

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			Primary HR Holder?
Is there a memorandum on file appointing a Command Supply Discipline Monitor? (Memo is valid until MPS leaves or duties are reassigned)	X			SAI monitors supply actions
Is there a current CTA 50-900 or 909 on file?	X			USACC should provide, but do you know what you are authorized? Look Online
Is there a current JROTC Basis Of Issue (BOI) on file?	X			at usarmyjrotc.com under Library very bottom of page
Is there a Property Insurance or Bond on file for the current year?		X		CTA 50-900 or 50-909
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		SOP should be sent from BDE to schools

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		Tracking your expenses and ordering BDE sends the school their budget
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		DD250s

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? Ft. Knox	X	X		
Has all accountable property been added to the support installation hand receipt? School HR	X	X		Is equipment matching your Property Book?
Are all discrepancies reported to the support IPBO?	X	X		USACC PBO
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			Rifles, Computers
Is the gain/loss report accurate for durable items?		X		N/A

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		Not required to use JUMs, but can. Tracking mechanism for clothing?
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		FLIPL when necessary?

OCIE – AR 710-2, DA PAM 710-2-1				
	Remote	On-Site	✓	Comments/Justification
Are OCIE Items inventoried?	X			Cadet HR
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		Do you submit a Lifecycle Replacement request annually?
Were Purchase Requests submitted IAW BDE suspense?		X		112s submitted on time?
Is the GPC account certified monthly IAW AOPC guidelines?		X		
Were RFIs submitted IAW suspense date?		X		Are there any items that need to be turned in?