> <ul style="list-style-type: none"> • Instructors participate in informal and formal collaborative learning communities. • Collaboration often occurs across curricular departments and/or levels. • Instructors have been trained to implement a formal process to promote discussion about student learning. • Instructors can link evidence of collaboration to improvement results in instructional practice and student performance. 	○	

Table B-11-5. Standard 3.5 Levels of Performance

Level of Performance	Evident	Notes
<p>Emerging</p> <ul style="list-style-type: none"> • Some instructors participate in informal and formal collaborative learning communities. • Collaboration occasionally occurs across curricular departments and/or levels. • Instructors promote discussion about student learning. • Instructors express belief in the value of collaborative learning communities. 	○	
<p>Needs Improvement</p> <ul style="list-style-type: none"> • Collaborative learning communities may or may not exist. • Collaborative learning communities randomly self-organize and meet informally. • Collaboration seldom occurs across departments and/or levels. • Instructors see little value in collaborative learning communities. 	○	
<p>Actions:</p>		

Table B-11-5. Standard 3.5 Levels of Performance, Cont'd

Standard 3.10: Grading and reporting are based on clearly defined criteria that represent the attainment of content knowledge and skills and are consistent across grade levels and courses.

JPA Location of Evidence:

- Instructor portfolio – Appendix B-9
 - Samples of communications to stakeholders about grading and reporting [B1]
 - Syllabi with grading criteria [B1]
 - Evaluation process documented, grading is based on mastery of curriculum competencies [F9]

Level of Performance	Evident	Notes
<p>Distinguished</p> <ul style="list-style-type: none"> • Instructors consistently use common grading and reporting policies, processes and procedures based on clearly defined criteria representing each student’s attainment of content knowledge and skills. • The policies, processes and procedures are formally and regularly evaluated. 	○	
<p>Proficient</p> <ul style="list-style-type: none"> • Instructors use common grading and reporting policies, processes and procedures based on clearly defined criteria representing each student’s attainment of content knowledge and skills. • The policies, processes and procedures are regularly evaluated. 	○	
<p>Emerging</p> <ul style="list-style-type: none"> • Instructors occasionally use common grading and reporting policies, processes and procedures based on criteria representing each student’s attainment of content knowledge and skills. • The policies, processes and procedures may or may not be evaluated. 	○	

Table B-11-6. Standard 3.10 Levels of Performance

Level of Performance	Evident	Notes
<p>Needs Improvement</p> <ul style="list-style-type: none"> • Instructors rarely or never use common grading and reporting policies, processes and procedures. • No process for evaluation of grading and reporting practices is evident. 	○	
<p>Actions:</p>		

Table B-11-6. Standard 3.10 Levels of Performance, Cont'd

Standard 3.11: Instructors participate in a continuous program of professional learning.

JPA Location of Evidence:

- Instructor portfolio – Appendix B-9
 - Evidence from section E
 - Professional growth plan [D1]
 - Results of professional learning [D1]
- JCIMS
 - Training History
 - Training Documents

Level of Performance	Evident	Notes
<p>Distinguished</p> <ul style="list-style-type: none"> • Instructors participate in a <i>rigorous continuous</i> program of professional learning <i>aligned</i> with the institution’s purpose and direction. • Professional development is based on an assessment of needs of the institution and <i>each individual</i>. • The program is <i>rigorously and systematically evaluated</i> for effectiveness in improving instruction, student learning and the conditions supporting learning. 	○	
<p>Proficient</p> <ul style="list-style-type: none"> • Instructors participate in a <i>continuous</i> program of professional learning <i>aligned</i> with the institution’s purpose and direction. • Professional development is based on an assessment of needs of the institution. • The program is <i>systematically evaluated</i> for effectiveness in improving instruction, student learning and the conditions supporting learning. 	○	

Table B-11-7. Standard 3.11 Levels of Performance

Level of Performance	Evident	Notes
<p>Emerging</p> <ul style="list-style-type: none"> • Instructors participate in some program of professional learning aligned with the institution's purpose and direction. • Professional development is based on the needs of the institution. • The program is regularly evaluated for effectiveness. 	○	
<p>Needs Improvement</p> <ul style="list-style-type: none"> • Instructors rarely or never participate in professional learning. • Professional development, when available, may or may not address the needs of the institution. • If a program exists, it is rarely and/or randomly evaluated. 	○	
<p>Actions:</p>		

Table B-11-7. Standard 3.11 Levels of Performance, Cont'd

Standards 4.6: Resources and Support Systems

The institution has resources and provides services that support its purpose and direction to ensure success for all students.

JPA Location of Evidence:

- Instructor Portfolio – Appendix B-9
 - Communications between instructor and HS indicating the HS needs to provide equipment per contract (if needed). [F7]
 - List of support services available to students, evidence of identification of students for services. [F10]
- Battalion Staff Continuous Improvement Briefing – Appendix B-1
 - Staff members response to Guiding Questions

Level of Performance	Evident	Notes
<p>Distinguished</p> <ul style="list-style-type: none"> • Instructors and students are accountable for maintaining safety, cleanliness and healthy environment expectations. • Valid measures are in place to allow for continuous tracking of resources and support systems. • Improvement plans are developed and implemented to continuously improve resources and support systems. • Results of improvement efforts are systematically evaluated. • Instructors use valid data to regularly evaluate support system effectiveness. • Improvement plans related to support systems are designed and implemented to more effectively meet the needs of all students. 	○	

Table B-11-8. Standard 4.6 Levels of Performance

Level of Performance	Evident	Notes
<p>Proficient</p> <ul style="list-style-type: none"> • Instructors and students are accountable for maintaining safety, cleanliness and healthy environment expectations. • Measures are in place to allow for continuous tracking of resources and support systems. • Improvement plans are developed and implemented to improve resources and support systems. • Results of improvement efforts are evaluated. • Instructors use valid data to evaluate support system effectiveness. • Improvement plans related to support systems are designed and implemented <i>when needed</i> to more effectively meet the needs of all students. 	○	
<p>Emerging</p> <ul style="list-style-type: none"> • Instructors and students are accountable for maintaining safety, cleanliness and healthy environment expectations. • <i>Some</i> measures are in place to allow for tracking of resources and support systems. • Improvement plans for resources and support systems are developed but only <i>some</i> of them are implemented. • Results of improvement efforts are <i>occasionally</i> monitored. • Instructors use data to evaluate support system effectiveness. • Improvement plans related to support systems are designed and implemented to meet the needs of <i>some</i> students. 	○	

Table B-11-8. Standard 4.6 Levels of Performance, Cont'd

Level of Performance	Evident	Notes
<p>Needs Improvement</p> <ul style="list-style-type: none"> • Instructors and students are accountable for maintaining safety, cleanliness and healthy environment expectations. • Measures are not in place to allow for tracking of resources and support systems. • Improvement plans for resources and support systems are not developed. • Results of improvement efforts are not evaluated or monitored. • Support systems are rarely or never evaluated. • Improvement plans related to support systems are rarely or never developed. 	○	
<p>Actions:</p>		

Table B-11-8. Standard 4.6 Levels of Performance, Cont'd

Standard 5.2: Using Results for Continuous Improvement

The institution implements a comprehensive assessment system that generates a range of data about student learning and institutional effectiveness and uses the results to guide continuous improvement.

JPA Location of Evidence:

- Instructor portfolio – Appendix B-9
 - Protocols and procedures for data collection and analysis (include sources related to student learning, instruction, program effectiveness)
 - Examples of how data was used to design, implement, and evaluate continuous improvement plans [F12]
 - Minutes from Continuous improvement meetings/activities [F6]
- Battalion Staff Continuous Improvement Project and Rubric – Appendix B-1
 - Rubric from Battalion Staff Continuous Improvement Presentation
- Cadet Portfolios – Appendix B-3
- School Gradebooks

Level of Performance	Evident	Notes
<p>Distinguished</p> <ul style="list-style-type: none"> • Systematic processes and procedures for collecting, analyzing and applying learning from all data sources are used consistently by instructors. • Data sources include trend data providing a comprehensive analysis of student learning, instruction, effectiveness of programs and conditions supporting student learning. • Instructors use data to design, implement and evaluate continuous improvement plans to improve student learning, instruction, and the effectiveness of programs. 	○	

Table B-11-9. Standard 5.2 Levels of Performance

Level of Performance	Evident	Notes
<p>Proficient</p> <ul style="list-style-type: none"> • Systematic processes and procedures for collecting, analyzing and applying learning from all data sources are used by some instructors. • Data sources include trend data providing multiple analysis of student learning, instruction, effectiveness of programs and conditions supporting student learning: • Instructors use data to design, implement and evaluate continuous improvement plans to improve student learning, instruction, the effectiveness of programs. 	○	
<p>Emerging</p> <ul style="list-style-type: none"> • Processes and procedures for collecting, analyzing and applying learning from data sources are used by some instructors. • Data sources include trend data providing analysis on either student learning, or instruction, or effectiveness of programs or conditions supporting student learning. • Instructors use data to design, implement and evaluate continuous improvement plans. 	○	
<p>Needs Improvement</p> <ul style="list-style-type: none"> • No processes and procedures for collecting, analyzing and applying learning from data sources are used by instructors. • Data sources include no trend data about student learning, instruction, effectiveness of programs and conditions supporting student learning. • Instructors rarely use data to design and implement continuous improvement plans. 	○	
<p>Actions:</p>		

Table B-11-9. Standard 5.2 Levels of Performance, Cont'd

Appendix B-12. Instructor Portfolio Artifact Examples

E.3. Article/publication contributions

- Master's degree thesis
- Doctoral Dissertation
- Authored or co-authored article published within an education journal, newspaper, or magazine
- Contribution of research, data collection and/or data analysis to the design or concept of another's work

F.1. Customized presentations and/or other customized instructional materials

- PowerPoint presentations (PPT) supporting a lesson's learning objective
- Videos or other media created or used to teach lesson concepts, principles, processes
- Customized PPT or media included in CM lesson's *Customize Presentation* area
- Supporting lesson exercises or activities developed or acquired to enhance curriculum learning objectives
- Activity resources added to CM in lesson's *Add/Delete Resource* area

F.2. Differentiated instruction

- Materials uploaded into CM lesson using *Add/Delete Resources* area
- Revised lesson plan to reference additional reading sources
- Revised lesson plan to include more independent learning activities
- Revised lesson plan to include accommodations for lower-level readers, writers, learners
- Revised lesson plan to include enhancement to curriculum content in support of higher level learning or other high school curricular areas

F.3. Rubrics

- Performance Assessment Task (PAT) Scoring Guide Checklists revised into simple rubrics such as 3, 2, 1, 0 (*See pages 14-15 of the JROTC Instructor Manual in CM Global Resources Instructor Materials*)
- Rubric Scoring Standards indicate what rating each criterion must be met at in order to successfully meet the competencies performance standard. For example: *The total points possible for this assessment task are 20. You must receive a minimum score of 18; or All criteria must receive a 2 or better for a minimum score of 15*
- School-wide rubrics for use with developing/grading writing assignments, visual presentations, classroom participation, etc.
- Personally-developed simple or complex rubric criteria and rating descriptions
- Rubrics are uploaded to CM using the *Add/Delete Resources* area

F.4. Critical Thinking Questioning Techniques

- Evidence of questions developed for use within learning activities or reflection. Question types include:

- Bloom’s Taxonomy Applying, Analyzing, Evaluating, and Creating Questions (see CM, Global Resources, Instructor Materials, Instructor Desk Reference)
- Metacognitive Questioning including What, So What, Now What, and What Else (see CM, Global Resources, Instructor Materials, Instructor Desk Reference)
- Socratic Dialogue Questions - What, So What, Now What, and What Else (see CM, Global Resources, Instructor Materials, Instructor Desk Reference)
- Experience-Identify-Analyze-Generalize (EIAG) Questions – (What, So What, Now What, and What Else (see CM, Global Resources, Instructor Materials, Instructor Desk Reference)
- Questions included in Lesson Plan as reflection questions
- Questions included in CM Test Bank
- Questions included within CM Lesson’s customized PPT presentation as Reinforcing

F.5. Plans for students with special needs and/or academically advanced students

- Lesson Plans and/or student activities are in accordance with the student’s Individualized Education Plan (IEP). Examples include, but not limited to:
 - Self-paced activities added to Student Learning Plan or Lesson Plan notes as relevant for students who need additional academic challenge
 - Revised Student Learning Plan and Lesson Plan are included in CM Lesson Resources folder
 - Provisions to Cadet Distance Learning courses as appropriate for students’ academic ability

F.6. Minutes from Continuous Improvement meetings/activities

- Evidence of your participation in a Professional Learning Community (PLC) to enhance you and your student’s professional growth. Communities topics may include:
 - Assessment
 - Online learning
 - Classroom management
 - Emotional intelligence
 - Participation in JROTC Instructors’ Forum (Discussion Board) on JROTC Portal

F.7. Examples of peer collaboration and shared leadership within the high school activities

- Evidence of collaboration with other peers includes, but not limited to:
 - Health and PE teachers for cross-curricular instruction
 - English/Reading teacher regarding reading comprehension strategies
 - Collaboration with science and math teachers for STEM learning activity ideas

- Collaboration with coaches and principals regarding drill and ceremony opportunities

F.8. Examples of stakeholder collaboration activities

- Cadet surveys
- Parent surveys
- Community leader surveys
- Elementary and Middle School collaboration
- SROTC
- Veteran's groups

F.9. Grading policy is based on mastery of competencies. Below are some grading policy examples:

Example 1:

In this course, you will complete seven performance assessments, based on the competencies. Your performance on each assessment will be checked according to the checklist on the scoring guide. You must pass all performance assessments to pass the course.

In addition, you must pass a quiz on the learning objectives for each competency. Your final grade will be determined as follows:

- Passed all performance assessments and earned [NUMBER OF POINTS FROM QUIZZES] points – A
- Passed all performance assessments and earned [NUMBER OF POINTS FROM QUIZZES] points – B
- Passed all performance assessments and earned [NUMBER OF POINTS FROM QUIZZES] points – C
- Failed to pass all performance assessments – No Credit (NC)

Example 2:

In this course, you will complete a total of seven performance assessments, which will be in the form of projects. Each assessment will be evaluated using a scoring guide. All assignments and projects are based on points. The points you receive on each of the scoring guides will be totaled and translated to grades as follows:

Grade Percent

A	92-100%
B	87-91%
C	79-86%
D	75-78%
NC	Below 75%

F.10. Identified support services available to students as needed

- School Counselor
- Social Services
- Para-professional for special needs
- Reading Specialist

F.11. Examples of how data was used to design, implement, and evaluate continuous improvement plans

- Surveys
- Polls
- JPA Results
- Evaluations

F.12. Examples of how data was used to design, implement, and evaluate learning

- Aggregated low scores on reinforcing (clicker) questions in a lesson provide instructor and student feedback about a specific learning objective and may necessitate additional or revised teaching strategies
- Aggregated test scores using test bank questions can showcase low scores targeting specific content areas in curriculum and necessitate a change in design of learning for given population of students (lower vs. higher achieving students)
- Aggregated low test scores within one class section vs. another class section could indicate a need in testing accommodation based on student population
- Cadet Challenge scores
- March-2-Success
- Personal Skills Map results

G.1. Documented thank you

- Thank you note
- Thank you email
- Thank you card
- Letter
- Certificate of thanks

G.2. Letter of Commendation from

- Military commanders
- Educational leaders
- School/district administration

Appendix B-13. Glossary

Section I – Abbreviations

AI	Army Instructor
CM	Curriculum Manager
DAI	Director of Army Instruction
DL	Distance Learning
HUD	Honor Unit with Distinction
JCIMS	JROTC Command and Information Management System
JUMS	JROTC Unit Management System
LET	Leadership Education and Training
JPA	JROTC Program for Accreditation
JROTC	Junior Reserve Officers' Training Corps
JSOCC	JROTC School of Cadet Command
PIP	Performance Improvement Plan
SAI	Senior Army Instructor
SMART	Specific, Measurable, Attainable, Results, Time Frame
SROTC	Senior Reserve Officers' Training Corps

Section II – Terms

Accreditation – A voluntary method of quality assurance developed by American universities and secondary schools designed primarily to distinguish schools adhering to a set of educational standards.

AdvancED – A national accrediting agency responsible for administering a comprehensive program of evaluation and external review dedicated to helping schools, school systems and education providers continuously improve.

Article/Publication contributions – Articles include peer reviewed journal articles, newspaper articles, and magazine articles either authored by the instructor or co-authored by the instructor. Publications include such items as a newsletter authored by the instructor. Contributions to articles would include JROTC data and/or research provided for another person's article.

Continuous Improvement – A structured process of identifying goals with measurable performance targets and includes strategies, activities, resources, and timelines to ensure the goal is achieved.

Critical thinking questioning techniques – Questioning techniques where the instructor constructs questions to trigger evaluation, analysis, and synthesis of facts and information. One example of a critical thinking questioning technique is Socratic Questioning.

Customized presentations/materials – Materials the instructor has modified to either create a connection or extend a concept in a lesson beyond the materials provided in the CM. Data gathered from previous instruction may also inform an instructor's decision to modify presentations or materials.

Data – Numbers, records, documents, statistics used to inform. This could include scores on tests, individual questions on a test, PAT completions, and portfolio. Data can be used to support a hypothesis, see a trend or provide a new insight.

Differentiated instruction – Involves observing and understanding the differences and similarities among students and use this information to plan instruction, providing students multiple options for taking in information.

Grading policy – The policy covering what work will be graded, what percentage each piece of student work will contribute to the final grade, how often grades will be assigned and how to translate points into letter grades.

Individual Educational Plans (IEP) – The Individuals with Disabilities Education Act (IDEA) requires public schools to create an IEP for every child receiving special education services. The IEP is meant to address each child's unique learning issues and include specific educational goals. For more information, see <http://www2.ed.gov/parents/needs/speced/iepguide/index.html>.

Peer collaboration – This activity involves another teacher or education professional of a subject-matter, other than JROTC, working together on a shared goal.

Professional Development – a continuous process of acquiring new knowledge and skills related to one's profession, job responsibilities, or work environment.

Professional Learning Communities (PLC) – teams of peers focused on learning about topics of interest aligned with the core mission of formal education; ensuring students are not only taught but they are learning.

Rubric – A rubric is a scoring tool used to evaluate and assess a set list of criteria and objectives. This scoring tool goes beyond a simple go/no go checklist.

Stakeholder – A person, group or organization with an interest in the Army JROTC program and its outcomes.

Appendix C. Checklists

Appendices C-1 through C-5 are checklists. These checklists serve as a self-assessment tool for Cadets and Instructors. Instructors should provide a copy of appendices C-1, C-2, and C-3 to their Cadets as they prepare for their presentations and organize their portfolios. Appendix C-4 will help Instructors organize their Instructor Portfolio. Brigade personnel will use appendix C-5 to ensure compliance with Army regulations, contracts, and USACC policies.

Appendix C-1. Battalion Staff Continuous Improvement Project Presentation Checklist

As battalion staff, you have obligations and duties as leaders to help your school's JROTC program run smoothly. Many of these duties are part of the Cadet Command regulations. However, beyond Cadet Command regulations, what kinds of goals do you have as a staff for your unit? Are you looking at ways and means to continuously improve your battalion?

Perhaps you have worked with the principal of your school on a mentoring or tutoring program to help increase test scores. Maybe you would like to help Cadets in your unit become more active in community service or service learning projects. What goals has your staff set for the academic school year? What benchmarks have you developed to check the goal and make changes as needed to accomplish it?

Throughout the JROTC curriculum are lesson topics focused on improvement. Most pertain to personal improvement, but the principles and concepts of goal setting, personal success, and leadership development can be enhanced as you look at unit or battalion improvement initiatives.

If your staff has not already considered a unit goal for this school year, take a peek at some lessons within the curriculum that may spur you on toward developing a continuous improvement plan with checkpoints along the way. Begin your effort by taking a look at the learning plan and activities for U1C4L1, Making Decisions and Setting Goals.

As part of the JROTC program evaluation, you are to prepare a briefing about your battalion goals and continuous improvement plan. Use the *Plan, Do, Act, Evaluate* guide and checklist below to assist you and your team on this project.

Plan

- (1) At the start of a new school year, your Cadet staff plans their activities for the year, assuring each activity supports the JROTC mission, vision, program outcomes, and your battalion goals.

Do/Act

- (2) The battalion commander, assisted by the battalion staff, begins by establishing a mission and vision for the school year. SMART (Specific, Measurable, Attainable, Results, Time Frame) goals are established based on unit data from years past. Desired outcomes or measures of success are established and Cadet battalion staff members are assigned as project officers for each goal. Each Cadet leader executes the plan for goal achievement, and measures and documents progress. Cadets do all the work of the planning, establish the funds or resources needed, and finding volunteers. Cadet's setup, executes, clean-up, prepare publicity, and report to supervising instructor. When an activity supporting a goal is accomplished, progress towards goal achievement and

measurements of success should be recorded and kept in a portfolio.

- (3) A regularly scheduled special staff meeting (a self-check-up) is conducted, where each staff officer responsible for a goal presents how the unit is doing in relation to accomplishing their goal. Depending on success or failure of each goal, the staff discusses the need for change or correction to the year-end accomplishment. This process, along with quantifying data, is documented in a notebook or computer spreadsheet.

Evaluate

- (4) If the program desires to compete for any type of unit award, the Cadet projects officers write and submit impact statements for each of their goals into a unit report. Cadet leadership writes and edits the impact statements before submitting them as final.
- (5) The validation of the Continuous Improvement process will be briefed to Brigade personnel as part of the JROTC Program for accreditation process. The checklist below provides criteria to help guide your project development.

Battalion Staff Continuous Improvement Presentation Checklist	✓
Presentation includes statement of goal, purpose of goal, and how goal supports mission of JROTC or school	
Battalion staff are introduced; those present introduce themselves and explain their role in continuous improvement plan	
Presentation clearly identifies problem or area for improvement	
Presentation includes data or research gathered to inform need for improvement	
Presentation includes a SMART goal setting strategy appropriate for the problem defined	
Presentation includes reference to knowledge and skills acquired from JROTC curriculum – such as decision-making, goal-setting, problem-solving, team-building	
Cadet staff react appropriately to verbal and nonverbal feedback; staff are knowledgeable about their portion of delivered presentation	
Presentation includes benchmarks, milestones, and timelines for accomplishing the goal	
Presentation includes final data and effect of change based on milestones set and met; plan states if the goal was met and how curriculum supported meeting the goal	
Presentation states if the goal was met or not met; states areas of improvement based on benchmarks or milestones not achieved or met	
Presentation includes individual reflection (from each staff presenting)	
Presentation includes team reflection and what area in the continuous improvement process to improve upon in the future	
Cadets are introduced properly and in proper attire	
Presenting staff refer to their visual, support visuals with appropriate speaking skills	
Presenting staff establish good eye contact and appropriate gestures throughout presentation	

Appendix C-2. Service Learning Project Presentation Checklist

Directions: A lesson required at every LET level is Service Learning. JROTC programs, and often many high schools, suggest students volunteer a specific number of hours to community service, with the outcome of serving others as citizens in their own community. Service learning is a little different. JROTC requires 'service' within the community be enhanced by requiring all Cadets to participate in a Service Learning Project.

Service learning brings academics to life and is driven by student involvement. Together with fellow Cadets, you should identify essential needs in your school or community and then decide on your own projects. In addition, you should plan and carry out your own projects and take responsibility for your own learning. Reflecting on the experience will reveal the importance of service work and the impact it is making on others, including each participating Cadet.

Every three years, a Brigade staff team will evaluate your school's JROTC program. Part of the evaluation includes a review of student learning and assessment. To showcase your unit or class's service learning project (previous year or current, depending on time of evaluation), you and other members of your presentation team will deliver a service learning presentation. Consider including members from all LET areas within the unit. Focus on the goal, the plan, the preparation, and implementation of your project. As well, discuss the overall success of the project and team/personal reflection on service learning.

Use the criteria below as a guide for the presentation.

Service Learning Planning and Preparation	
Criteria	✓
Presentation describes how the project benefits the community	
Presentation describes how the project enhances learning	
Presentation describes how the project relates to the JROTC program curriculum	
Presentation identifies one or more JROTC lesson competencies related to the service learning project	
Presentation describes the role of teamwork in accomplishing the project	
Presentation suggests ways the project could be modified to ensure the project meets established guidelines for JROTC service learning projects	
Service Learning Implementation	
Criteria	✓
Presentation includes process necessary to conduct project	
Presentation includes evidence of a project plan that defines the goals of the project	
Project Plan refers to JROTC lesson competencies/outcomes related to the project	
Project Plan provides who, what, when, where, why, and how of the project	
Presentation includes references team/individual reflection about the project implementation	
Service Learning Reflection and Integration	
Criteria	✓
Cadets discuss evidence of participation in structured reflection activities about the service learning experience	
Cadets summarize the impact the experience had on the team and individual members	
Cadets report or present on the results of the project, what was learned, and how the experiences has fostered change	
Cadets report or present new ideas for service learning projects based on current experience	
Service Learning Presentation and Delivery	
Criteria	✓
Cadets introduce self and explain role in project	
Cadets refer to visual aids and use appropriate explanations	
Cadets establish consistent eye contact and appropriate gestures throughout presentation	
Cadets speak clearly and concisely; avoid use of slang	
Cadets respond appropriately to verbal and nonverbal feedback	
Cadets were knowledgeable about their portion of the presentation	

Appendix C-3. Cadet Portfolio Checklist

The Cadet Portfolio (electronic/digital or hard copy) is one of the most authentic forms of assessment within the JROTC program. You are required to create and maintain a portfolio containing an organized collection of work based on accomplishments, personality, goals and aspirations. Your portfolio should provide insight and information on your personal achievements and growth over time, specifically targeting the five program outcomes of the JROTC curriculum. Your Instructor may require additional assignments in the portfolios to address areas of concern of the school or your needs. In addition to the criteria listed below, you are encouraged to include any other artifacts related to your accomplishments, personality, goals and aspirations.

Use the checklist below to guide yourself in gathering artifacts for your portfolio. Be prepared to show and discuss these artifacts and what you have learned in the JROTC program.

LET 1		
Program Outcomes	Criteria	Artifact (✓)
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	Completed Self-Awareness Matrix (U1C2L2).	
	Written summary about how Winning Colors® behavior clusters can be used to guide problem-solving or goal achievement (U1C2L3).	
	Written summary about using conflict resolution techniques in a real or hypothetical conflict (U1C4L3).	
Value the role of the military and other service organizations	Completed scoring guide from the Stationary Movements and Marching Techniques Performance Assessment Task (PAT) (U1C3L2).	
Graduate prepared to succeed in post-secondary options and career pathways	Journal entries of applying study skill strategies during a 2-3-week period (U1C2L6).	
Make decisions that promote positive social, emotional, and physical health	Completed Success Profiler Personal Skills Map with a written Personal Growth Plan (U1C2L8).	
	Written anger management action plan using the SMART process (U1C4L2).	
	A plan using the SMART process to set personal goals for Cadet Challenge (U1C5L2).	
Engage in civic and social concerns in the community, government, and society	Completed Dining Out or Cadet Ball packet, including all protocols and arrangements (U1C1L4).	
	Completed plan for a service learning project (U1C6L2).	

LET 2		
Program Outcomes	Criteria	Artifact (✓)
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	Written reflection describing your leadership attributes (U2C1L2).	
	Completed LET 2 Personal Skills Map (U2C2L5).	
	Essay from any course (U2C2L2).	
Value the role of the military and other service organizations	Written description of your response to the drill scenario in U2C3L2. (U2C3L2).	
Graduate prepared to succeed in post-secondary options and career pathways	Self-written speech (U2C2L3)	
	Completed Career Exploration Strategy and Timeline (U2C2L4).	
Make decisions that promote positive social, emotional, and physical health	One completed First Aid help card for treating a common injury (U2C4L2).	
	Cadet Challenge results for LET 2 (Global Resources).	
Engage in civic and social concerns in the community, government, and society	Written summary describing the actions you take to prevent or stop bullying or cyberbullying (U2C5L1).	
	Written summary of your current personal health habits and a plan to improve health habits (U2C6L1).	

LET 3

Program Outcomes	Criteria	Artifact (✓)
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	Written self-improvement plan for improving leadership and management skills (U3C1L5).	
	Written reflection about an ethical dilemma (U3C1L6).	
	Written reflection about your plan to improve supervisory skills (U3C1L7).	
Value the role of the military and other service organizations	Written summary about the duties and responsibilities of a platoon leadership position (U3C3L1).	
Graduate prepared to succeed in post-secondary options and career pathways	A personal action plan for attending a post-secondary institution (U3C2L1).	
	A resume (U3C2L3).	
	Written Battalion Continuous Improvement Plan (U3C1L4).	
Make decisions that promote positive social, emotional, and physical health	An action plan to address prejudice (U3C4L1).	
	Completed LET 3 Personal Skills Map (U3C2L3).	
Engage in civic and social concerns in the community, government, and society	Completed service learning project plan and schedule (U3C6L1).	

LET 4		
Program Outcomes	Criteria	Artifact (✓)
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	New or revised lesson plan (U4C1L2).	
	Completed Feedback Scoring Guide (U4C1L3).	
	Self-assessment of your leadership communication skills (U4C3L2).	
Value the role of the military and other service organizations	Flow Map or written summary describing the commands and responses used in a company drill (U4C3L3).	
Graduate prepared to succeed in post-secondary options and career pathways	Written plan for achieving two goals after high school (U4C2L1).	
	Written plan for the LET 4 capstone project (U4C1L1).	
	A chart showing a 10-year path toward your professional goals (U4C2L2).	
Make decisions that promote positive social, emotional, and physical health	JROTC Core Abilities Self-Assessment Summary (U4C2L1).	
Engage in civic and social concerns in the community, government, and society	Completed Gantt Chart used in the management of a service learning project (U4C4L1).	
	Written paper describing a current issue affecting citizen rights (U4C5L2).	

Appendix C-4. JROTC Instructor Portfolio and Interview Guide

Overview: The JROTC Standards of Accreditation Standard 3: Teaching and Assessing for Learning says *the institution's curriculum, instructional design, and assessment practices guide and ensure teacher effectiveness and student learning.* While this standard is the most critical for instructors, there are other standards impacting the instructors as well. The items in the instructor portfolio provide evidence to support participation in continuous improvement efforts, use of data to inform changes and collaboration. This form helps to provide examples of evidence.

As an instructor, you must participate in your own growth and professional development in an effort toward becoming the best instructor you can be. When you value life-long learning, it can translate to the classroom experience. Cadets can pick up on your enthusiasm and passion for education and ultimately affect the Army JROTC mission, "To motivate young people to be better citizens."

The outline below can be used a guide for the types of items you may want to highlight in your JROTC Instructor Portfolio. The portfolio can be electronic or hard copy, so please be sure to provide access to a copy should the Brigade staff prefer to evaluate your portfolio off campus. If this is the case, Brigade staff will provide feedback to you within two weeks of your school visit.

Portfolio Criteria	Products Providing Evidence	
A. Portfolio includes a Resume/Bio/Vitae, photo, height/weight = 1 point	All 3 items required: <ol style="list-style-type: none"> 1. Current Resume – hard copy or e-file <u>or</u> Current Biography or Curriculum Vitae 2. Current DA photograph filed in JCIMS 3. Height/weight screening recorded in JCIMS 	
B. Portfolio includes semester Syllabi, MTS, school policies = 1 point	All 3 items required: <ol style="list-style-type: none"> 1. Current year’s syllabi for each LET level taught 2. JROTC Curriculum Plan 3. School guidelines/policies (screen shot or website URL) 	
C. Evaluations and Observations = 1 point	<ol style="list-style-type: none"> 1. School evaluations from a school administrator, mentor teachers or peers, JROTC personnel, walk-through observations by DAI/Brigade/Cadet Command, student/faculty feedback surveys (must be within the past three years) 	
D. Portfolio includes evidence of required professional development = up to 9 points	<ol style="list-style-type: none"> 1. Professional growth plan 2. Basic JSOCC Certificate (within required time frame) 3. Appropriate degree transcripts (filed in JCIMS) 4. District mandated training 5. Advanced JSOCC Certificate (within required time frame) 6. <i>The Good Teacher</i> Ethics Training Certificate 7. DL courses certificate (ALMS or Pearson MyLab) within required time frame 8. CM Presented Lessons Report (hard copy or verified on instructor’s CM) 9. Marksmanship Training Certificate (as required) 	

<p>E. Portfolio includes evidence of desired professional development (limited to 2 examples per item) = up to 6 points</p>	<p>Recommended Evidence- 1 point for each new example presented within a 3-year JPA cycle. Items 5 and 6 each receive 2 points at every JPA visit.</p> <ol style="list-style-type: none"> 1. Educational program certification/certificates 2. Professional organization memberships 3. Article/publication contributions (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples E.3) 4. Continuing education/seminars/workshops/conferences 5. College transcript showing any degree earned beyond required 6. State level teacher or administrator certification 	
<p>F. Portfolio includes best practices in teaching and assessment strategies and evidence of CI and collaboration (limited to 2 examples per item) = up to 12 points</p>	<p>1 point for each example presented (* = item referred to in JPA Report)</p> <ol style="list-style-type: none"> 1. *Customized presentations and/or other customized instructional materials (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.1) 2. *Differentiated instruction (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.2) 3. Rubrics (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact F.3) 4. Critical Thinking Questioning techniques (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.4) 5. *Plans for students with special needs and/or academically advanced students (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.5) 6. *Minutes from Continuous Improvement meetings/activities (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.6) 7. *Examples of peer collaboration and shared leadership within the high school activities (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact 	

	<p>Examples F.7)</p> <ol style="list-style-type: none"> 8. *Examples of stakeholder collaboration activities (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.8) 9. *Grading policy is based on mastery of competencies (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.9) 10. *Identified support services available to students as needed (See Appendix B-12 Instructor Portfolio Artifact Examples F.10) 11. Collaboration evidence between SROTC and JROTC 12. *Examples of how data was used to design, implement, and evaluate continuous improvement plans (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.11) 13. *Examples of how data was used to design, implement, and evaluate learning (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.12) 	
<p>G. Portfolio includes professional accomplishments or recognition = up to 2 points</p>	<p>1 point for each new item presented within the past 3 years.</p> <ol style="list-style-type: none"> 1. Documented thank you (See Appendix B-12 Instructor Portfolio Artifact Examples G.1) 2. Letter of Commendation (See Appendix B-12 Instructor Portfolio Artifact Examples G.2) 3. Awards of Distinction 4. Certificates of Appreciation 	

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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		
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		
Has all accountable property been added to the support installation hand receipt?	X	X		
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		
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			

Program Compliance

Instructor Standards – CCR 145-2				
	Date Completed	Remote	On-Site	Comments
Did All instructors:				
Complete all DL courses as required?		X		
Attend JSOCC resident courses as required?		X		
Submit a DA style photograph to IMD within the last five years?		X		
Complete a height and weight screening within the last 12 months? If any instructor appears to be overweight, BDE staff may opt to do HT/WT and tape during visit.		X		
Complete DD Form 2767, Annual Certification of Pay and Data Form, for current school year?		X		
Complete DD Form 2754, Pay Certification worksheet for Entitlement Computation?		X		
Ensure Cadets participate in JCLC (at least 10% of LET 1-3 Cadets)?		X		
Ensure Cadets participate in JLAB (Round 1, academic or leadership)?		X		

JUMS Reports – CCR 145-2				
	Date Completed	Remote	On-Site	Comments
Was the Open Enrollment Report submitted NLT 15 Oct?		X		
Was the Intention of Graduates Report submitted NLT 15 Oct for previous SY?		X		
Was the PART Report submitted NLT 15 June current SY?		X		
Was the Management Control Report submitted annually?		X		
Was the Unit Report submitted NLT 30 June?		X		

Other Reports / Documents				
	Date Completed	Remote	On-Site	Comments
Is there a copy of DA Form 3126 or DA Form 3126-1 signed by School Administrator and countersigned by DA on file?			X	
Were Serious Incident Reports procedures followed IAW CCR 145-2, Chapter 2, if applicable?		X		
Were JCLC intentions submitted IAW BDE suspense?		X		
Was JCLC Consolidated Closing Report/AAR submitted IAW BDE suspense?		X		
Was the Automation Status submitted annually?		X		
Were Purchase Requests submitted IAW BDE suspense?		X		
Is the GPC account certified monthly IAW AOPC guidelines?		X		
Were RFIs submitted IAW suspense date?		X		