

## Instructions and Guidelines for Inspection

The Annual General Inspection (AGI) will be conducted by the Brigade Advisor and other inspectors as the Bde Advisor needs. The ideal inspection team will consist of the Bde Advisor, a representative from HQ CACC (fulltime staff or HQ Staff), the Brigade Commander, and a 10<sup>th</sup> Corps Staff representative. It is encouraged to include the cadet leaders (Bde Cdr and 10<sup>th</sup> Corps) but may not be feasible due to their own school requirements. Two adult inspectors are sufficient for most schools; larger schools should have more adults on the inspection team or spread out the CACC Knowledge part to hit small groups of cadets logging on over a prolonged period (without overlap).

For schools where the programs are not operating at a level where they can organize for the inspection (where no admin, supply, or cadet leadership functions are taking place), the Brigade Advisor will fill out the Form 15 noting Satisfactory on all categories. The Commandant and Principal should provide remarks, and the Brigade Advisor will complete the report. These schools will be scheduled for an AGI in the next operational school year.

Schools that are in their first year of Cadet Corps will not have a formal AGI but should go through the AGI process as an entry point to the system and as training for future AGIs. Multiple inspectors aren't necessary. Go through the checklist and identify areas where the school needs training assistance. The Brigade Advisor should schedule some focused time with the Commandant and potentially Cadet Staff members to thoroughly go through the areas where they need training and assistance.

The inspection should start with the equivalent of a unit formation. This should consist of ALL the cadets enrolled in the program. This is a requirement that schools agree to when they stand up a cadet unit – that for the AGI the cadets will be available to participate for one class period, even if they must be excused from other classes to do so. In the virtual inspection, it's likely they'll only be there for 15 minutes or less. If the unit has issued uniforms, cadets should be in uniform. If cadets don't have uniforms, they're not required.

The AGI does not replicate a unit formation. The only requirement is to randomly select 5-9 cadets per company to represent their unit during the CACC Knowledge portion. If a school has multiple companies, each company should ideally have a separate channel to go to for their portion of the inspection. An inspector will take 5-9 cadets from the company and rotate through them to ask the questions in Section I: CACC Knowledge. After the finish the questions, they may be dismissed. Ideally, cadets will not be able to watch other cadets answer the questions prior to their turn.

**I. CACC Knowledge.** This should be rank and file cadets, not the Cadet Staff. Recommend gathering 9 cadets per Company with cameras on, asking each cadet a question from CACC Basics, the CACC Honor Code, CACC Core Values, Ranks/Insignia, Information Awareness (where can they find information about the CACC, activities, policies - and seeking examples of recent announcements about activities or updates that have been disseminated), the quality of the hand salute (have all cadets hold a salute on camera and assess it), and the quality of their use of military courtesy throughout the session. These are items 1-8 on the Rubric.

After the junior cadets have completed Category I, all cadets other than the battalion staff may be dismissed. At this point, the Battalion Commander starts the briefing. PowerPoint slides for the briefing are provided, and the unit should use that format. Battalion staff will prepare the brief for their unit by inserting the appropriate information in each slide. The remainder of the inspection will be based on the information provided by the Bn Staff during the briefing, along with certain files they must give the inspectors access to (on a Google Drive, SharePoint, etc.).

II. **Personnel / Admin** will be evaluated based on the apparent quality of the demographic information provided, the awards program, publication of orders/permanent orders (Orders files should be posted in Files or otherwise conveyed to the inspectors), explanation of the process being used to track individual information and complete Form 13s for all cadets, and the record of SARs submitted since FEB 2020 (Bde Advisor should get the SAR Report from HQ CACC S1 prior to the inspection). An active personnel section that is publishing orders, issuing awards, maintaining Form 13s, and submitting the monthly SAR is Superior, even if not perfect in every area. These are items 9-13 on the Rubric

III. **Supply / Logistics** will be evaluated based on the attempt by the unit at supply accountability - maintenance of the property book, conduct of inventories. If the Commandant or the Cadet Staff is unable to access school facilities to obtain uniforms and conduct inventories, this area will not be assessed (give them a Satisfactory grade). If the school was unable to recover uniform items that were issued prior to FEB 2020, a note should be made. These are items 14 & 15 on the Rubric.

IV. **Community Service** will be evaluated by assessing any community or school related service conducted, in person or virtually. There is only one item for this area on the Rubric (#16), and it is weighted due to its importance, with 8 points available.

V. **Training** will be evaluated by assessing the quantity and quality of the participation in virtual or in-person events offered by 10th Corps or Brigades, conduct of any virtual or in-person training events at unit level, and diversity of use of the CACC Curriculum. A basic schedule listing dates, class subjects and instructors is satisfactory for the Training Schedule, though preference is to use the published CACC Training Schedule format. Varied use of the curriculum and use of cadet instructors in teaching roles are evidence of a Superior program. These are items 17-20 on the Rubric.

VI. **Leadership** will be subjectively evaluated based on the quality of the briefing, command presence and professional demeanor throughout the inspection, and the extent to which cadets run the daily operations of the unit. These are items 21-24 on the Rubric.

Once the briefing is completed, the inspectors will collaborate as necessary to ensure the Scoresheet is completed, and then will brief the Commandant, Battalion Commander and Staff on the outcome. Ideally, the Principal will attend this outbrief. If not, the Brigade Advisor will brief the Principal separately (ideally with the Commandant) on the status of the program. The Bde Advisor will insert the date and time the principal was briefed in lieu of signature in the final report. If any remarks are received from the Principal, they will be included with the report.



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		PTS	PTS	BN/SCHOOL:
CATEGORY	INSPECTED ITEM	POSS	AWARD	COMMENTS
<b>I. CACC Knowledge</b>	1. CACC Basics	4		
	2. Honor Code	4		
	3. Core Values	4		
	4. Ranks/Insignia	4		
	5. Info Awareness	4		
	6. Salute	4		
	7. Military Courtesy	4		
	8. Commandant	4		
<b>II. Personnel / Admin</b>	9. Accountability	4		
	10. Awards	4		
	11. Orders/PO	4		
	12. Form 13s	4		
	13. SARs	4		
<b>III. Supply / Logistics</b>	14. Supply Accountability	4		
	15. Uniforms	4		
<b>IV. Community Service</b>	16. Participation (double weight)	8		
<b>V. Training</b>	17. Brigade/State Events	4		
	18. Miscellaneous Events	4		
	19. Training Schedules	4		
	20. Curriculum	4		
<b>VI. Leadership</b>	21. Briefing	4		
	22. Demonstrated Leadership	4		
	23. Professional Demeanor	4		
	24. Cadets in Applied Leadership	4		
<b>Total Score</b>		100		

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<b>Date of Inspection:</b>
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**VII. SECTION SCORING**

<b>RATING</b>	<b>SECTION</b>	<b>POINTS</b>
	<b>I. CACC KNOWLEDGE</b>	
	<b>II. PERSONNEL / ADMIN</b>	
	<b>III. SUPPLY / LOGISTICS</b>	
	<b>IV. COMMUNITY SERVICE</b>	
	<b>V. TRAINING</b>	
	<b>VI. LEADERSHIP</b>	
<b>TOTAL POINTS (100 possible)</b>		

Circle One	
<b>GRADE</b>	<b>POINTS</b>
Superior	80-100
Excellent	50-79
Satisfactory	<50

**VIII. INSPECTOR COMMENTS / RECOMMENDATIONS / SIGNATURE**

**Name of Inspector:**

**IX. COMMANDANT OF CADET COMMENTS / RECOMMENDATIONS / SIGNATURE:**

**X. PRINCIPAL'S COMMENTS / RECOMMENDATIONS / SIGNATURE:**

**ANNUAL GENERAL INSPECTION RUBRIC  
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<b>1. CACC Basics</b>	Ask 4 questions: Founder (BG Edwin A. Forbes), Date (11 April 1911), Motto (Essayons! - Let Us Try), Chain of Command (Bn Cdr, Bde Cdr, Corps Cdr, Bde Advisor, CACC XO, Cdr YCPTF, or TAG)
<i>4 - Superior</i>	Cadets get all 4 questions correct
<i>3 - Excellent</i>	Cadets get 3 questions correct
<i>2 - Satisfactory</i>	Cadets get 2 or fewer questions correct
<b>2. Honor Code</b>	"A cadet will not lie, cheat, steal, or tolerate those who do."
<i>4 - Superior</i>	Cadet recites the Honor Code word for word
<i>3 - Excellent</i>	Cadet recites the Honor Code with small errors
<i>2 - Satisfactory</i>	Cadet is unable to recite the Honor Code
<b>3. Core Values</b>	"Selfless Service, Integrity, Respect"
<i>4 - Superior</i>	Cadet recites the Core Values word for word
<i>3 - Excellent</i>	Cadet recites two of the Core Values
<i>2 - Satisfactory</i>	Cadet unable to recite the Core Values
<b>4. Ranks/Insignia</b>	Ability to describe rank insignia from rank name or vice versa (cadet ranks only)
<i>4 - Superior</i>	Cadet accurately describes a rank insignia or names the rank from the description of insignia
<i>3 - Excellent</i>	Cadet gets the question right after first answering incorrectly
<i>2 - Satisfactory</i>	Cadet is unable to identify rank or insignia
<b>5. Info Awareness</b>	How does the unit disseminate information from Info Bulletins, OPOrds, Circulars, etc? Give an example of recent information announced in this way
<i>4 - Superior</i>	Cadet describes how info is disseminated AND can give an example
<i>3 - Excellent</i>	Cadet describes how info is disseminated OR can give an example
<i>2 - Satisfactory</i>	Cadet cannot discuss info dissemination within the unit
<b>6. Salute</b>	All cadets render and hold a salute on screen for evaluation. Flatness and cant of hand, proper placement of fingertips, upper arm parallel to ground
<i>4 - Superior</i>	80% of cadets on screen have a sharp salute within CACC standards
<i>3 - Excellent</i>	Half the cadets on screen have a sharp salute within CACC standards
<i>2 - Satisfactory</i>	Less than half the cadets on screen can properly salute
<b>7. Military Courtesy</b>	Assess cadets' use of military courtesy in all interactions during CACC Knowledge Quiz
<i>4 - Superior</i>	Cadets following military courtesy rules 90% of the time
<i>3 - Excellent</i>	Cadets following military courtesy rules 50-89% of the time
<i>2 - Satisfactory</i>	Cadets following military courtesy rules <50% of the time
<b>8. Commandant</b>	Military Drill Credential (preliminary is okay), BCTA, CLS/OCS/NCOES (any equivalent) graduation or enrollment, Wears CACC Uniform during most CACC classes
<i>4 - Superior</i>	Commandant has met all four requirements
<i>3 - Excellent</i>	Commandant meets three requirements
<i>2 - Satisfactory</i>	Commandant meets two or fewer requirements
<b>9. Accountability</b>	Based on Demographic information presented during briefing by S1
<i>4 - Superior</i>	Numbers are complete, add up to # enrolled, and make sense
<i>3 - Excellent</i>	Numbers are either complete, OR add up to # enrolled, OR make sense
<i>2 - Satisfactory</i>	Numbers are incomplete, don't add up, or don't make sense

**ANNUAL GENERAL INSPECTION RUBRIC  
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<b>10. Awards</b>	Based off the 14 awards listed on the PowerPoint slide in the Bn Staff Briefing:
<i>4 - Superior</i>	Battalion has awarded 7 (HS), 5(MS) of the 14 awards since FEB 2020 (to all eligible cadets)
<i>3 - Excellent</i>	Battalion has awarded 6(HS), 4(MS) of the 14 awards since FEB 2020 (to all eligible cadets)
<i>2 - Satisfactory</i>	Battalion has awarded fewer than 6(HS), 4(MS) of the 14 awards to cadets since FEB 2020
<b>11. Orders/PO</b>	by the unit since FEB 2020. Query appointments, promotions, awards from staff present.
<i>4 - Superior</i>	Battalion has published Orders and Permanent Orders for 75% of personnel actions checked
<i>3 - Excellent</i>	Battalion has published Orders and Permanent Orders for 50% of personnel actions checked
<i>2 - Satisfactory</i>	Battalion has published fewer than 50% of required Orders/POs for personnel actions checked
<b>12. Form 13s</b>	Provide a file of Form 13s. Check records on cadets present (rank, duty position, awards, personal data)
<i>4 - Superior</i>	Rank, duty position, awards, personal data is correct for every cadet checked
<i>3 - Excellent</i>	Rank, duty position, awards, personal data is correct for half the cadets checked
<i>2 - Satisfactory</i>	Rank, duty position, awards, personal data is correct for less than half the cadets checked
<b>13. SARs</b>	Based off SAR Report provided by HQ CACC
<i>4 - Superior</i>	All SARs have been submitted on time and show number of cadets enrolled
<i>3 - Excellent</i>	75% of SARs have been submitted, not necessarily on time, number of cadets enrolled is shown
<i>2 - Satisfactory</i>	Fewer than 75% of SARs have been submitted or number cadets enrolled shown is 0
<b>14. Supply Accountability</b>	Looks at Property Book, Inventories
<i>4 - Superior</i>	Unit is maintaining Property Book AND conducting inventories
<i>3 - Excellent</i>	Unit is maintaining Property Book but hasn't conducted inventories
<i>2 - Satisfactory</i>	Unit hasn't maintained Property Book or conducted inventories
<b>15. Uniforms</b>	
<i>4 - Superior</i>	Unit has issued uniforms to 50% or more of the enrolled cadets
<i>3 - Excellent</i>	Unit has issued uniforms to 25% or more of the enrolled cadets
<i>2 - Satisfactory</i>	Unit has not been able to issue uniforms due to the Pandemic
<b>16. Community Service (double pts)</b>	Looks at participation in Community Service by cadets
<i>4 - Superior</i>	Unit Log shows 40%(HS), 25%(MS) of cadets participating in some type of community service
<i>3 - Excellent</i>	Unit Log shows 25%(HS), 10%(MS) of cadets participating in some type of community service
<i>2 - Satisfactory</i>	Cadets have not participated in Community Service due to the Pandemic

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<b>17. Brigade/State Events</b>	Based on participation in State or Brigade events listed on slide in Bn Staff Brief
4 - Superior	Unit has cadets who participated in at least five of the listed virtual events
3 - Excellent	Unit has cadets who participated in at least three of the listed virtual events
2 - Satisfactory	Unit cadets have participated in fewer than three of the listed virtual events
<b>18. Miscellaneous Events</b>	Refers to events hosted by the battalion or not covered under State/Bde Events
4 - Superior	Cadets have participated in at least three battalion events since FEB 2020
3 - Excellent	Cadets have participated in at least two battalion events since FEB 2020
2 - Satisfactory	Cadets have participated in fewer than two battalion events since FEB 2020
<b>19. Training Schedules</b>	Provide a file of Training Schedules since FEB 2020.
4 - Superior	Training Schedules done in the correct format, available for at least half the weeks since FEB 2020
3 - Excellent	Training Schedules done in any format, available for at least half the weeks since FEB 2020
2 - Satisfactory	Training Schedules not available for more than half the weeks since FEB 2020
<b>20. Curriculum</b>	Shows use of the CACC Curriculum and involvement of cadets in conducting training
4 - Superior	Unit has taught from at least five of the listed areas of CACC Curriculum AND cadets have conducted at least 25% of the training
3 - Excellent	Unit has taught from at least three of the listed areas of CACC Curriculum AND cadets have conducted at least 10% of the training
2 - Satisfactory	Unit is not conducting CACC Curriculum based training due to the Pandemic
<b>21. Briefing</b>	Bn Staff conducts briefing including command planning, unit strength, unit activities, and lessons learned/challenges
4 - Superior	Briefing is superior
3 - Excellent	Briefing is excellent
2 - Satisfactory	Briefing is satisfactory or staff was unable to conduct briefing with slides provided
<b>22. Demonstrated Leadership</b>	Commander and Staff show they are actively involved in running the unit
4 - Superior	Cadets are clearly in command of the unit, involved in all aspects of decisions, training, and planning
3 - Excellent	Cadets are partially in command of the unit, involved in some aspect of decisions, training, and planning
2 - Satisfactory	Cadets don't show involvement in command or running of the unit
<b>23. Professional Demeanor</b>	Commander and Staff relate to inspectors with a professional demeanor
4 - Superior	Cadets maintain a professional demeanor throughout the inspection
3 - Excellent	Cadets maintain a mostly professional demeanor throughout the inspection
2 - Satisfactory	Cadets don't show a professional demeanor
<b>24. Cadets in Applied Leadership</b>	Refers to the PowerPoint slide in Bn Staff Briefing as briefed by XO
4 - Superior	Cadets fulfilling 8 of the 12 leadership functions listed
3 - Excellent	Cadets fulfilling 5 of the 12 leadership functions listed
2 - Satisfactory	Cadets participating in fewer than 5 of the 12 leadership functions listed