

## APPENDIX B - Annual General Inspection Rubric

### I. SCHOOL AND COMMUNITY SERVICE

#1	Community Service (Unit) <span style="float: right;">[S-3]</span>
4 Superior	The unit has participated in at least <b>3</b> unit community service activities during the past 12 months. Unit must provide rosters demonstrating at least 20% of the unit (or 20 cadets whichever is less) participated in each activity. <i>(MS: 10% of cadets or 15 cadets, whichever is less)</i>
3 Excellent	The unit has participated in at least <b>2</b> unit community service activities during the past 12 months. Unit must provide rosters demonstrating at least 20% of the unit (or 20 cadets whichever is less) participated in each activity. <i>(MS: 10% of cadets or 15 cadets, whichever is less)</i>
<b>2</b> Satisfactory	<b>The unit has participated in at least 1 unit community service activity during the past 12 months. Unit must provide rosters demonstrating at least 10% of the unit (or 20 cadets whichever is less) participated in the activity. (MS: 10% of cadets or 15 cadets, whichever is less)</b>
1 Marginal	The unit has not participated in a unit community service activity, but has one scheduled prior to the end of the school year, OR the unit has had documented unit community service activity, with less than the required percent participation in the activity.
0 Unsat	The unit has not participated in a unit community service activity and does not have one scheduled.

#2	Community Service (Individual) [= Unit Strength x 2 hours] <span style="float: right;">[S-3]</span>
4 Superior	Unit can provide rosters showing Individual Community Service hours, during the last 12 months, that total at least <u>100%</u> of the unit strength multiplied by 2 hours <i>(MS: 50%)</i>
3 Excellent	Unit can provide rosters showing Individual Community Service hours, during the last 12 months, that total at least <u>75%</u> of the unit strength multiplied by 2 hours <i>(MS: 25%)</i>
<b>2</b> Satisfactory	<b>Unit can provide rosters showing Individual Community Service hours, during the last 12 months, that total at least <u>50%</u> of the unit strength multiplied by 2 hours (MS: 10%)</b>
1 Marginal	Unit has not kept records, but individual cadet interviews indicate significant individual community service being conducted
0 Unsat	There is no indication of significant cadet participation in individual community service

#3	School Service (General) [=Total School Service Hours / Unit Strength]	[S-3]
4 Superior	There is solid evidence that the unit averages 5 hours of school service per cadet in the past 12 months.	
3 Excellent	There is solid evidence that the unit averages 4 hours of school service per cadet in the past 12 months.	
<b>2 Satisfactory</b>	<b>There is solid evidence that the unit averages 3 hours of school service per cadet in the past 12 months.</b>	
1 Marginal	There is solid evidence that some of the cadets in the unit have provided school service during the past 12 months.	
0 Unsat	There is no evidence of cadets having provided school service during the past 12 months.	

#4	School Service (Color Guard)	[SGM]
4 Superior	There is solid evidence that the CACC program has provided at least <b>10</b> color guard performances during the past 12 months.	
3 Excellent	There is solid evidence that the CACC program has provided at least <b>6</b> color guard performances during the past 12 months.	
<b>2 Satisfactory</b>	<b>There is solid evidence that the CACC program has provided at least 4 color guard performances during the past 12 months.</b>	
1 Marginal	There is solid evidence that the CACC program has provided at least <b>1</b> color guard performance during the past 12 months.	
0 Unsat	There is no evidence that the CACC program has provided any color guard performances during the past 12 months.	

#5	Parades	[SGM]
4 Superior	There is solid evidence that the CACC program has participated in 3 parade during the past 12 months with a minimum of 10% of the unit, or 20 cadets (whichever is less) participating.	
3 Excellent	There is solid evidence that the CACC program has participated in 2 parade during the past 12 months with a minimum of 10% of the unit, or 20 cadets (whichever is less) participating.	
<b>2 Satisfactory</b>	<b>There is solid evidence that the CACC program has participated in 1 parade during the past 12 months with a minimum of 10% of the unit, or 20 cadets (whichever is less) participating.</b>	
1 Marginal	There is solid evidence that the CACC program has participated in at least one parade during the past 12 months.	
0 Unsat	There is no evidence that the CACC program has participated in any parades during the past 12 months.	

#6	Specialized Service [S-3]
4 Superior	Unit has provided CACC-trained (CERT, Medic, Cyber, Cadet Law Enforcement, etc.) cadets to support school <u>and</u> community support activities in the past 12 months. <i>(MS: Provide any kind of specialized support to school and community)</i>
3 Excellent	Unit has provided CACC-trained (CERT, Medic, Cyber, Provost Marshall, etc.) cadets to support school <u>or</u> community support activities in the past 12 months. <i>(MS: Has First Aid / CPR trained cadets or some similar training)</i>
2 Satisfactory	<b>Unit has a trained and outfitted CERT Team, Medic, Cyber, or Cadet Law Enforcement cadets ready and available to support school or community. (MS: Provide any kind of specialized support to school or community)</b>
1 Marginal	Unit has marginal efforts at training cadets for specialized service.
0 Unsat	Unit has not trained, prepared, or provided any specialized service.

#7	Community Partnerships (Military/Veteran) [S-5]
4 Superior	This year, 75% of enrolled cadets have had the opportunity to meet the partnered National Guard (or other veteran / military / military support organization) unit personnel (or other veteran / military / military support organization) <u>and</u> the unit has participated in at least one activity off of school grounds with the partnered (or other) unit.
3 Excellent	This year, 50% of enrolled cadets have had the opportunity to meet the partnered National Guard (or other veteran / military / military support organization) unit personnel <u>and</u> the unit has participated in at least one activity with the partnered (or other) unit.
2 Satisfactory	<b>This year, 25% of enrolled cadets have had the opportunity to meet the partnered National Guard (or other veteran / military / military support organization) unit personnel <u>or</u> the unit has participated in at least one activity with the partnered (or other) unit.</b>
1 Marginal	This year, the unit has attempted to (or has scheduled) partner with outside military / veteran personnel, but has not conducted any activities.
0 Unsat	This year, the unit has not partnered or attempted to partner with any outside military / veteran personnel.

#8	Public Communications [S-5]
4 Superior	This unit can show communications with the public at the political level, <u>and</u> the city/county news level <u>and</u> at the school level. Examples include attending city-council meetings, presenting at district meetings, local news reports, school newspaper articles and CACC recruiting posters posted in the school, etc. Proof (article, minutes, and video) must mention the CACC.
3 Excellent	This unit can show communications with the public at the city/county news level <u>and</u> at the school level. Examples include local news reports (mentioning the CACC), school newspaper articles and CACC recruiting posters posted in the school, etc. Proof (article, minutes, and video) must mention the CACC.
2 Satisfactory	<b>This unit can show communications with the public at the city/county news level <u>or</u> at the school level. Examples include local news reports (mentioning the CACC), school newspaper articles and CACC recruiting posters posted in the school, etc. Proof (article, minutes, and video) must mention the CACC.</b>
1 Marginal	The unit has marginal public outreach and may consist of communications with parents or media (i.e. press releases) associated with State or Brigade events the unit attended.
0 Unsat	The unit has not communicated with the public

II. UNIT DISCIPLINE (IN-RANKS / DRILL)

#9	Percentage of Cadets Present for In-ranks Inspection	[All]
4 Superior	90-100% of the cadets on the most recent strength report ( <u>no exceptions</u> ) are formed for inspection. Cadets present, but not in uniform, are counted as present.	
3 Excellent	80-89% of the cadets on the most recent strength report ( <u>no exceptions</u> ) are formed for inspection. Cadets present, but not in uniform, are counted as present.	
2 Satisfactory	<b>70-79% of the cadets on the most recent strength report (<u>not counting cadets absent, off track, unavailable due to testing, etc.</u>) are formed for inspection. Cadets present, but not in uniform, are counted as present.</b>	
1 Marginal	50-69% of the cadets on the most recent strength report ( <u>not counting cadets absent, off track, unavailable due to testing, etc.</u> ) are formed for inspection. Cadets present, but not in uniform, are counted as present.	
0 Unsat	<50% of the cadets on the most recent strength report ( <u>not counting cadets absent, off track, unavailable due to testing, etc.</u> ) are formed for inspection.	

#10	Percentage of Cadets in Uniform for In-ranks Inspection	[All]
4 Superior	90-100% ( <i>MS: 80-100%</i> ) of the cadets on the most recent strength report (no exceptions) are in uniform.	
3 Excellent	80-89% ( <i>MS: 70-79%</i> ) of the cadets on the most recent strength report (no exceptions) are in uniform.	
2 Satisfactory	<b>70-79% (<i>MS: 60-69%</i>) of the cadets on the most recent strength report (<u>not counting cadets absent, off track, unavailable due to testing, etc.</u>) are in uniform.</b>	
1 Marginal	50-69% ( <i>MS: 40-59%</i> ) of the cadets on the most recent strength report ( <u>not counting cadets absent, off track, unavailable due to testing, etc.</u> ) are in uniform.	
0 Unsat	<50% ( <i>MS: &lt;40%</i> ) of the cadets on the most recent strength report ( <u>not counting cadets absent, off track, unavailable due to testing, etc.</u> ) are in uniform.	

#11	Conduct of In-ranks Inspection (NTE #9 Score)	[All]
4 Superior	The cadet leadership and cadets conduct an in-ranks inspection that is <u>entirely</u> in compliance with FM 3-21.5. The inspection is executed with <u>superior</u> precision, attention to detail, military bearing, and a <u>high</u> level of esprit de corps, proficiency, and discipline.	
3 Excellent	The in-ranks inspection is <u>almost entirely</u> in compliance with FM 3-21.5. The inspection is executed with <u>excellent</u> precision, attention to detail, military bearing, and a <u>moderately-high</u> level of esprit de corps, proficiency, and discipline.	
2 Satisfactory	<b>The in-ranks inspection is for the most part in compliance with FM 3-21.5. The inspection is executed with <u>satisfactory</u> precision, attention to detail, military bearing, and a <u>basic-level</u> of esprit de corps, proficiency, and discipline.</b>	
1 Marginal	The in-ranks inspection is, for the <u>most part, not</u> in compliance with FM 3-21.5. The inspection is executed with <u>marginal</u> precision, attention to detail, military bearing, and a <u>low</u> level of esprit de corps, proficiency, and discipline.	
0 Unsat	The in-ranks inspection is entirely NOT in compliance with section III of Chapters 7 and 8 of FM 3-21.5. The inspection is executed with <u>unsatisfactory</u> precision, attention to detail, or military bearing, and there is a noticeably low level of esprit de corps, proficiency, and discipline.	

#12	Neatness and Appearance of Cadets in Uniform (NTE #9 Score)	[All]
4 Superior	100% of cadets present and in uniform are in neat, clean uniforms with attention paid to their personal appearance and grooming. (90% MS)	
3 Excellent	90% of cadets present and in uniform are in neat, clean uniforms with attention paid to their personal appearance and grooming. (75% MS)	
2 Satisfactory	<b>80% of cadets present and in uniform are in neat, clean uniforms with attention paid to their personal appearance and grooming. (60% MS)</b>	
1 Marginal	70% of cadets present for inspection are in neat, clean uniforms with attention paid to their personal appearance and grooming. (50% MS)	
0 Unsat	<70% of cadets present for inspection are in neat, clean uniforms with attention paid to their personal appearance and grooming. (<50% MS)	

#13	Execution of Close Order Drill, Squad [Squad]
4 Superior	A squad randomly selected to perform basic squad drill executes those movements with an acumen that demonstrates <u>superior</u> proficiency at individual and squad drill IAW TC 3-21.5
3 Excellent	A squad is randomly selected to perform basic squad drill and executes those movements with an acumen that demonstrates <u>excellent</u> proficiency at individual and squad drill IAW TC 3-21.5
<b>2 Satisfactory</b>	<b>A squad randomly selected to perform basic squad drill executes those movements with an acumen that demonstrates <u>satisfactory</u> proficiency at individual and squad drill IAW TC 3-21.5</b>
1 Marginal	A squad is randomly selected to perform basic squad drill and executes those movements with an acumen that demonstrates <u>marginal</u> proficiency at individual and squad drill IAW TC 3-21.5
0 Unsat	A squad is randomly selected to perform basic squad drill and executes those movements with an acumen that demonstrates <u>unsatisfactory</u> proficiency at individual and squad drill IAW TC 3-21.5

#14	Execution of Close Order Drill, Platoon [Platoon]
4 Superior	A platoon randomly selected to perform basic platoon drill executes those movements with an acumen that demonstrates <u>superior</u> proficiency at platoon drill IAW TC 3-21.5.
3 Excellent	A platoon randomly selected to perform basic platoon drill executes those movements with an acumen that demonstrates <u>excellent</u> proficiency at platoon drill IAW TC 3-21.5
<b>2 Satisfactory</b>	<b>A platoon randomly selected to perform basic platoon drill executes those movements with an acumen that demonstrates <u>satisfactory</u> proficiency at platoon drill IAW TC 3-21.5</b>
1 Marginal	A platoon randomly selected to perform basic platoon drill executes those movements with an acumen that demonstrates <u>marginal</u> proficiency at platoon drill IAW TC 3-21.5
0 Unsat	A platoon randomly selected to perform basic platoon drill executes those movements with an acumen that demonstrates <u>unsatisfactory</u> proficiency at platoon drill IAW TC 3-21.5

#15	Proper Wearing of the Cadet Corps Uniform [All]
4 Superior	95-100% of the cadets are wearing a uniform that would score 80%> on the Class B uniform rubric in accordance with CR 1-8.
3 Excellent	80-94% of the cadets are wearing a uniform that would score 80%> on the Class B uniform rubric in accordance with CR 1-8.
<b>2 Satisfactory</b>	<b>65-79% of the cadets are wearing a uniform that would score 80%&gt; on the Class B uniform rubric in accordance with CR 1-8.</b>
1 Marginal	50-64% of the cadets are wearing a uniform that would score 80%> on the Class B uniform rubric in accordance with CR 1-8.
0 Unsat	<50% of the cadets are wearing a uniform that would score 80%> on the Class B uniform rubric in accordance with CR 1-8.

#16	Proper Wearing of the Commandant Uniform [Commandants]
4 Superior	Commandant and Assistant Commandants meet requirements of 'Excellent' plus: <input type="checkbox"/> No discrepancies at all in uniform wear
3 Excellent	Commandant and Assistant Commandants meet requirements for 'Satisfactory' plus: <input type="checkbox"/> Wears CACC uniform during most CACC classes <input type="checkbox"/> Has CACC-approved utility and dress uniforms
2 Satisfactory	<b>On inspection day the Commandant and Assistant Commandants are wearing an approved uniform with only minor discrepancies AND:</b> <input type="checkbox"/> <b>If wearing CACC ASU, meet height/weight standards of CSMR PPB 2015-005</b> <input type="checkbox"/> <b>If wearing CACC CSU, meet requirements of CR 1-3</b> <input type="checkbox"/> <b>If wearing CACC CMU, meet requirements of Change 2 to CR 1-3, 14 Apr 2016</b>
1 Marginal	Adults have one or more significant deviations from CR 1-3, Change 2, or CSMR PPB 2015-005
0 Unsat	One or more adults in the CACC are not in uniform for the inspection.



### III. LEADERSHIP

#17	Demonstrated Followership of Junior Cadets [Sample of New Cadets]
4 Superior	At least 90% of new cadets sampled demonstrate patriotism, good citizenship, know basic military subjects, perform basic drill, have passed their most recent physical fitness test, and have <u>advanced</u> in rank appropriately.
3 Excellent	At least 75% of new cadets sampled demonstrate patriotism, good citizenship, know basic military subjects, perform basic drill, have passed their most recent physical fitness test, and have <u>advanced</u> in rank appropriately.
<b>2 Satisfactory</b>	<b>At least 50% of new cadets sampled demonstrate patriotism, good citizenship, know basic military subjects, perform basic drill, have passed their most recent physical fitness test, and have <u>advanced</u> in rank appropriately.</b>
1 Marginal	At least 25% of new cadets sampled demonstrate patriotism, good citizenship, know basic military subjects, perform basic drill, have passed their most recent physical fitness test, and have <u>advanced</u> in rank appropriately.
0 Unsat	Less than 25% of new cadets sampled demonstrate patriotism, good citizenship, know basic military subjects, perform basic drill, have passed their most recent physical fitness test, and have <u>advanced</u> in rank appropriately.

#18	Demonstrated Leadership of NCO Corps [Sample of NCOs]
4 Superior	All of the sampled NCOs are now, or within the previous 12 months, in designated leadership positions, have formally taught CACC elements to junior cadets, and have passed their promotion test to C/SGT.
3 Excellent	75% of the sampled NCOs are now, or within the previous 12 months, in designated leadership positions, have formally taught CACC elements to junior cadets, and have passed their promotion test to C/SGT.
<b>2 Satisfactory</b>	<b>50% of the sampled NCOs are now, or within the previous 12 months, in designated leadership positions, have formally taught CACC elements to junior cadets, and have passed their promotion test to C/SGT.</b>
1 Marginal	25% of the sampled NCOs are, or within the previous 12 months, in designated leadership positions, have formally taught CACC elements to junior cadets, and have passed their promotion test to C/SGT.
0 Unsat	<25% of the sampled NCOs are, or within the previous 12 months, in designated leadership positions, have formally taught CACC elements to junior cadets, and have passed their promotion test to C/SGT.

#19	Demonstrated Leadership of Officer Corps [Sample of Officers]
4 Superior	All of the sampled Officers ( <i>Senior leaders for MS</i> ) are, or within the previous 12 months, were, in designated leadership positions, have conducted unit inspections, instructed an entire ( <i>element for MS</i> ) CACC lesson, successfully sat in front of a promotion board ( <i>N/A for MS</i> ), and led an event.
3 Excellent	75% of the sampled Officers ( <i>Senior leaders for MS</i> ) are, or within the previous 12 months, were, in designated leadership positions, have conducted unit inspections, instructed an entire ( <i>element for MS</i> ) CACC lesson, successfully sat in front of a promotion board ( <i>N/A for MS</i> ), and led an event.
2 Satisfactory	<b>50% of the sampled Officers (<i>Senior leaders for MS</i>) are, or within the previous 12 months, were, in designated leadership positions, have conducted unit inspections, instructed an entire (<i>element for MS</i>) CACC lesson, successfully sat in front of a promotion board (<i>N/A for MS</i>), and led an event.</b>
1 Marginal	Some of the sampled Officers ( <i>Senior leaders for MS</i> ) are, or within the previous 12 months, were, in designated leadership positions, have conducted unit inspections, instructed an entire ( <i>element for MS</i> ) CACC lesson, successfully sat in front of a promotion board ( <i>N/A for MS</i> ), and led an event.
0 Unsat	Few or none of the sampled Officers ( <i>Senior leaders for MS</i> ) are, or within the previous 12 months, were, in designated leadership positions, have conducted unit inspections, instructed an entire ( <i>element for MS</i> ) CACC lesson, successfully sat in front of a promotion board ( <i>N/A for MS</i> ), and led an event.

#20	Promotions [Commander]
4 Superior	Unit manages promotions by meeting all 5 of the criteria below.
3 Excellent	Unit manages promotions by meeting 4 out of the 5 criteria below.
2 Satisfactory	<p><b>Unit manages promotions by meeting 3 out of the 5 following criteria:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Unit rank structure is reasonably aligned with the desired rank structure groups in Appendix E.</b></li> <li><input type="checkbox"/> <b>Unit rank structure is reasonably aligned with and does not exceed authorizations in CR 3-22.</b></li> <li><input type="checkbox"/> <b>Promotions occur evenly between males and females.</b></li> <li><input type="checkbox"/> <b>Promotions are based on approved PTAs, On-line testing or Advancement procedures, and appropriate interview boards.</b></li> <li><input type="checkbox"/> <b>Cadets being promoted above C/SSG have met the Physical Fitness requirements</b></li> </ul>
1 Marginal	Unit manages promotions by meeting 2 out of the 5 criteria above.
0 Unsat	Unit manages promotions by meeting less than 2 of the 5 criteria above.

#21	Command Leadership Briefing [Command Team]
4 Superior	The CDR, XO, and SGM/1SG gives a <u>Superior</u> briefing on their 1) command mission statement, 2) goals, 3) unit strength, 4) unit activities, 5) unit morale, 6) challenges, and 7) lessons learned during their tenure.
3 Excellent	The CDR, XO, and SGM/1SG gives an <u>Excellent</u> briefing on their 1) command mission statement, 2) goals, 3) unit strength, 4) unit activities, 5) unit morale, 6) challenges, and 7) lessons learned during tenure.
2 Satisfactory	<b>The CDR, XO, and SGM/1SG gives a <u>Satisfactory</u> briefing on their 1) command mission statement, 2) goals, 3) unit strength, 4) unit activities, 5) unit morale, 6) challenges, and 7) lessons learned during their tenure.</b>
1 Marginal	The CDR, XO, and SGM/1SG gives a <u>Marginal</u> briefing on their 1) command mission statement, 2) goals, 3) unit strength, 4) unit activities, 5) unit morale, 6) challenges, and 7) lessons learned during their tenure.
0 Unsat	The CDR, XO, and SGM/1SG are unable to articulate their 1) command mission statement, 2) goals, 3) unit strength, 4) unit activities, 5) unit morale, 6) challenges, and 7) lessons learned during their tenure.

#22	Demonstrated Leadership of Staff [Primary Staff]
4 Superior	<u>All</u> of the Cadet Primary Staff can articulate (Expressive for <i>HS</i> / <i>Coherent for MS</i> ) their staff functions, can show recent examples of their work, and can describe at least one lesson learned.
3 Excellent	<u>All but one</u> of the Cadet Primary Staff can articulate (Expressive for <i>HS</i> / <i>Coherent for MS</i> ) their staff functions, can show recent examples of their work, and can describe at least one lesson learned.
2 Satisfactory	<b><u>All but two</u> of the Cadet Primary Staff (Expressive for <i>HS</i> / <i>Coherent for MS</i>) can articulate their staff functions, can show recent examples of their work, and can describe at least one lesson learned.</b>
1 Marginal	<u>At least half</u> of the Cadet Primary Staff can articulate ((Expressive for <i>HS</i> / <i>Coherent for MS</i> ) their staff functions, can show recent examples of their work, and can describe at least one lesson learned.
0 Unsat	<u>Less than half</u> of the Cadet Primary Staff can articulate (Expressive for <i>HS</i> / <i>Coherent for MS</i> ) their staff functions, can show recent examples of their work, and can describe at least one lesson learned.

<b>#23</b>	Participation in CACC Brigade and State Events [Commander]
4 Superior	Unit participates at superior levels in all Brigade and State-offered events and unit ( <i>N/A for M.S.</i> ) has cadets on Brigade and State Leadership staffs.
3 Excellent	Unit participates at excellent level in all Brigade and State-offered events and unit ( <i>N/A for M.S.</i> ) has cadets on Brigade or State Leadership staffs.
<b>2 Satisfactory</b>	<b>Unit participates at satisfactory level in all Brigade and State-offered events.</b>
1 Marginal	Unit participates at satisfactory level in all Brigade and State-offered events.
0 Unsat	Unit does not participate at a satisfactory level in Brigade and State-offered events.

<b>#24</b>	Cadet Recognition and Awards [S-1]
4 Superior	Unit awards all ( <i>MS 90%</i> ) of the unit level awards listed below.
3 Excellent	Unit awards 90% ( <i>MS 75%</i> ) of the unit level awards listed below.
<b>2 Satisfactory</b>	<b>Unit awards 75% (<i>MS 50%</i>) of the following unit level awards:</b> <u>Every semester</u> for <b>Scholarship</b> <b>Attendance</b> <b>Physical Fitness</b> <b>Battalion Cadre</b> <b>Citizenship</b> <u>Every year</u> for <b>State Service</b> <b>Honor Unit</b> <u>As required (as often as earned)</u> for <b>Essayons</b> <b>Distinguished Service</b> <b>School Service</b> <b>Flag Detail</b> <b>Parade Participation</b> <b>Color Guard</b> <b>Superior Uniform Inspection</b> <b>SAT/ACT</b> <b>Commandant of Cadets</b> <b>Principal's Citations</b>
1 Marginal	Unit awards 25% of the unit level awards above.
0 Unsat	Unit awards less than 25% of the unit level awards above.

IV. TRAINING

#25	Publication of Unit Training Schedule [S-3]
4 Superior	Unit Training schedules meet all 8 of the below criteria.
3 Excellent	Unit Training schedules meet 7 out of the 8 below criteria.
2 Satisfactory	<p><b>Unit Training schedules meet 6 out of the 8 following criteria</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Published for every school day since last AGI</b></li> <li><input type="checkbox"/> <b>Identifies who the trainer is, which uniform, and the location of training</b></li> <li><input type="checkbox"/> <b>Identifies a significant level of cadet-led training (by name)</b></li> <li><input type="checkbox"/> <b>Identifies distinct instruction for different levels of cadets by year, rank, or class</b></li> <li><input type="checkbox"/> <b>Identifies scheduled performance task assessments (PTAs)</b></li> <li><input type="checkbox"/> <b>Identifies scheduled promotional exams</b></li> <li><input type="checkbox"/> <b>Identifies CACC Curriculum Strands are being instructed</b></li> <li><input type="checkbox"/> <b>Is rigorous</b></li> </ul>
1 Marginal	Unit Training schedules meet 4 out of the 8 above criteria.
0 Unsat	Unit Training schedules meet fewer than 4 of the above criteria.

#26	Unit Training Schedule Supports CACC Content Standards [S-3 / Sample of Cadets]
4 Superior	Unit training schedule and cadet interviews indicate the unit's training has a superior level of quality by meeting 10 out of the 10 criteria listed below.
3 Excellent	Unit training schedule and cadet interviews indicate the unit's training has an excellent level of quality by meeting 8 out of the 10 criteria listed below.
2 Satisfactory	<p><b>Unit training schedule and cadet interviews indicate the unit's training has a satisfactory level of quality by meeting 7 out of the 10 following criteria:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Patriotism (Flag, songs, US symbols/documents/history, democratic values)</li> <li><input type="checkbox"/> School performance (Note taking, vocabulary, testing, communication, reading, etc.)</li> <li><input type="checkbox"/> Citizenship (Cultural awareness, anger management, listening, current events, etc)</li> <li><input type="checkbox"/> Basic military subjects (CACC, courtesy, ranks, codes, uniforms, bivouac, survival, etc)</li> <li><input type="checkbox"/> Fitness activities (PT, sports, CPFT, Fitnessgram, etc)</li> <li><input type="checkbox"/> Wellness activities (Drug awareness, diet, personal finances, consumer, etc)</li> <li><input type="checkbox"/> Drill and Ceremonies (Individual, squad, platoon, company, manual of arms, cadences)</li> <li><input type="checkbox"/> First Aid / CPR (Injuries, triage, treatment, certifications, etc)</li> <li><input type="checkbox"/> Maps and Compass (Road maps, topos, compasses, azimuth, orienteering, etc)</li> <li><input type="checkbox"/> Theories of Leadership (Traits, principals, codes, staff functions, scenarios, etc)</li> </ul>
1 Marginal	Unit training schedule and cadet interviews indicate the unit's training has a marginal level of quality by meeting 5 out of the 10 criteria listed above.
0 Unsat	Unit training schedule and cadet interviews indicate the unit's training has a satisfactory level of quality by meeting fewer than 5 of the 10 criteria listed above.

#27	Applied Leadership Training (Internal) [Sample of Cadets]
4 Superior	Interviews with cadets indicate the unit's training program allows cadets the opportunity to apply leadership lessons from the classroom into a field setting by routinely doing 10 of the 10 tasks below.
3 Excellent	Interviews with cadets indicate the unit's training program allows cadets the opportunity to apply leadership lessons from the classroom into a field setting by routinely doing 8 of the 10 tasks below.
2 Satisfactory	<p><b>Interviews with cadets indicate the unit's training program allows cadets the opportunity to apply leadership lessons from the classroom into a field setting by routinely doing 7 of the 10 following tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Cadet accountability</b></li> <li><input type="checkbox"/> <b>Disciplinary problem management</b></li> <li><input type="checkbox"/> <b>Cadet led training and assessment</b></li> <li><input type="checkbox"/> <b>Safety planning and monitoring</b></li> <li><input type="checkbox"/> <b>Developing Esprit de Corps</b></li> <li><input type="checkbox"/> <b>Learning through failure</b></li> <li><input type="checkbox"/> <b>Managing personnel and administration</b></li> <li><input type="checkbox"/> <b>Cadet led events and operations</b></li> <li><input type="checkbox"/> <b>Cadet managed logistics</b></li> <li><input type="checkbox"/> <b>Cadet led public relations</b></li> </ul>
1 Marginal	Interviews with cadets indicate the unit's training program allows cadets the opportunity to apply leadership lessons from the classroom into a field setting by routinely doing 6 of the 10 tasks above.
0 Unsat	Interviews with cadets indicate the unit's training program allows cadets the opportunity to apply leadership lessons from the classroom into a field setting by routinely doing fewer than 6 of the tasks above.

#28	Maintenance of Training Publications / Materials / Aids [S-3]
4 Superior	Unit can show 10 out of 10 of the training publications / materials / aids listed below.
3 Excellent	Unit can show 8 out of 10 of the training publications / materials / aids listed below.
2 Satisfactory	<p>Unit can show 7 out of 10 of the following training publications / materials / aids:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CACC classroom posters (Rank, General Orders, Chain of Command, etc)</li> <li><input type="checkbox"/> Flags and guidons (US, California, Unit guidon with awards, flags for folding, etc)</li> <li><input type="checkbox"/> Drill team supplies (Rifles-if permitted, TC 3-21.5 printout)</li> <li><input type="checkbox"/> Color guard equipment (Class A uniforms, harnesses, helmets, etc)</li> <li><input type="checkbox"/> Strand Books and Flash Cards (Print outs or reasonable computer access)</li> <li><input type="checkbox"/> First Aid / CPR Training Aids</li> <li><input type="checkbox"/> Maps and Compasses</li> <li><input type="checkbox"/> Teamwork / Leadership exercise aids (Handouts, games, etc)</li> <li><input type="checkbox"/> Fitness Training Aids (PT equipment, sports equipment, Posters, etc)</li> <li><input type="checkbox"/> Wellness Training aids (Posters, Handouts, etc)</li> </ul>
1 Marginal	Unit can show 5 out of 10 of the training publications / materials / aids listed above.
0 Unsat	Unit can show less than 5 of the training publications / materials / aids listed above.

#29	Unit Participation in Major CACC events [Commander]						
4 Superior	Unit participated in <u>at least 5</u> of the events. (4 for MS)						
3 Excellent	Unit participated in <u>4</u> events. (3 for MS)						
2 Satisfactory	<p>Unit participated in 3 of the 6 following events: (2 for MS)</p> <table border="0"> <tr> <td><input type="checkbox"/> Brigade Drill Competition</td> <td><input type="checkbox"/> Brigade IMA Competition</td> <td><input type="checkbox"/> State Drill Competition</td> </tr> <tr> <td><input type="checkbox"/> Xtreme Team Challenge</td> <td><input type="checkbox"/> 10<sup>th</sup> Corps Staff</td> <td><input type="checkbox"/> State IMA Competition</td> </tr> </table>	<input type="checkbox"/> Brigade Drill Competition	<input type="checkbox"/> Brigade IMA Competition	<input type="checkbox"/> State Drill Competition	<input type="checkbox"/> Xtreme Team Challenge	<input type="checkbox"/> 10 <sup>th</sup> Corps Staff	<input type="checkbox"/> State IMA Competition
<input type="checkbox"/> Brigade Drill Competition	<input type="checkbox"/> Brigade IMA Competition	<input type="checkbox"/> State Drill Competition					
<input type="checkbox"/> Xtreme Team Challenge	<input type="checkbox"/> 10 <sup>th</sup> Corps Staff	<input type="checkbox"/> State IMA Competition					
1 Marginal	Unit participated in <u>1</u> of the <u>4</u> above events (similar event for MS)						
0 Unsat	Unit did not participate in any of the events.						



<b>#30</b>	Unit Participation in Miscellaneous CACC events [S-3]
4 Superior	Unit has attended all offered events including Professional Development Training, Brigade meetings, Dining In, Brigade staff and state staff.
3 Excellent	Unit has attended more than 75% of offered events including Professional Development Training, Brigade meetings, Dining In, Brigade staff and state staff.
<b>2 Satisfactory</b>	<b>Unit has attended more than 50% of offered events including Professional Development Training, Brigade meetings, Dining In, Brigade staff and state staff.</b>
1 Marginal	Unit has attended more than 25% of offered events including Professional Development Training, Brigade meetings, Dining In, Brigade staff and state staff.
0 Unsat	There is NO proof of participating

<b>#31</b>	Field Training (Bivouac) [S-3]
4 Superior	Unit has conducted one bivouac that meets all 7 of the below requirements and one of the following field training ribbons was also awarded from this bivouac: Disaster Preparedness Recognition Ribbon, Hunter Safety Certification Ribbon, First Aid Certification Ribbon, Orienteering Training Ribbon, Mountaineering Training Ribbon, or Survival Training Ribbon.
3 Excellent	Unit has conducted one unit bivouac that meets all 7 of the below requirements.
<b>2 Satisfactory</b>	<p><b>Unit conducted 1 bivouac in the past 12 months that meet 5 of the 7 following requirements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Minimum 30 hours in duration and Bivouac ribbon was awarded</b></li> <li><input type="checkbox"/> <b>Battalion Commander produced mission statement &amp; goals</b></li> <li><input type="checkbox"/> <b>Battalion staff produced OPORDER</b></li> <li><input type="checkbox"/> <b>Battalion staff produced AAR</b></li> <li><input type="checkbox"/> <b>Training schedule reinforces classroom instruction</b></li> <li><input type="checkbox"/> <b>Battalion staff produced risk management worksheet</b></li> <li><input type="checkbox"/> <b>20% of the unit (10% for MS) attended</b></li> </ul> <p><b>If units are not permitted by school or district policy to conduct an overnight bivouac, military-oriented field trips / training events, preferably off campus, are valid substitutes.</b></p>
1 Marginal	Fewer than 5 of the above requirements were met, or the unit has not conducted a unit bivouac but cadets have participated individually.
0 Unsat	There is NO proof of participating in a bivouac or equivalent event.

#32	Participation in Summer Encampment Training [S-3]
4 Superior	Unit sent 20% (or 50, whichever is less) of their cadets to the previous HQS CACC summer encampment.
3 Excellent	Unit sent 10% (or 25, whichever is less) of their cadets to the previous HQS CACC summer encampment.
<b>2</b> <b>Satisfactory</b>	<b>Unit sent 5% (or 10, whichever is less) of their cadets to the previous HQS CACC summer encampment.</b>
1 Marginal	Unit sent at least 1 of their cadets to the previous HQS CACC summer encampment.
0 Unsat	Unit did not participate in the HQS CACC summer encampment

V. KNOWLEDGE AND CACC INSTRUCTION

#33	Demonstrated Knowledge / Current Events	[All]
4 Superior	At least 90% of Cadets (80% MS) interviewed know their chain of command, basic CACC facts, and current events relevant to their level.	
3 Excellent	At least 75% of Cadets (65% MS) interviewed know their chain of command, basic CACC facts, current events relevant to their level.	
2 Satisfactory	<b>At least 50% of Cadets (40% MS) interviewed know their chain of command, basic CACC facts, and current events relevant to their level.</b>	
1 Marginal	At least 25% of Cadets interviewed know their chain of command, basic CACC facts, and current events relevant to their level.	
0 Unsat	Less than 25% of Cadets interviewed know their chain of command, basic CACC facts, and current events relevant to their level.	

#34	Demonstrated Rank-appropriate Knowledge (PTAs and Strands)	[Sampled Cadets]
4 Superior	90% of cadets can successfully accomplish rank-appropriate Performance Task Assessment standards from CR 1-5 AND demonstrate retention of key knowledge facts from their most recent Strand Handbook.	
3 Excellent	75% of cadets can successfully accomplish rank-appropriate Performance Task Assessment standards from CR 1-5 AND demonstrate retention of key knowledge facts from their most recent Strand Handbook.	
2 Satisfactory	<b>50% of cadets can successfully accomplish rank-appropriate Performance Task Assessment standards from CR 1-5 AND demonstrate retention of key knowledge facts from their most recent Strand Handbook.</b>	
1 Marginal	50% of cadets can successfully accomplish rank-appropriate Performance Task Assessment standards from CR 1-5 AND demonstrate retention of key knowledge facts from their most recent Strand Handbook.	
0 Unsat	Less than 25% of cadets can successfully accomplish rank-appropriate Performance Task Assessment standards from CR 1-5 AND demonstrate retention of key knowledge facts from their most recent Strand Handbook.	

#35	Demonstrated Military Courtesy Knowledge	[All]
4 Superior	All cadets display impeccable military courtesy toward adults and other cadets. No minor mistakes by any cadets are observed. (Attention, Saluting, Use of "Sir/Ma'am/Sergeant", etc)	
3 Excellent	More than 90% of cadets display impeccable military courtesy toward adults and other cadets. Minor mistakes, if any, are corrected on the spot by cadet leaders. (Attention, Saluting, Use of "Sir/Ma'am/Sergeant", etc)	
2 Satisfactory	<b>More than 75% of cadets display impeccable military courtesy toward adults and other cadets. (Attention, Saluting, Use of "Sir/Ma'am/Sergeant", etc)</b>	
1 Marginal	More than 25% of cadets display impeccable military courtesy toward adults and other cadets (Attention, Saluting, Use of "Sir/Ma'am/Sergeant", etc)	
0 Unsat	Less than 25% of cadets display impeccable military courtesy toward adults and other cadets.	

#36	Circulars and Information Bulletin Awareness	[S-1 / Sampled Cadets]
4 Superior	More than 75% of cadets are aware of the relevant highlights of the most recent Circulars and Information Bulletins. All current Circulars and Information Bulletins (State, Brigade, and Unit) are posted in the classroom. Legacy circulars and bulletins are filed in the Master Filing System.	
3 Excellent	More than 50% of cadets are aware of the relevant highlights of the most recent Circulars and Information Bulletins. All current Circulars and Information Bulletins (State, Brigade, and Unit) are posted in the classroom. Most legacy circulars and bulletins are filed in the Master Filing System.	
2 Satisfactory	<b>More than 25% of cadets are aware of the relevant highlights of the most recent Circulars and Information Bulletins. All current Circulars and Information Bulletins (State, Brigade, and Unit) are posted in the classroom. Some legacy circulars and bulletins are filed in the Master Filing System.</b>	
1 Marginal	Current Circulars and Information Bulletins (State, Brigade, and Unit) are not posted in the classroom, but are corrected prior to end of AGI. Some legacy documents are filed in the Master Filing System.	
0 Unsat	Current Circulars and Information Bulletins are not posted.	

#37	Progression and Continuity (Cadet Career Management) [S-1]
4 Superior	Unit tracks, awards, and manages current and past cadets by maintaining a 201 file that meets <u>all 9</u> (8 of 9 for MS) criteria below for all sampled cadets.
3 Excellent	Unit tracks, awards, and manages current and past cadets by maintaining a 201 file that meets <u>8 of the 9</u> (7 of 9 for MS) criteria below for all sampled cadets.
2 Satisfactory	<p><b>Unit tracks, awards, and manages current and past cadets by maintaining a 201 file that meets <u>7 of the 9</u> (6 of 9 for MS) following criteria for all sampled cadets:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Has all relevant orders for the cadet</b></li> <li><input type="checkbox"/> <b>Has promotion test results (Including Advancement Authorization)</b></li> <li><input type="checkbox"/> <b>Contains award support documentation (uniform inspections, citizenship/grade reports, school service records, duty rosters, flag details, academic work, etc)</b></li> <li><input type="checkbox"/> <b>Has a maintained Form 13</b></li> <li><input type="checkbox"/> <b>Has a current physical fitness score</b></li> <li><input type="checkbox"/> <b>Number of active 201 files = Number of enrolled and reported cadets</b></li> <li><input type="checkbox"/> <b>Is placed into archival storage and retained for the number of years as required by CR 1.</b></li> <li><input type="checkbox"/> <b>Is transferred to other Commandants when required (Memo and Form 13 copy retained)</b></li> <li><input type="checkbox"/> <b>Is managed by cadet S-1 staff</b></li> </ul>
1 Marginal	Unit tracks, awards, and manages current and past cadets by maintaining a 201 file that meets <u>5 of the 9</u> (4 of the 9 for MS) criteria above.
0 Unsat	Unit tracks, awards, and manages current and past cadets by maintaining a 201 file that meet <u>fewer than 5</u> of the 9 (fewer than 4 for MS) criteria above.

#38	Commandant Certification	[Commandant]
4 Superior	Commandant has a <u>current Clear</u> Designated Subjects Special Subjects Basic Military Drill Credential with Physical Education endorsement.	
3 Excellent	Commandant has a <u>current Clear</u> Designated Subjects Special Subjects Basic Military Drill Credential.	
2 Satisfactory	<b>Commandant has a <u>current Preliminary</u> Designated Subjects Special Subjects Basic Military Drill Credential as verified on <a href="https://educator.ctc.ca.gov/">https://educator.ctc.ca.gov/</a></b>	
1 Marginal	Commandant does not have a current Designated Subjects Special Subjects Basic Military Drill Credential but has submitted a CACC Form 16, Application for TAG Letter for the DSSSBMDC.	
0 Unsat	Commandant does not have a current Designated Subjects Special Subjects Basic Military Drill Credential.	

#39	Commandant Training	[Commandant]
4 Superior	Commandant has met the standards for Excellent PLUS, has instructed at BCTA, ACTA, or CLS in the past 2 years, OR can show additional training certificates highly relevant to CACC curriculum such as "First Aid/CPR Trainer".	
3 Excellent	Commandant has met the standard for Satisfactory PLUS attended the most recent annual CACC Leadership Workshop.	
2 Satisfactory	<b>Commandant has attended Basic Commandants Training Academy (BCTA)</b>	
1 Marginal	Commandant has not attended BCTA, but can show proof of attending a course in the past 12 months that directly supports the CACC curriculum.	
0 Unsat	Commandant has not attended CACC training courses and Commandant has not attended a course in the past 12 months that directly supports the CACC curriculum.	

#40	Participation in Leadership / Specialized Schools [S-3]
4 Superior	In the last 12 months, the unit met the satisfactory standard and 25% of the unit strength participated.
3 Excellent	In the last 12 months, the unit met the satisfactory standard and 10% of the unit strength participated.
2 Satisfactory	<p><b>In the last 12 months, the unit has participated in one of the following leadership schools:</b></p> <p><input type="checkbox"/> <b>Basic Leadership</b>      <input type="checkbox"/> <b>Intermediate Leadership</b>      <input type="checkbox"/> <b>Advanced Leadership</b>  <input type="checkbox"/> <b>Drill Academies</b>      <input type="checkbox"/> <b>BNCOC</b>      <input type="checkbox"/> <b>ANCOC</b>  <input type="checkbox"/> <b>OCS</b></p> <p><b><u>And</u> the unit participated in a Specialized School that qualifies for Specialized training Ribbon:</b></p> <p><input type="checkbox"/> <b>Command and Staff Schools</b>  <input type="checkbox"/> <b>Disaster/Crisis Preparedness and Management (other than CERT training)</b>  <input type="checkbox"/> <b>Specialized Marksmanship Training.</b>  <input type="checkbox"/> <b>Advanced Orienteering</b>  <input type="checkbox"/> <b>Advanced studies in California History</b>  <input type="checkbox"/> <b>The Seven Habits of Highly Effective Teens</b>  <input type="checkbox"/> <b>The Six Most Important Decisions You will Make</b>  <input type="checkbox"/> <b>Peer Leadership Training</b>  <input type="checkbox"/> <b>Conducting effective meetings</b>  <input type="checkbox"/> <b>Dealing with difficult people</b>  <input type="checkbox"/> <b>The human physiology of fitness</b>  <input type="checkbox"/> <b>Personal Organization and Time Management</b>  <input type="checkbox"/> <b>Personal Financial Planning and Management</b>  <input type="checkbox"/> <b>Public Relations Management</b>  <input type="checkbox"/> <b>Advanced First Aid, EMT or Paramedic Training (Not Cadet Medic)</b>  <input type="checkbox"/> <b>Topographic cartography</b>  <input type="checkbox"/> <b>Career and College Planning</b>  <input type="checkbox"/> <b>Archery</b>  <input type="checkbox"/> <b>Similar approved (IAW CR 3-9) course</b></p>
1 Marginal	In the last 12 months, the unit has participated in leadership or specialized schools, but not both.
0 Unsat	Unit has not participated in any leadership schools or specialized schools.

VI. ADMINISTRATION & SUPPLY DISCIPLINE

<b>#41</b>	Publication and Maintenance of Orders and Permanent Orders [S-1]
4 Superior	Unit publishes and maintains orders and permanent orders in the File Management System by ensuring <u>all 13</u> of criteria below are met:
3 Excellent	Unit publishes and maintains orders and permanent orders in the File Management System by ensuring <u>12 of the 13</u> criteria below are met:
2 Satisfactory	<p><b>Unit publishes and maintains orders and permanent orders in the File Management System by ensuring <u>10 of the 13</u> following criteria are met:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Unit publishes orders for cadet promotions and demotions and files them in 10-14</b></li> <li><input type="checkbox"/> <b>Unit publishes orders for cadet advancements and files them in 10-14</b></li> <li><input type="checkbox"/> <b>Unit publishes orders for cadet duty assignments and files them in 10-14</b></li> <li><input type="checkbox"/> <b>Unit publishes permanent orders for unit-level awards and files them in 10-13</b></li> <li><input type="checkbox"/> <b>Unit retains applicable orders for Brigade-level promotions and demotions in 10-10</b></li> <li><input type="checkbox"/> <b>Unit retains applicable orders for Brigade-level duty assignments in 10-10</b></li> <li><input type="checkbox"/> <b>Unit retains applicable orders for Brigade-level awards in 10-09</b></li> <li><input type="checkbox"/> <b>Unit retains applicable orders for State-level promotions and demotions 10-08</b></li> <li><input type="checkbox"/> <b>Unit retains applicable orders for State-level duty assignments in 10-08</b></li> <li><input type="checkbox"/> <b>Unit retains applicable orders for State-level awards in 10-07</b></li> <li><input type="checkbox"/> <b>Unit places applicable orders above into affected individual cadet files</b></li> <li><input type="checkbox"/> <b>Unit retains all orders in date order</b></li> <li><input type="checkbox"/> <b>Cadet S-1 staff manages the files</b></li> </ul>
1 Marginal	Unit publishes and maintains orders and permanent orders in the File Management System by ensuring at least <u>7 of the 13</u> criteria above are met:
0 Unsat	Unit does not meet at least <u>7 of the 13</u> criteria listed above.



<b>#42</b>	File Management System [S-1]
4 Superior	Unit maintains a superior File Management System by ensuring all 6 of the criteria below are met.
3 Excellent	Unit maintains an excellent File Management System by ensuring 5 of the 6 criteria below are met.
2 Satisfactory	<p><b>Unit maintains a satisfactory File Management System by ensuring 4 of the following 6 criteria are met:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> File system organized by 10-01 to 10-31, 11-01 to 11-15, 12, 13, 20-01 to 20-07, 30-01 to 30-16, 31-01 to 31-20, 40-01 to 40-13, 41-01 to 41-11, 50-01 to 50-15, and 60-01 to 60-02</li> <li><input type="checkbox"/> Unit can show how file system is current and used.</li> <li><input type="checkbox"/> Unit can show how old files are archived or disposed.</li> <li><input type="checkbox"/> Master Index to file system is current and correct</li> <li><input type="checkbox"/> File System is secure and protected from unwanted access.</li> <li><input type="checkbox"/> Cadet S-1 manages files system</li> </ul>
1 Marginal	Unit maintains a marginal File Management System by meeting at least 4 of the criteria listed above.
0 Unsat	Unit maintains an unsatisfactory File Management System by meeting fewer than 4 of the criteria listed above.

<b>#43</b>	Maintenance of Form 13 - Service Records [S-1 / Sampled Cadets]
4 Superior	Unit is maintaining a Form 13 on <u>all</u> cadets and meets <u>all 6</u> of the standards below.
3 Excellent	Unit is maintaining a Form 13 on <u>all</u> cadets and meets <u>5 out of 6</u> of the standards below.
2 Satisfactory	<p><b>Unit is maintaining a Form 13 on <u>all</u> cadets that has been prepared IAW CR 1. A random check of 5 - 10% of the cadets indicate that <u>3 out of the 6</u> following statements are reasonably (beyond local control) true:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rank being worn matches every FM 13</li> <li><input type="checkbox"/> Ribbons being worn match every FM 13</li> <li><input type="checkbox"/> Current duty assignment matches every FM 13</li> <li><input type="checkbox"/> Cadet Fitness scores are current (within 1 semester)</li> <li><input type="checkbox"/> Personal data is completely recorded</li> <li><input type="checkbox"/> Initial Entry date is documented and correct</li> </ul>
1 Marginal	Unit is maintaining a Form 13 on only a few cadets and/or that Form 13 has been prepared with significant evidence CR-1 is not being followed. A random check of 5 - 10% of the cadets indicate that ribbons and rank being worn on uniform are NOT accurately reflected on the Form 13s. Duty assignments, fitness records and personal data are NOT accurately recorded
0 Unsat	Unit is not maintaining a Form 13 on any of its cadets.

<b>#44</b>	Publication and Maintenance of Unit Strength Reports [S-1]
4 Superior	In addition to all below, each SAR was robust and accurate as reflected with the following <input type="checkbox"/> Activities Scheduled correspond to the Unit Training Schedule <input type="checkbox"/> Current enrollment during the AGI is closely reflected on the most recent SAR (differences are explainable)
3 Excellent	In addition to below, each SAR was received NLT the 10 <sup>th</sup> of each month (Never late)
2 Satisfactory	<b>The Reporting Cadet (S1) of the unit has submitted a SAR (Form 5) for 9 of the 12 following previous months:</b> <input type="checkbox"/> Aug <input type="checkbox"/> Dec <input type="checkbox"/> Apr <input type="checkbox"/> Sep <input type="checkbox"/> Jan <input type="checkbox"/> May <input type="checkbox"/> Oct <input type="checkbox"/> Feb <input type="checkbox"/> Jun <input type="checkbox"/> Nov <input type="checkbox"/> Mar <input type="checkbox"/> Jul
1 Marginal	The unit has submitted at least 6 of the required SARs.
0 Unsat	The unit has submitted fewer than 6 of the required SARs.

<b>#45</b>	Maintenance of Property Book [S-4]
4 Superior	Unit maintains a superior property book by accomplishing <u>all 10</u> items below.
3 Excellent	Unit maintains an excellent property book by accomplishing <u>9 of the 10</u> items below.
2 Satisfactory	<p><b>Commandant executes their duties as State Property Custodian and cadet S-4 executes their duties as supply officers by maintaining <u>7 of the 10</u> following items:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>An electronic property book is utilized</b></li> <li><input type="checkbox"/> <b>There are frequent entries (More than 4)</b></li> <li><input type="checkbox"/> <b>“Initial inventory” is documented</b></li> <li><input type="checkbox"/> <b>“Quarterly inventories” are documented</b></li> <li><input type="checkbox"/> <b>“Uniform issues” (each day a uniform is issued) are documented</b></li> <li><input type="checkbox"/> <b>“Uniform collection” (each day uniforms are collected) are documented</b></li> <li><input type="checkbox"/> <b>“Requisition entries” (each time uniforms received via requisition) are documented</b></li> <li><input type="checkbox"/> <b>“Reports of survey” are documented</b></li> <li><input type="checkbox"/> <b>Discrepancies between the property book and inventories are documented</b></li> <li><input type="checkbox"/> <b>Spot inspection of at least 5 random line items indicates on hand items match the property book</b></li> </ul>
1 Marginal	Unit maintains <u>at least 5</u> of the 10 items above.
0 Unsat	Unit maintains <u>fewer than 5</u> of the 10 items above.

<b>#46</b>	Supply Discipline (Use of Procedures) [S-4]
4 Superior	Unit has a superior supply discipline program by accomplishing <u>all 8</u> of the items below.
3 Excellent	Unit has an excellent supply discipline program by accomplishing <u>7 of the 8</u> items below.
2 Satisfactory	<p><b>Unit Supply Discipline is maintained by utilizing regulation procedures including <u>6 of the 8</u> following tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Unit has submitted Requisition for needed supplies</b></li> <li><input type="checkbox"/> <b>Individual Clothing Records (Form 100) are maintained for each enrolled cadet</b></li> <li><input type="checkbox"/> <b>Individual Clothing Records are accurate and match the property book</b></li> <li><input type="checkbox"/> <b>Individual Clothing Records are accurate and match a sample of cadets</b></li> <li><input type="checkbox"/> <b>Cadet S-4 manages the Individual Clothing Records</b></li> <li><input type="checkbox"/> <b>Temporary Hand Receipts (Form 101) are issued <u>when appropriate</u>.</b></li> <li><input type="checkbox"/> <b>Unit does not collect funds from cadets or parents for lost/damaged/destroyed supply items</b></li> <li><input type="checkbox"/> <b>Reports of Survey are submitted <u>when appropriate</u>.</b></li> </ul>
1 Marginal	Unit maintains a marginal supply discipline program by accomplishing <u>at least 4</u> of the above items.
0 Unsat	Unit accomplished <u>fewer than 4</u> of the above items.

<b>#47</b>	Storage and Maintenance of Supplies [S-4]
4 Superior	Supplies and the unit storage area must meet all of the requirements below.
3 Excellent	Supplies and the unit storage area must meet 5 of the 6 requirements below.
<b>2 Satisfactory</b>	<p><b>Supplies and the unit storage area must meet 4 of the 6 following requirements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Supplies are stored in a neat, clean, and orderly environment.</b></li> <li><input type="checkbox"/> <b>All issue item storage containers and shelves are accurately labeled</b></li> <li><input type="checkbox"/> <b>System to access supplies is logical and easy to understand.</b></li> <li><input type="checkbox"/> <b>Supply areas are lockable with appropriate access controls in place.</b></li> <li><input type="checkbox"/> <b>Area is large enough to hold issue items, training items, and any state-issued equipment.</b></li> <li><input type="checkbox"/> <b>Cadet S-4s entirely manage and maintain the area.</b></li> </ul> <p><b><u>And</u>, if small arms or ammunition are stored:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Area must meet the requirements in CR 4-2.</b></li> </ul>
1 Marginal	Supplies and the unit storage area must meet 3 of the 6 requirements above.
0 Unsat	Supplies and the unit storage meet fewer than 3 of the requirements above <u>or</u> small arms / ammunition area does not meet requirements in CR 4-2.

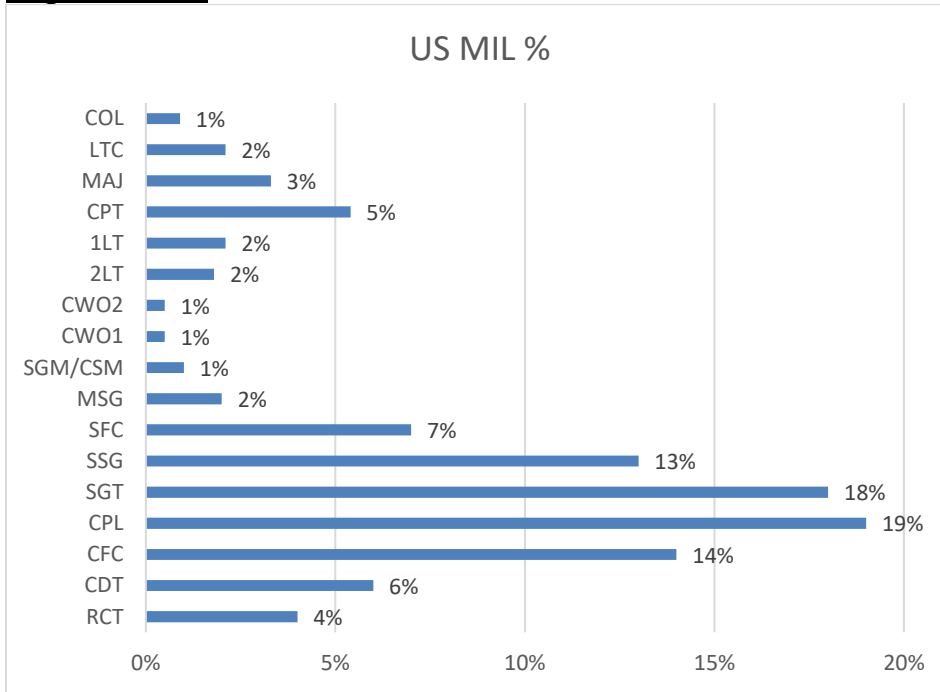
<b>#48</b>	Maintenance of Individual Clothing Records [S-4]
4 Superior	An accurately complete Form 100 exists on every enrolled cadet with any uniform item. A spot check of 2-5% of the cadets in uniform shows that the form is completely filled out with correct sizes/ranks, etc.
3 Excellent	An accurately complete Form 100 exists on almost every enrolled cadet with any uniform item. A spot check of 2-5% of the cadets in uniform shows that the form is completely filled out with correct sizes/ranks, etc
<b>2 Satisfactory</b>	<b>An accurately complete Form 100 exists on almost every enrolled cadet with any uniform item. A spot check of 2-5% of the cadets in uniform shows that the form is completely filled out with mostly correct sizes/ranks, etc.</b>
1 Marginal	An accurately complete Form 100 exists on most enrolled cadets with any uniform item and/or a spot check of 2-5% of the cadets in uniform shows that the form is incompletely filled out with incorrect sizes/ranks, etc.
0 Unsat	An accurately complete Form 100 does not exist for most enrolled cadets with any uniform item.

## APPENDIX C - Command and Staff Briefing Agenda for AGIs

- 1) XO
  - a) Intro/Welcome [#21]
  - b) School, Unit, Brigade, City, Principal, Commandant Info[#21]
- 2) CDR
  - a) Command mission statement [#21]
  - b) Goals / Commander's Intent [#21]
  - c) Unit strength [#21]
  - d) Participation in CACC Brigade and State Events [#22], [#29]
  - e) Unit morale [#21]
  - f) Challenges [#21]
  - g) Lessons learned during their tenure [#21]
- 3) SGM / 1SG
  - a) Color Guard (List Performances and dates) [#4]
  - b) Parades (List Parades and dates) [#5]
- 4) S3
  - a) Unit Community Service (List Activities, dates, and # of cadets attended) [#1]
  - b) Individual Community Service (Total Hours & Average hours per cadet) [#2]
  - c) School Service (# of cadets that have provided at least 5 hours of school service) [#3]
  - d) Specialized Service [#6]
  - e) Miscellaneous CACC Events [#30]
  - f) Bivouacs [#31]
  - g) Summer Encampment Training [#32]
  - h) Leadership / Specialized Schools [[#40]
- 5) S1
  - a) SAR Reports [#44]
  - b) Cadet Recognition and Awards [#24]
  - c) Circulars and Information Bulletins [#36]
- 6) S5
  - a) Community Partnerships (Military/Veteran) [#7]
  - b) Public Communications [#8]

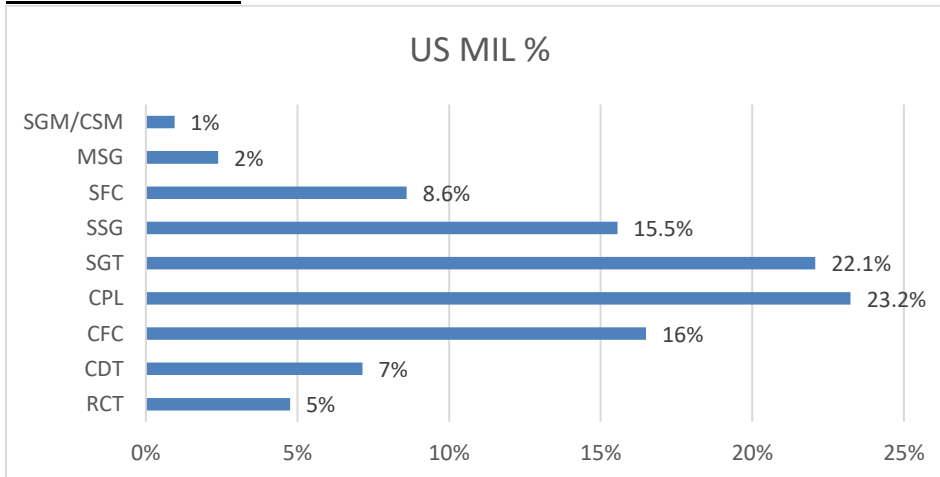
**APPENDIX D - Target Rank Structure for the CACC  
(Based on CMVC Section 503)  
(Derived from current US Military force structure)**

**High School**



**Junior Cadet (RCT-CFC): 24%**  
**Non Commissioned Officer (CPL-SFC): 57%**  
**Senior NCO (MSG-CSM): 4%**  
**Warrant Officer (WO1-WO2): 2%**  
**Company Grade Officer (2LT-CPT): 9%**  
**Field Grade Officer (MAJ-COL): 5%**

**Middle School**



**Junior Cadet (RCT-CFC): 28%**  
**Non Commissioned Officer (CPL-SFC): 69%**  
**Senior NCO (MSG-CSM): 3%**