

## 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
<b>Did All instructors:</b>				
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		