



DEPARTMENT OF THE NAVY  
NAVAL SERVICE TRAINING COMMAND  
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GREAT LAKES, ILLINOIS 60088-2845

CNSTCINST 5040.1  
ODM1  
14 May 04

COMNAVSEVTRACOM INSTRUCTION 5040.1

Subj: NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) COMMAND  
INSPECTION PROGRAM

Ref: (a) SECNAVINST 5040.3A  
(b) CNETINST 5200.6C

Encl: (1) NROTC Command Inspection Guide  
(2) NROTC Command Inspection Report (Format)  
(3) NROTC Inspection Follow-Up Report (Format)

1. Purpose. To establish objectives, assign responsibilities, and prescribe procedures for conducting and reporting the NROTC Command Inspection Program.

2. Cancellation. CNETINST 5040.4E

3. Revisions. This is a major revision and specific additions, deletions, and revisions have not been noted as such.

4. Concept. By reference (a), the Secretary of the Navy (SECNAV) established the objectives of the Command Inspection Program and issued guidelines for conducting and reporting inspections.

5. Objectives

a. Evaluate the readiness, effectiveness, and efficiency of the inspected activity to perform assigned mission, functions, and tasks.

b. Assess the adequacy of resources available to the activity in the performance of assigned mission, functions, and tasks.

c. Evaluate the effect of any deficiencies, either in administration or resources, on the ability of the activity to perform its assigned mission, functions, and tasks.

d. Evaluate management practices of the activity.

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e. Recommend through the chain of command appropriate action to correct deficiencies.

f. Verify compliance with directives and requirements of higher authority.

6. Policy. NROTC unit Commanding Officers (COs) will conduct the command inspection of their NROTC unit triennially.

7. Action

a. NROTC Unit

(1) Use enclosure (1) to conduct the inspection and CNET 5040/7, 5040/8, and 5040/9 to review all performance, student, medical, and dental records. Review all areas and document all results of the review on enclosure (1), including findings annotated on CNET 5040/7, 5040/8, and 5040/9. The documentation must be thorough so that anyone reading enclosure (1) will understand exactly what was found during the review. In most instances, yes/no answers will not be explicit enough to document the review. Enclosure (1) has been formatted in Microsoft Word (Tables) for ease in entering data. Naval Service Training Command (NSTC) (ODM1) will email enclosure (1) to you upon request so that you can type the inspector comments if desired.

(2) Discrepancies that can be corrected prior to preparing the formal inspection report may be corrected and will not be included in enclosure (2). Indicate on the working papers (enclosure (1)) that the discrepancy was corrected and list the action taken to correct the discrepancy.

(3) Use enclosure (2) to prepare the formal inspection report. Forward enclosure (1) as an attachment to the formal inspection report to NSTC (ODM1) and maintain CNET Forms 5040/7, 5040/8, and 5040/9 as supporting documentation at the unit. In addition, forward with the inspection report a 3.5" diskette containing enclosure (2) only. Use enclosure (3) to report to NSTC Pensacola Inspector General Office the corrective actions taken on the discrepancies noted in enclosure (2).

(4) Report action taken on each finding to NSTC (ODM1) within 30 days from the date of the report using enclosure (3). For findings not corrected after the initial (30 day) report, submit quarterly follow-on reports (enclosure (3)) until all actions are completed.

(5) The NROTC Command Inspection Report is due to NSTC (ODM1) 18 months after date of assist visit.

b. NSTC (ODM1)

(1) Review inspection reports submitted by units.

(2) Develop a follow-up system on continuing action items.

(3) Review program data for compliance with program regulations (i.e., OPMIS, disenrollment packages, input from staff members, etc.).

(4) Review data from inspections conducted by other organizations (Procurement Management Review (PMR), etc.)).

(5) Conduct assist visits.

(6) Conduct unplanned onsite performance standards visits, as needed, if problems/inconsistencies are detected.

(7) Prepare cover letter for NSTC Pensacola Inspector General Office signature and forward the inspection report to the Naval Inspector General.

(8) Copy of final inspection report to Commander, Naval Service Training Command.

8. Oversight. The NSTC Pensacola Inspector General Office will retain oversight review of all NROTC/Department of Naval Science inspections.

9. Privileged Nature of Inspection Reports. In addition to being identified as "For Official Use Only," the following caveat shall be included on all inspection reports:

"The information contained herein relates to internal practices of the Department of the Navy and is an internal communication within the inspecting command. This report is not releasable, nor may its contents be disclosed outside of original distribution, nor may it be reproduced in whole or in part, without prior written approval of NSTC Pensacola Inspector General Office. Per reference (a), requests for this report, portions thereof, or correspondence related thereto

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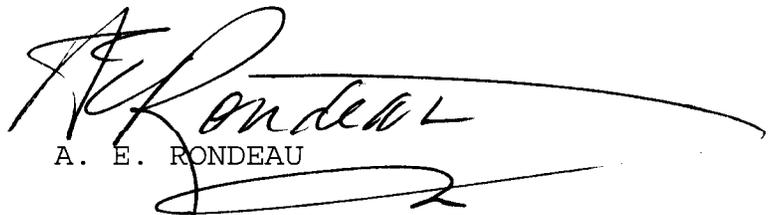
from a source external to the Department of the Navy shall be promptly referred to the Naval Inspector General for Navy Department coordination and clearance. Holders of this report shall strictly observe this caveat."

10. Command Inspection Guide. The command inspection guide is included as enclosure (1). Activities are encouraged to use the inspection guide as an everyday management tool and guide for operations within the respective inspection areas. Recommended changes, additions, and deletions to the inspection guide are welcomed.

11. Triennial Command Self-inspection/Management Control Program (MCP) Review. Reference (b) provides revised Department of the Navy (DON) policy and guidance for the Management and Control Program (MCP). Since the triennial command self-inspection/MCP review will cover all aspects of the NROTC Program, a separate management control review by the unit is not required. NSTC (ODM1) will use the self-inspection report received from NROTC units to submit a consolidated management control report to the NSTC Command Evaluation Officer.

12. Forms. CNET 5040/7, 5040/8, and 5040/9 are available from the NETC web site (<https://www.cnet.navy.mil/cnet/directives/findex.html>).

13. Reports. The reporting requirements contained in this instruction are exempt from reports control by SECNAVINST 5214.2B.



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NROTC COMMAND INSPECTION GUIDE

Functional Category: Comptroller/Resources Management

Assessable Unit: Budget Execution

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NROTC Supply Procedures Manual	NROTCU Supply Procedures
(b)	CNETINST 4614.1L	Uniform Material Movement and Issue Priority System
(c)	OPNAVINST 4614.1F	Uniform Material Movement Issue Priority System
(d)	DON EBUSOPSOFFINST 4200.1A	DON Policy and Procedures for Government Commercial Purchase Card (GCPC)
(e)	NAVCOMPT Manual Vol. 2, Appendix. A	Prohibited Obligations and Expenditures

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Refs (a-e)	1. Are requisition priorities per directives?	
Ref (e)	2. Review procurement transactions for violation of federal statutes related to appropriated funds use and limitations.	

Functional Category: Comptroller/Resources Management

Assessable Unit: Funds Control/OPTAR

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NROTC Supply Procedures Manual	NROTCU Supply Procedures

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 1.3	1. Are all purchases posted in FASTDATA?	
Ref (a) par 1.4b (2) (a)	2. Is an O&M,N OPTAR expenditure report submitted to the CO on a monthly basis?	
	3. Are monthly O&M,N Document Listing Reports reconciled?	

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Functional Category: Comptroller/Resources ManagementAssessable Unit: Procurement

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	FAR Part 1	Federal Acquisition Regulations System
(b)	FAR Part 13	Simplified Acquisition Procedures
(c)	CNETINST 5000.4B	Command Evaluation Program and Local Audit Function Within the NAVEDTRACOM
(d)	FAR Part 8	Required Sources of Supplies and Services
(e)	DFARS 204	Administrative Matters
(f)	NAVSUPINST 4200.85C	Department of Navy Simplified Acquisition Procedures
(g)	DON EBUSOPSOFFINST 4200.1A	DON Policy and Procedures for Government Commercial Purchase Card (GCPC)

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All references to Federal Acquisition Regulation (FAR); Defense Acquisition Regulation Supplement (DFARS); or Naval Acquisition Procedures Supplement (NAPS) shall also include implementing and supplementing regulations/instructions.

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) Subpart 1.602-1 & 1.602-2	1. Has the activity ever exceeded its authority?	
	2. Have any unauthorized commitments been made?	
Subpart 1.602-3	3. Has the activity ratified buys after the fact?	
Ref (g)	4. Have Agency Program Coordinator, Approving Officer, and Card Holder completed the on-line Defense Acquisition University (DAU) training and certification?	
Ref (b) Subpart 13.106	5. Have requirements been split to separate purchases in order to circumvent the contract dollar threshold?	
Ref (c)	6. Review entire acquisition cycle to ensure adequate controls exist to prevent fraud, waste, and abuse.	
Ref (d) Subpart 8.002	7. Are requirements being adequately screened for availability from required sources of supply before being purchased in the open market, and are contract files being documented to reflect such screening?	

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (e) Subpart 204.670-3	8. Is the Summary of Procurement Actions (DD Form 1057) and the Individual Contracting Action Report (DD 350) being submitted within prescribed timeframes for procurement actions not exceeding \$25,000?	
Ref (b) Subpart 13.106	9. Is trade being equitably distributed among suppliers?	
Ref (f) Chap 3	10. Is a common sense value analysis being used to determine that prices paid are fair and reasonable, and are files documented to indicate reasonableness of prices paid?	
Ref (f) Chap 3	11. Have required approvals been obtained prior to procuring items listed in enclosure (3) of reference?	
Ref (f) Chap 5	12. Are purchase files being maintained as required by acquisition regulations?	
Ref (a) Chap 3 par 9	13. Has the person signing the DD-1155s as ordering officer completed online Defense Acquisition University (DAU) training and certification?	

Functional Category: Comptroller/Resource Management

Assessable Unit: Government-wide Commercial Purchase Card  
(GCPC) and Convenience Checks

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	DON EBUSOPSOFFINST 4200.1A	Department of Navy Policies and Procedures for Government Commercial Purchase Card (GCPC)
(b)	NAVSUPINST 4200.85C	Department of the Navy Simplified Acquisition Procedures

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) Chap 2, par 3b	1. Has a command Agency Program Coordinator (APC) been designated in writing?	
Chap 3, par 5	2. Have formal internal operating procedures been developed and are they in compliance with the GSA contract?	
Chap 2, par 3b	3. Are approving officials (AO) designated in writing?	
Chap 3, par 2	4. Are cardholders properly delegated authority in writing, and does the letter or SF 1402 set forth single purchase limits, billing cycle purchase limits, and transaction methods?	
Chap 2, par 3b	5. Have AOs and card- holders been trained per the reference?	

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Chap 4, par 5	6. Are Purchase Records Audits conducted monthly? Review records to ensure there is no fraud, waste, or abuse of the GCPC.	
Chap 5, par 14	7. Are convenience checks being written over the \$2,500 limit?  8. Are purchase cards and convenience checks being used per the reference? Is there any evidence of items being purchased that are not authorized?	
Chap 3, par 7a	9. Are procedures in place within the activity to ensure separation of functions? (The APC (CO) and AO (XO) cannot be a cardholder.)	
Chap 3	10. Is the cardholder screening for mandatory sources per the reference?	
Chap 4	11. Is there any evidence of splitting requirements to circumvent dollar thresholds?	
Chap 2	12. Do AOs or cardholders date stamp the date of receipt on official billing statements (invoices)? Date invoice received must be stamped "received date." Stamp must have calendar date.	
Chap 3	13. Does documentation in	

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purchase card transaction files include: requisition, required approvals, documentation of screening, solicitation documentation, evidence of award, and evidence of receipt, inspection, and acceptance?

- Chap 2            14. Are cardholders rotating business sources?
- Chap 3,  
par 5            15. Are cardholder statements being reconciled with billing statements in a timely manner? Are cardholders and AOs processing statements in 5 working days? Are steps being taken to resolve questions promptly in order to avoid disputes?
- Chap 3,  
par 5            16. Are the required security procedures used to safeguard cards and account numbers, and are they adequate?
- Chap 3,  
par 25           17. Are proper procedures used to report lost or stolen cards?
- Ref (f)  
Chap 6,  
par 10           18. Are cardholders advising merchants not to charge state and local taxes (unless business is in a state that does not afford the federal government a tax-exempt status)?

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Functional Category: Comptroller/Resource ManagementAssessable Unit: Tuition/Book Obligations

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NROTC Supply Procedures Manual	NROTCU Supply Procedures
(b)	NAVSUPINST 4200.85C	DON Simplified Acquisition Procedures
(c)	CNET P1533/3	NROTC Administrative Manual (NAM)
(d)	FAR 52	Solicitation Provisions and Contract Clauses

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 2.6d	1. Are DD-1155s prepared before the beginning of each term?	
	2. Are obligation amounts listed on DD-1155s within the ballpark to actual invoice amounts? If excessive, why?	
Ref (b) Ch 7, par 3, Ref (d) Subpart 52.243	3. Is Standard Form 30 prepared for obligation changes to DD-1155?	
Ref (a) par 2.6g	4. How is in and out of state tuition verified?	
Ref (a) par 3.5	5. Does the SK maintain a copy of the DD-1155, obligation list of names, and university invoice list of names in one folder?	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 3.3	6. Are invoices date stamped and certified within 5 working days and forwarded to the paying office?	
Ref (a) par 2.6d	7. Does the Ordering Officer (usually the SK) sign block #24 on the DD-1155?	
Ref (a) Par 2.6d	8. Does the Receiving Officer (usually the XO) sign block #26 on the DD-1155?	
Ref (a) Par 2.6d	9. Does the CO sign block #36 on the DD-1155 certifying that the account is correct and proper for payment?	
Ref (c) par 5.11 c(2)	10. Does the amount listed on the Education Cost Form (CNET 1533/50) match exactly the amount listed on the university invoice?	
Ref (a) par 2.6d and g(2)	11. Are units forwarding CNET 7100/5, DD-1155, and SF 30s for tuition to NSTC (OD81)?	

Functional Category: Supply Operations

Assessable Unit: Uniforms

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NROTC Supply Procedures Manual	NROTCU Supply Procedures
(b)	CNETINST 1020.4Q	Uniform Requirements for the Naval Reserve Officers Training Corps Program

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 4.6d	1. Are returned clothing transactions recorded in Joint Unit Management System (JUMS)?	
Ref (a) par 4.6d	2. Are inventories, issues, receipts, transfers, and surveys posted to JUMS?	
Ref (a) par 4.6d	3. Is the JUMS system complete and accurate?	
Ref (a) par 4.6e	4. Has the student signed the Uniform Issue Form acknowledging receipt of the uniform items?	
Ref (a) par 4.6f	5. Does the Uniform Issue Form contain the following:  (a) a list of all articles of uniform issued  (b) accountability statement  (c) student signature	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 4.6f	6. Do the number of Uniform Issue Forms correspond to the total number of students on the unit general roster?	
Ref (a) par 4.6m	7. Is Not Ready for Issue (NRFI) clothing disposed of using one of the two methods listed below:  (a) turned in to the nearest Defense Reutilization and Marketing Office (DRMO)?  (b) disposed of at the unit (Unit disposition includes transfer of uniforms to NJROTC Units, other Navy activities, or designating worn out uniforms for midshipman's use in performing odd jobs (e.g., cleaning, painting.) Unit disposal requires a DD-1348 or DD-1149 to be prepared to remove these items from inventory. Unit disposal does not include donations of such clothing to charities or to private individuals.)	
Ref (a) Par 4.6m	8. Are clothing transfer documents properly completed? Are the documents signed by the Professor of Naval Science (PNS)?	
Ref (b)	9. Is the unit issuing uniforms that are not listed on reference (b)?	

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Functional Category: Supply OperationsAssessable Unit: Alterations

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NROTC Supply Procedures Manual	NROTCU Supply Procedures

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 4.6g	1. Are major alterations performed? (Major alterations are alterations other than sewing on insignia, hatband, loops, sleeve length for dress coats, trouser and skirt length, and slits for swords.)	
Ref (a) par 1.3 a(3) & 3.14f	2. Are alteration expenditures charged under the appropriation "Reserve Personnel, Navy" (RP,N) fund?	
Ref (a) par 1.3 a(3) & 3.14f	3. Are alterations inspected for validation of work performance?	

Functional Category: Supply Operations

Assessable Unit: Naval Science Course Materials

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NROTC Supply Procedures Manual	NROTCU Supply Procedures

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 4.20	<ol style="list-style-type: none"><li>1. Is a physical inventory of instructional materials being conducted in October of each year?</li><li>2. Is an up-to-date inventory provided to NETPDTC (N8612)?</li><li>3. Is NETPDTC (N8612) provided a copy of transfer/disposal documentation (DD Form 1149 or DD Form 1348-1M)?</li><li>4. Is there a system in place for checking out Naval Science course materials to students <u>and</u> for ensuring they are promptly returned at the conclusion of the term?</li><li>5. Is there a system in place for checking out Naval Science course materials and videos to instructors <u>and</u> for ensuring they are returned before the instructor departs the unit?</li></ol>	

Functional Category: Supply Operations

Assessable Unit: GSA Fuel Credit Cards

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NROTC Supply Procedures Manual	NROTCU Supply Procedures

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 4.22	1. Are GSA Fuel Card expenditures continually monitored to ensure charges are proper, detect suspected abuse, and reduce waste?	
Ref (a) par 4.22	2. Is strict physical control of the GSA gas credit card maintained?	

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Functional Category: Supply Operations

Assessable Unit: Vans/Vehicles

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NROTC Supply Procedures Manual	NROTCU Supply Procedures
(b)	NAVFAC P-300	Management of Civil Engineering Support Equipment
(c)	OPNAVINST 5102.1C	Mishap Investigation and Reporting

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 4.30	1. Does the unit allow students to drive vehicles?	
Ref (b) Chap 3 par 3.8.14	2. Do unit drivers possess proper license?	
Ref (b) Chap 3 par 3.1	3. Does the unit require every operator to record daily vehicle usage using DD Form 1970/Motor Equipment Utilization Record?	
Ref (b) Chap 4	4. Does the unit follow the notification from GSA vehicle maintenance program?	
Ref (b) Chap 1 par 1.6	5. Is a Safety Inspection Program followed?	
Ref (c)	6. Are accidents reported per the reference?	

Functional Category: Supply Operations

Assessable Unit: Government Property

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NROTC Supply Procedures Manual	NROTCU Supply Procedures

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 1.7	<p>1. When a student has left the unit without turning in government property, has the unit accomplished the following:</p> <p>a. Request the Bursar's Office to put a stop on the student's university transcripts,</p> <p>b. Request, via registered mail and return receipt requested, the return of all government property?</p> <p>c. Are letter reports of the failure to return government property, and request for assistance in recovering property sent to the closest Naval Criminal Investigative Service (NCIS) office?</p>	
Ref (a) par 1.7 par 4.6f	<p>2. Are losses properly screened and students requested to reimburse the government?</p> <p>a. Are funds made payable to the Treasurer of the United States?</p>	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
	b. Are Cash Collection Vouchers (DD 1131) prepared properly?	
Ref (a) par 3.15	3. Meals Ready to Eat (MRE) <ul style="list-style-type: none"><li>a. Does the MRE log contain the following:<ul style="list-style-type: none"><li>(1) recipient's name (printed)</li><li>(2) social security number</li><li>(3) date</li><li>(4) signature</li></ul></li><li>b. Does unit maintain records to document date received, quantity of issue, date of issue, and balance on hand of MREs?</li><li>c. Are all MREs accounted for as inventoried?</li><li>d. Is a Cash Collection Voucher Form (DD 1131) prepared for payment of MREs consumed by personnel drawing Basic Allowance for Subsistence (BAS)?</li><li>e. Does unit follow proper procedures for disposal of expired MREs? Unit disposal requires a DD-1348 or DD-1149 be prepared to remove MREs from inventory and turn into DRMO.</li></ul>	

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Functional Category: Supply Operations

Assessable Unit: Lease/Rental vs. Purchase Agreements

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	FAR Part 7	Acquisition Planning

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) Subpart 7.4	1. Prior to the lease/ rental and/or procurement of equipment, did the unit perform a cost analysis to determine the most economic complement and method of acquisition?	

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Functional Category: Property Management

Assessable Unit: Survey and Unit SITREP/OPREP Reports for Missing, Lost, Stolen or Recovered (MLSR) Government Property

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NROTC Supply Procedures Manual	NROTCU Supply Procedures
(b)	CNO Washington DC 211534Z Jan 00 (NAVOP 004/00)	Inter-Deployment Training Cycle (IDTC) Workload Reductions

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 4.19a	1. Are surveys/unit SITREP/OPREP reports completed when required?	
Ref (b) par 2a	(Reference (b) announced the elimination of MLSR reporting with the exception of AA&E and classified material.)	
	a. All serialized or unserialized firearms, weapons, or ammunition regardless of value.	
Ref (a) par 4.19a	b. Are surveys (DD-200) completed for all government property having a value of \$5000 or more or items considered to be sensitive regardless of value?	
Ref (a) par 4.19b	c. Is automated notification processed and/or finalized with a DD-200 or Record of Discrepancy (ROD) (SF-364, SF-361)?	

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Functional Category: Property ManagementAssessable Unit: Minor Property

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NROTC Supply Procedures Manual	NROTCU Supply Procedures
(b)	NAVCOMPT Manual	Appropriation Cost and Property Accounting

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
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Ref (b)	1. Is the ADP minor property recorded in the Joint Uniform Management System (JUMS) inventory program?	
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Ref (b)	2. Does the unit maintain local minor property records for other than ADP minor property?	
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Ref (a) par 4.18c	3. Is minor property inventoried as required?	
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a. Biannually in odd years during 15 Feb-15 Mar timeframe.

b. Upon relief of a head of department, for those items in the custody of the department concerned.

c. Upon change of command, at the discretion of the relieving CO.

d. Quarterly for small arms and weapons.

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (b)	4. Are significant data such as nomenclature, stock number, allowance, unit of issue, model, serial number, and unit price posted?	
Ref (b)	5. Are signatures and locations listed on the minor property records?	

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Functional Category: Property Management

Assessable Unit: Disposal Instruction/Systems and Procedures

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	DoD 4160.21-M	Defense Material Disposition Manual

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a)	1. Focus on procedures for handling material declared excess to activity needs or allowances, adequacy in identifying, documenting, and transferring excess material to the Navy Supply System, and adequacy of in-transit accountability of excess material turned into the DRMOs.	

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Functional Category: Other

Assessable Unit: Travel Orders

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NROTC Supply Procedures Manual	NROTCU Supply Procedures
(b)	JFTR Vol 1	Joint Federal Travel Regulations
(c)	CNET ltr 1320 N794A1 of 28 Feb 03	Instructions on Preparing Travel Orders

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 2.5 & 2.8	1. Are travel orders recorded in a log?	
Ref (a) par 2.5 & 2.8	2. Are travel orders properly accounted for, identifying what travel orders have been liquidated or outstanding?	
Ref (a) par 2.5 & 2.8	3. Does the unit have a follow-up system on outstanding travel orders?	
Ref (a) par 2.5 & 2.8	4. Are travel orders filed systematically?	
Ref (a) par 2.5 & 2.8	5. Does the tango log contain sufficient information?	
Refs (a) par 2.8, (b) par U7150F & (c)	6. Is correct accounting data cited for staff/midshipmen travel?	
Ref (a) par 2.8	7. Does the unit provide appropriate copies to	

NETPDTC and NSTC (Code  
OD811)?

Ref (a) 8. When scholarship  
par 3.10 midshipmen travel in  
and 3.11 government vehicles for  
Ref (b) field trips, physicals,  
par representation of command  
U7150f in special events, etc.,  
are they issued official no  
cost orders? (Orders only  
required for travel to and  
from physical and outside  
local area)

Ref (a) Are College Program basic  
par 3.11g standing students being  
placed under orders when  
traveling in government  
vehicle to attend events  
such as drill meets,  
sporting tournaments,  
indoctrination trips or  
functions not associated  
with their commission?

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Functional Category: Other

Assessable Unit: Non-Appropriated Funds Accounting

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	BUPERSINST 7010.15	Navy Military Recreation Fund Financial Reporting Procedures

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a)	1. Are expenditures properly documented and accounted for? (A single entry accounting system is recommended.)	
Ref (a)	2. Is custodian properly appointed?	
Ref (a)	3. Is required audit accomplished?	
Ref (a)	4. Are annual financial statements submitted to NAVPERS?	

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Functional Category: Contract Administration

Assessable Unit: Agreement to Establish/Maintain an NROTC  
Unit

<u>REFERENCE</u>	<u>GUIDING DIRECTIVES</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	CNETINST 1533.12G	NROTC Regulations

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 107	1. Does the unit hold a copy of the subject agreement in a historic file?	

Functional Category: Contract Administration

Assessable Unit: Cross Enrollment Agreements

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	CNETINST 1533.12G	NROTC Regulations
(b)	NETC ROTC Student Manager Program Training Manual (August 2002)	NETC ROTC Student Manager Entry Program
(c)	Supply Procedures Manual (P1533/9)	Supply Procedures Manual

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 109	1. Does the unit have any cross enrollment agreements?	
Ref (a) par 109b	2. Have the agreements been approved by NSTC?	
Ref (a) par 109	3. Is each agreement in compliance with reference (a)?	
Ref (b)	4. Are students identified in OPMIS under the specific code for the cross enrollment institution? (Personal/Program Information Tab)	
Ref (c)	5. Are cross-enrolled schools invoicing the host school?	
Ref (c), Par 2.6.f	6. Is the tuition of midshipmen attending the cross enrolled school obligated on the DD-1155 to the host school?	

Functional Category: Property Management

Assessable Unit: Small Arms Training/Ranges

<u>REFERENCE</u>	<u>GUIDING DIRECTIVES</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	OPNAVINST 3591.1C	Small Arms Training and Qualification
(b)	CNETINST 8020.1C	Explosive Safety Policies, Procedures, and Requirements
(c)	OPNAVINST 5100.23F	Navy Occupational, Safety and Health Manual
(d)	NAVSEAINST 8370.2A	Small Arms and Weapons Management Policy and Guidance Manual
(e)	CNETINST 8011.D	CNET Ordnance/Weapons Management Guidance

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 10 and par 1.a Encl (2) and Ref (e) Encl (1)	1. Have all small arms instructors successfully completed an approved small arms instructor course of instruction?	
Ref (a) par 13 and Ref (e) Encl (1)	2. Is the Range Safety Officer a certified small arms instructor and also designated in writing by the CO?	
Ref (b) par 5d(2) and Ref (e) Encl (1)	3. Are SOPs developed for all evolutions involving the training use of small arms weapons?	
Ref (c) par 1805	4. Is the small arms range identified and labeled as a	

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and hazardous noise area  
Ref (e) (MILSTD 129 tag)?  
Encl (1)

Ref (c) 5. Are small arms  
par 1806 instructors entered into  
and the command's hearing  
Ref (e) conservation/test program  
Encl (1) if applicable?

Ref (c) 6. Has the command  
par 1901 implemented a sight  
and conservation program?  
Ref (e)  
Encl (1)

Ref (c) 7. Has the small arms  
par 2004 range been posted as an eye  
and hazard area (MILSTD 129  
Ref (e) tag)?  
Encl (1)

Ref (c) 8. Is a training program  
par in place to educate per-  
2011a-d sonnel on the need for, and  
and use of, protective eyewear?  
Ref (e)  
Encl (1)

Ref (c) 9. Are the floors of  
par indoor ranges kept free of  
2104a(4) lead dust through the use  
and of high efficiency par-  
Ref (e) ticulate air filtered  
Encl (1) vacuum cleaners?

Ref (c) 10. Are "lead work area"  
par warning signs posted at  
2104e(1) indoor small arms ranges?  
and  
Ref (e)  
Encl (1)

Ref (c) 11. Is there a record of  
par 2107 certification by an  
and Industrial Hygienist that  
Ref (e) the indoor range meets the

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Encl (1) OSHA standards for personnel exposed to lead dust?

Ref (d) 12. Does the activity with  
par 2-218 small arms weapons conduct  
and 3M/PMS?

Ref (e)

Encl (1)

Functional Category: Property Management

Assessable Unit: Explosive Safety

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NAVSEA OP5 Vol I	Ammunition and Explosives Ashore Safety Regulations
(b)	CNETINST 8011.1D	CNET Ordnance/Weapons Management Guidance

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 1-4.3.2 and Ref (b) Encl (1)	1. Is an Explosive Safety Officer designated in writing?	
Ref (a) par 2-1.5.1 and Ref (b) Encl (1)	2. Is the ammunition storage area kept clean?	
Ref (a) par 4-1 and Ref (b) Encl (1)	3. Are flammables kept away from ammunition either when in use or storage?	
Ref (a) par 4-1.5 and Ref (b) Encl (1)	4. Is firefighting equipment in good order and inspected periodically?	
Ref (a) par 4-4.2.2 and Ref (b) Encl (1)	5. Is the correct fire symbol posted properly (orange diamond with the number "4")?	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 10-7.5b and Ref (b) Encl (1)	6. Is small arms ammunition placed haphazardly in containers (should not be/should be in original or other suitable metal containers)?	
Ref (a) par 11-2.7 and Ref (b) Encl (1)	7. Are general or specific safety precautions posted inside the safe being used to store small arms ammunition?	
Ref (a) par 11-2.6.1	8. Is small arms ammunition stored and segregated according to lot number?	
Ref (a) par 12-6.6	9. Has the CO authorized (in writing) the transportation of small arms ammunition associated for marksmanship training without the usual transportation restrictions?	

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Functional Category: Property Management

Assessable Unit: Small Arms Weapons Allowance(s)

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NAVSEAINST 8370.2A	Small Arms and Weapons Management Policy and Guidance Manual
(b)	CNETINST 8011.1D	CNET Ordnance/Weapons Management Guidance

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 3-800 and Ref (b) Encl (1)	1. Is there a one hundred percent inventory of small arms, signed by two individuals and an accountable officer, conducted on a monthly, quarterly, and annual basis? (Quarterly and annual inventories must include serial number verification.)	
Ref (a) par 3-800 and Ref (b) Encl (1)	2. Are AA&E assets verified annually with reply to NAVSURFWARCENDIV Crane within 45 days from the mailing date of computerized inventory?	
Ref (a) par 3-700 and Ref (b) Encl (1)	3. Commanders shall ensure that reports of disposition and transportation of firearms are filed with NAVSURFWARCENDIV Crane.	
Ref (a) par 3-713 and Ref (b) Encl (1)	4. Are reports of lost, abandoned, or unclaimed privately owned small arms filed by naval message including complete item identification to NAVSEASYS COM PEO LMW with a copy to NAVSURFWARCENDIV	

Crane and NAVICP  
Mechanicsburg requesting  
further instruction?

- Ref (a) 5. Do AA&E assets on hand  
par exceed the activity's  
3-300, authorized naval ordnance  
3-400, small arms allowance list  
3-500, (.22 cal only)?  
3-502 and  
Ref (b)  
Encl (1)
- Ref (a) 6. Are all match condition  
par small arms being used?  
3-502 and  
Ref (b)  
Encl (1)
- Ref (a) 7. If all match condition  
par small arms are not being  
3-502 and used, has an allowance  
Ref (b) change request to lower the  
Encl (1) unit's inventory been  
submitted?
- Ref (a) 8. Are drill rifles at  
par least inventoried and  
2-201.1 accounted for as minor  
and property?  
Ref (b)  
Encl (1)

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Functional Category: Property Management

Assessable Unit: Non-Combat Expenditure Requirements/Allocation

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NROTC Supply Procedures Manual	NROTCU Supply Procedures
(b)	CNETINST 8011.1D	CNET Ordnance/Weapons Management Guidance

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 4.13b	1. Does the unit maintain an ammunition log?	
Ref (a) par 4.13b	2. Does the ammunition log contain receipts, expenditures, authorized user's name, SSN, date fired, number of rounds fired, authorized user's signature, and current balance?	
Ref (a) par 4.13b	3. Is the ammunition log closed, balanced, and signed monthly by the designated accountable officer?	
Ref (a) par 4.13b	4. Are Ammunition Master Stock Record and Lot Locator cards maintained and do they reflect the quantity currently on hand?	
Ref (a) par 4.14	5. Are timely Ammunition Transaction Reports submitted?	
Ref (b) par 7c and Encl (4)	6. Does the unit do a realistic mid-year review of ammunition requirements and usage?	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (b) par 7c and Encl (4)	7. Is the Mid-year Review Report submitted to NSTC (Code OD-812) by 15 March of the current fiscal year?	
Ref (b) par 7e(2)	8. Is the unit using the correct MILSTRIP priority code for ammunition requisitions?	
Ref (b) par 7e(3)	9. Is the unit using the correct project code on ammunition MILSTRIP requisitions?	
Ref (b) Encl (2)	10. Are new requirements for ammunition supported by defined justification?	

Functional Category: Property Management

Assessable Unit: Arms, Ammunition and Explosives Physical Security

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	OPNAVINST 5530.13C	Physical Security for Conventional Arms, Ammunition and Explosives (AA&E)

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 401d	1. Does the armory/arms room meet the prescribed construction (vault and a class 5 safe)?	
Ref (a) par 401e	2. Does the arms room have an Intrusion Detection System (IDS)?	
Ref (a) App F	3. If an IDS system is not installed, are the weapons container or arms checked at least once every 24 hours if in a class 5 type container, or at least every 8 hours if the arms room is of frame construction reinforced with steel bars?	
Ref (a) par 401e	4. If an IDS system is installed, are volumetric sensors used?	
Ref (a) par 305	5. Are ammunition and small arms weapons stored in the same security container (they shall not be).	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 303e	6. If armed guards or surveillance personnel are not available for security of the arms/ammunition, is there a memorandum of understanding with the - campus police for checks on the arms room?	
Ref (a) par 302f	7. Are daily logs maintained on all IDS alarm violations?	
Ref (a) par 304	8. Is the arms room provided with adequate protective lighting for proper surveillance?	
Ref (a) par 307	9. Is there a lock and key control system for the arms room, or security container?	
Ref (a) Chap 10	10. If applicable, have waivers/exceptions to standards been submitted, and are they kept on file?	
Ref (a)	11. Does the activity have all applicable instructions on hand?	

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Functional Category: Property Management

Assessable Unit: Physical Security

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	OPNAVINST 5530.14C	Navy Physical Security Manual
<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>

Ref (a)  
par 0108

1. Commanders shall be aware of the Physical Security Program. Physical security is that part of an overall security program that is designed to apply physical measures for protection of activities and their materials, equipment, personnel, and documents against theft, sabotage, or other covert acts which would in some degree lessen the ability of the activity to perform its mission.

Ref (a)  
Par 0117

2. Does the unit conduct the Physical Security Survey annually (Appendix A to this instruction)?

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Functional Category: Quality of LifeAssessable Unit: Drug and Alcohol Program (Staff)

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	OPNAVINST 5350.4C	Drug and Alcohol Abuse Prevention and Control
(b)	CNETINST 1533.12G	Regulations for the Administration and Management of the NROTC

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 81(1) par 81(2)	<p>1. Does the command do the following:</p> <ul style="list-style-type: none"> <li>- Deglamorize alcohol use?</li> <li>- Emphasize responsibility and moderation in the use of alcohol?</li> <li>- Prohibit activities that may encourage individuals to drink irresponsibly?</li> <li>- Provide specific guidance to the command regarding responsible use of alcohol?</li> </ul>	
Ref (a) par 81(3)	2. Is a DAPA assigned and designated in writing?	
Ref (a) par 81(3) (c)	3. Did the DAPA complete the DAPA course within 90 days of assuming duty or within the previous 3 years?	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 81(4)	4. Does the DAPA provide alcohol and drug program information in command orientation programs for new personnel?	
Ref (a) par 81(6)	5. Is a medical screening conducted on every member who is involved in an alcohol incident (as defined in ref (a), enclosure (1))?	
Ref (a) par 81(7)	6. Does the command provide a means for command or self-referral without risk of disciplinary or career-ending implications for all members who have not incurred an incident but are in need of alcohol counseling and/or treatment?	
Ref (a) par 81(8)	7. Is appropriate disciplinary and/or administrative action taken on personnel involved in drug use and alcohol abuse incidents?	
Ref (a) par 81(9)	8. Are substantiated incidents of drug and alcohol abuse documented in service records, FITREPS, evaluations, and other reports as required by instructions?	

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 8 1(18)(a)	9. Are Drug and Alcohol Abuse Reports (DAARs) completed after every command or self-referral, drug or alcohol incident, and final disposition determination?	
Ref (a) Encl (3) par 3f(1)	10. Have the CO, XO, and CMC attended the ADAMS manager course?	
Ref (a) par 8m(3)	11. Have all officers, chief petty officers, and E-5/6 supervisory personnel completed the supervisor version of the ADAMS course?	
Ref (a) Encl (1) par 6b	12. Does the command actively monitor and support aftercare plans (quarterly meetings with CO, DAPA, and member)?	
Ref (a) Encl (2) par 2	13. Does the command conduct an aggressive urinalysis program?	
Ref (a) Encl (2) par 11b	14. Is a Urinalysis Program Coordinator (UPC) designated in writing? Note: DAPA and Independent Duty Corpsmen shall not be assigned as UPC (Ref (a), par 8.1(10)(b)).	
Ref (a) Encl (3) par 1	15. Has the UPC received training on UPC duties?	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 8 1(10)(a)	16. Is random urinalysis conducted on between 10 and 20 percent of assigned active duty personnel monthly?	
Ref (b) par 224	17. Is urinalysis conducted on all midshipmen at least twice per academic year, including once between 1 August and 31 December and once between 1 January and 1 June?	
Ref (a) Encl (2) App B	18. Does the UPC accurately follow procedures for the collection and transportation of urine samples?	

Functional Category: Command Climate

Assessable Unit: Command Managed Equal Opportunity (CMEO) for  
Military

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	NAVADMIN 313/99	CMEO Program
(b)	NAVADMIN 176/99	Revised Equal Opportunity and Sexual Harassment SITREP Reporting Requirements
(c)	OPNAVINST 5354.1E	Navy Equal Opportunity Policy

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 1A	1. Has the commander issued his/her EO policy?	
	2. Has the command conducted an EO climate assessment and/or follow-up assessment? (Note: no longer mandatory within 6 months of assuming command but must be conducted sometime during command tenure.)	
Ref (a) par 1B	3. Is there a designated CMEO Officer/Manager?	
	4. Has the CMEO Officer/ Manager attended the formal NETC training course?	
Ref (a) par 1E	5. Have all military personnel attended annual Sexual Harassment and Fraternization GMT?	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 1E	6. Have all military attended annual Grievance Procedures training?	
Ref (a) par 1F	7. Are complaint or grievance procedures posted prominently for all hands?	
Ref (a) par 1G	8. Does the command have a copy of reference (b)?	
Ref (b)	9. If the command had a formal complaint were the reporting requirements properly followed?	
Ref (c) par 7k	10. Does the command achieve equal treatment for its members in the following areas:  Discipline/military justice?  Assignments/training/promotions/advancements?  Awards?  Evaluations?	
	11. Does the command take effective disciplinary action when required to enforce the command EO policy?	

Functional Category: Command Climate

Assessable Unit: Equal Employment Opportunity (EEO) Programs

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	CNETNOTE 12713 of 23 Oct 01	EO/EEO and Prevention of Sexual Harassment (POSH) Policy Statements
(b)	OCPMINST 12713.2	DoN Discrimination Complaints CPI 713
(c)	CNETINST 12713.9A	Management of Equal Employment Opportunity and Discrimination Complaints Programs
(d)	OPNAVINST 12720.1	Implementation of the DoN Federal EO Recruitment Program
(e)	SECNAVINST 5300.26C	DoN Policy on Sexual Harassment

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Refs (a- c)	1. Is the EEO and POSH policy statement of the DoN, NSTC, and CO posted on official bulletin boards?	
Ref (b)	2. Does the command publish discrimination complaint information to include name of EEO Offi- cer, counselors; their location and telephone numbers, and the complaint procedure process?	
Ref (c), par 5a(7)(a)	3. Do supervisors receive annual EEO and POSH training?	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (d) par 6	4. Are EEO elements included in all civilian supervisor and manager performance standards?	
Ref (e) par 7b	5. Do employees and supervisors receive annual POSH training?	

Functional Category: Personnel/Organization Management

Assessable Unit: General Military Training (GMT)

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	CNO NAVOP 003/99 (CNO Washington DC 192035Z Apr 99)	Inter-Deployment Training Cycle (IDTC) Workload Reduction Update
(b)	SECNAVINST 1610.2	DoN Policy on Hazing
(c)	OPNAVINST 1620.1B	Guidelines for Handling Dissident and Protest Activities Among Members of the Armed Forces
(d)	OPNAVINST 1740.5A	Personal Financial Management Education, Training, and Counseling Program
(e)	OPNAVINST 1752.1A	Sexual Assault Victim Intervention (SAVI) Program
(f)	SECNAVINST 3300.3A	Combatting Terrorism Program Standards
(g)	OPNAVINST 3500.39A	Operational Risk Management
(h)	OPNAVINST 5090.1B	Environmental and Natural Resources Program Manual
(i)	OPNAVINST 5100.19D	Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
(j)	OPNAVINST 5100.23F	NAVOSH Program Manual
(k)	OPNAVINST 5100.25A	Navy Recreation, Athletics, and Home Safety Program

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<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(l)	SECNAVINST 5300.26C	DoN Policy on Sexual Harassment
(m)	OPNAVINST 5350.4C	Drug and Alcohol Abuse Prevention and Control
(n)	OPNAVINST 5354.1E	Naval EO Policy
(o)	OPNAVINST 5370.2B	Navy Fraternalization Policy
(p)	OPNAVINST 6100.2	Health Promotion Program
(q)	OPNAVINST 6110.1G	Physical Readiness Program

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 1A(3) B, C, & D	<p>1. Reference (a) restructured and consolidated all non-occupation specific all hands training into the GMT Program. Total GMT requirements will be limited to 12 hours annually and will be reviewed annually with fleet participation to ensure training remains relevant.</p> <p>a. Does the command conduct GMT?</p> <p>b. Are all active duty personnel included in GMT training?</p> <p>c. List GMT command has conducted since the last command self-inspection.</p>	

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Refs (b-q)	2. Required GMT topics are included in references (b)-(q).	

Functional Category: Personnel/Organization Management

Assessable Unit: Health and Physical Readiness (Midshipmen)

<u>REFERENCE</u>	<u>GUIDING DIRECTIVES</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	CNETINST 1533.12G	NROTC Regulations
(b)	OPNAVINST 6110.1G	Physical Readiness Program
(c)	CNET P1533/3	NROTC Administrative Manual
(d)	CNETINST 1500.20D	Safety Procedures for Conducting Training
(e)	Marine Corps Order P6100.12B	Marine Corps Physical Fitness Test and Body Composition Program Manual

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 405b(3)	1. Physical Fitness Assessment (PFA). All personnel aspiring for commissions in the active or Reserve Navy/Marine Corps are required to meet weight and fitness standards.	
Ref (a) par 405c (1)(a)	a. Is the PFA administered twice each academic year? (PFAs shall be conducted at least 4 months and not more than 8 months apart.)  b. Are all test events completed on the same day?	

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>SUBJECT OF DIRECTIVE</u>
Ref (b) Encl (2) par 4b, Ref (b) Encl (8)1g, Ref (c) par 6.13	c. Is the notification of the PFA test schedule promulgated at least 10 weeks before testing?  (Note: This requirement has been exempted by BUPERS for freshman orientation PRT testing provided correspondence to the student, such as welcome aboard letters, states that physical fitness testing will be conducted.)	
Ref (a) par 405c(1) (d), Ref (b) Encl (3) par 1f	d. Does the College Program (Basic Standing) midshipmen have a letter from a physician stating student is physically qualified to participate in the PFA? Is the letter filed with the Physical Activity Risk Factor Screening Questionnaire (PARFQ)?	
Ref (a) par 407b(2) (a)	e. Are students placed on probation who fail the first unit PFA, or swimming test, or fail to maintain weight control limits, after enrollment as a freshman in the NROTC Program?	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (c) par 5.6	f. Students may not begin their sophomore year if they have not passed the required event(s) (PFA, THIRD CLASS SWIM, OR MEET HEIGHT/ WEIGHT), place him/her on an interim LOA, then hold a PRB as soon as possible. Is this done?	
Ref (a) par 407b(2) (b)	g. Two-year program graduates of NSI should not be enrolled in NROTC until required performance has been demonstrated in PFA, swimming standards and the student is within height and weight standards. Explain the system used to ensure this requirement is met.	
Ref (b) Encl (3) pars 1b, c(2), Ref (e)	h. Review Physical Readiness Information Management System for completeness. Review Marine Corps Tally Sheets for completeness. List discrepancies found.	

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (b) Encl (1) par 11.h	(1) Upon transfer of member, ensure completed NAVPERS Form 1070/613, Administrative Remarks Page, member's Physical Readiness Program Data (using COMNAVPERSCOM - approved to the members next command software), and other documents are forwarded to the member's next command.	
Ref (b) Encl (1) par 11.h	(2) Are copies of NAVPERS 1070/613 and other documentation retained by the unit for 4 years after a member transfers?	
Ref (b) Encl (3) par 1f(3) Ref (c) par 6.13c	(3) If member answers "yes" to any of the questions on the Physical Activity Risk Factor Questionnaire, are members required to get medical approval before participating in physical activity?	
Ref (b) Encl (2) par 4f(5) Encl (4) par 4b	(4) Are all persons asked about their general health at the time of the PRT?	
Ref (b) Encl (2) par 4f(2)	(5) Are personnel made aware of fluid intake requirements?	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 405c (1)(b)	i. Does the unit recognize midshipmen who demonstrate exceptional progress or achievement in the physical fitness program (e.g. an award for the most improved, and another for those accumulating 300 points (Marines) and Outstanding-High (Navy), etc.)?	
Ref (d) par 7e(7)	j. Are Training Time Out (TTO) procedures briefed before each PFT/PRT?	
	2. Height/weight/body fat	
Ref (a) par 405b (3), Ref (b) Encl (6) par 1b, Ref (e) par 3100	a. Review Risk Factor Screening sheets to ensure midshipmen are within height/weight standards. If midshipmen are not within height/weight standards, the body fat standards will be used (Navy - 22% (male), or 33% (female); Marine Option - 18% (male) 26% (female)). Midshipmen shall not be permitted to enter the third class year unless the standards are met.	
Ref (a) par 405, Ref (b) Encl (4) par 3d(1)	3. Are height/weight or body fat measurements taken as part of the semi-annual physical readiness test no more than 10 days before the readiness test?	

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (b) Encl (8) par 3, Ref (a) par 405	4. Have midshipmen failed PFA/height/weight/body fat three times in any 4-year period?	
	5. Swim Tests	
Ref (a) par 407 b(2)(a), Ref (c) par 5.6	a. If the student fails the first unit swimming test, was he/she issued a letter of probation and placed in a remediation program?	
Ref (a) par 407b (2)(b), & Ref (c) par 5.6c (1)(i)	b. If the student is not a third class swimmer subsequent to the second term of the freshman year of enrollment in the NROTC program, is he/she on LOA?	

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Functional Category: Personnel/Organization Management

Assessable Unit: Midshipmen Performance File

<u>REFERENCE</u>	<u>GUIDING DIRECTIVES</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	CNET P1533/3	NROTC Administrative Manual
(b)	CNETINST 1533.12G	Regulations for the Administration and Management of the NROTC

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
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1. Performance Records

Ref (a)                    a. Are Performance  
par 7.5                    Records organized as  
                                 stipulated in reference?

                                 b. Are all forms  
                                 listed in reference filed  
                                 in the Performance Record?

RIGHT SIDE:

                                 (1) OPMIS Student  
                                 File Information Summary  
                                 Data (GF30R8401)

Ref (a)                    (a) Did the  
par 7.2e                    student review and sign the  
(1) (a)                    OPMIS Student File Informa-  
                                 tion Data Form during the  
                                 initial interview with each  
                                 midshipman at the beginning  
                                 of the academic term?

Ref (a)                    (b) Is the most  
par 7.5a                    recent OPMIS Student File  
(1) (a)                    Information Data Form in  
                                 the file?

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 7.2c, Ref (b) par 403c	(2) <u>NROTC Program Requirements Checklist.</u> Does the NROTC Program Requirement Checklist include the NROTC required courses?	
Ref (a) pars 7.3c(4), 7.5a (1)(c)	(3) <u>NROTC Student Performance Record (Counseling Record)</u> (example 7-3 or 7-3a)	
Ref (a) par 7.2 e(2), Ref (b) par 402 b(3)	(a) Does the performance record document that the instructor provides formal scheduled counseling and advising to NROTC students at a minimum of twice per academic term?	
Ref (a) par 7.2e(2)	(b) Are subjects discussed during the counseling session included in the counseling notes? (In each case, a summary of the results of the counseling session shall be entered in the counseling notes in the Student Performance file.)	
Ref (a) par 7.2b & c	(c) During the counseling session, does the instructor discuss the NROTC Program Requirements and the student's Academic Degree Plan? Are copies of the Program Requirements Checklist and the Academic Degree Plan placed in the individual's Performance File during the initial counseling session?	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 7.2d & e	(d) Does the instructor review past performance and set goals for the academic term with the student? Is the student's progress and estimated commissioning date discussed with the student?  (e) Review quality of counseling notes for each instructor.  - Freshman  - Sophomore  - Junior  - Senior  - Marine Option	
Ref (a) par 7.2b	(4) <u>Academic Planning Schedule</u> (Academic Degree Plan, example 7-4). Is the Academic Degree Plan updated to accurately reflect degree progress? Is the Academic Degree Plan reviewed with the student during the counseling session? Does the Academic Degree Plan include the courses listed below?	

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (b) par 403c	<u>Scholarship</u>	
Ref (b) par 407a (3)(c) <u>1</u>	<p>*Calculus: Must be completed by end of sophomore year (6 semester hours). (LOA is directed in all cases where Navy Option scholarship midshipmen fail to enroll in calculus.) In the last 3 years, have any midshipmen failed to complete calculus, when required, and were not placed on LOA?</p> <p>*Physics: Must be completed by end of junior year (6 semester hours). (LOA is directed in all cases where Navy Option scholarship midshipmen fail to enroll in physics.) In the last 3 years, were there any midshipmen who failed to complete physics, when required, and were not placed on LOA?</p> <p>*American Military: History/National, Security Policy (3 semester hours)</p> <p>*Computer Science (3 semester hours)</p> <p>English (6 semester hours)</p> <p>Naval Science Courses</p> <p>*Not required for Nurse Corps students</p>	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (b) par 403c	<u>College Program</u>  College Algebra (or advanced trigonometry) (6 semester hours)  Physical Science (6 semester hours)  Computer Science (3 semester hours)  English (6 semester hours)  Naval Science Courses  <u>Marines</u>  American Military: History/National Security Policy (3 semester hours)  Naval Science Courses	
Ref (a) par 7.5 (1)(e)	(5) <u>Current Term Academic Schedule</u> (example 7-1). Is the current Term Academic Schedule completed during the initial inter- view with the student?  (6) <u>College Level Academic Transcripts Including Summer School and Transfer Credit</u>  (7) <u>High School transcript</u> . Copy of high school transcript (not required).	

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
	<u>LEFT SIDE:</u>	
Ref (a) par 7.5a (2) (a)	(8) <u>Fitness Evaluation Report and Counseling Record (E7-06)</u> (NAVPERS 1610/2) (example 7-2)	
Ref (a) par 7.5 b(2)	(a) Have the CO and student signed the Evaluation Report and Counseling Record (example 7-2)?	
Ref (a) par 7.3 c(4)	(b) Review aptitude evaluation system. Has the midshipman ini- tiated the final aptitude evaluation within 30 days of the first academic term following completion/ receipt of the evaluations of the respective class advisor?	
Ref (a) par 7.3 c(1)	(c) Does the instructor observe and make notes pertaining to the military aptitude of the NROTC students? (These notes may be disposed of upon preparation of end of term report.)	
Ref (a) par 7.3 c(3) (a)	(d) Does the instructor enter an evaluation for each student on the evaluation sheet and average the mark?	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) pars 5.6, & 7.2e (3) (b)	(e) Do midshipmen who receive a semester/quarter aptitude grade of 2.5 or below receive at least a letter of "aptitude warning"? Does the Aptitude Warning letter include a formal evaluation from the PNS outlining recommending procedures, methods, and assistance available so that the midshipman will be able to improve his/her aptitude grade?	
Ref (a) par 7.3 c(3) (b)	(f) Is the term aptitude entered in the OPMIS grade screen?	
Ref (a) par 5.6, Ref (b) par 407 b(2) (c),	(g) Is a recommendation for disenrollment forwarded to NSTC (Code OD4) on any individual who, subsequent to the third failure following placement on LOA for: PFA, third class swim, or does not meet height/weight requirements?	
Ref (a) pars 4.3 b(2), & 7.5a(2) (b)	(10) <u>Bulldog Statement of Understanding</u> (CNET 1533/84) (example 4-2). Is the Bulldog Statement of Understanding signed by each Marine Corps option student? Is the statement filed in the performance file?	

Functional Category: Personnel/Organization Management

Assessable Unit: Instructor Requirements

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	CNETINST 1533.12G	Regulations for the Administration and Management of the NROTC

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a)	1. Is the instructor using the latest version of all NSTC curriculum guides, including all official curriculum changes?	
Ref (a) par 402 b(9)	2. Does each instructor maintain updated lesson plans, instructional resource listings, and academic records including student grades and test files? This file will be a turnover item.  a. Has the instructor prepared a lesson plan for each class in the course they teach?  b. Review each instructor's quality of lesson plans, information sheets, instructional aids, and tests:  (1) Freshman  (2) Sophomore  (3) Junior  (4) Senior  (5) Marine Option	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
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c. Is the turnover file organized and clear, and does it provide a sound base from which a new instructor could start?

d. Review quality of turnover file:

- (1) Freshman
- (2) Sophomore
- (3) Junior
- (4) Senior
- (5) Marine Option

3. Is information provided to the freshman class during the initial meeting concerning the various warfare communities of the Navy and Marine Corps?

Functional Category: Personnel/Organization Management

Assessable Unit: Freshman Orientation

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	CNETINST 1533.18A	NROTC Unit New Student Orientation Programs
(b)	OPNAVINST 5350.4C	Drug and Alcohol Abuse Prevention and Control

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a)	1. Review the new student orientation program for the following objectives:	
Ref (a) par 4a	a. Issuance of uniforms and basic indoctrination in Navy Uniform Regulations and grooming standards.	
Ref (a) par 4b	b. Instruction in the basics of military customs, courtesies, traditions, and organization, including unit regulations and chain of command.	
Ref (a) par 4c	c. Basic competency in military drill and ceremony.	
Ref (a) par 4d	d. Physical fitness training to determine individual midshipman level of readiness to meet Navy/Marine Corps program requirements.	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 4e	e. Instruction in the privileges and benefits of participating in the NROTC program and individual responsibilities of midshipmen.	
Ref (a) par 4f	f. Indoctrination in tutoring services, university rules, and regulations.	
Ref (b) par 81(4)	g. Is alcohol and drug program information included in the command orientation program?	
Ref (a) par 5a	2. Is training structured to provide entry level familiarity with military life in general and the NROTC Program in particular?  3. Are the personnel involved in planning and executing the orientation program aware that this is <u>not</u> boot camp?  4. Does the CO:	
Ref (a) par 6a(1)	a. Review and approve all orientation program plans and curriculum;	
Ref (a) par 6a(2)	b. Ensure physical exams and Risk Factor Screening Forms have been completed on all new midshipmen;	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 6a(3)	c. Ensure new students identified as possible risks on the screening forms are cleared by medical authority <u>before</u> participating in any demanding exercise;	
Ref (a) par 6a(4)	d. Assign only instructors deemed qualified to conduct training evolutions;	
Ref (a) par 6a(5)	e. Select top performing upperclassmen for orientation duty and ensure they are aware of the program and scope of their authority;	
Ref (a) par 6a(6)	f. Ensure maximum CO/XO on-scene oversight of orientation evolutions and progress;	
Ref (a) par 6a(7)	g. Provide direction to staff regarding safety, risk reduction "training time out" procedures;	
Ref (a) par 6b(4)	5. Do the staff personnel in charge of orientation training establish an atmosphere wherein participants are challenged yet unafraid to say "training time out" when required?	

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Functional Category: Personnel/Organization Management

Assessable Unit: Student File Data (Review Boards)

<u>REFERENCE</u>	<u>GUIDING DIRECTIVES</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	CNET P1533/3	NROTC Administrative Manual

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
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1. Board of Review

Ref (a)  
par 7.6b  
(3)(a)

a. Was the student notified in writing at least 7 days prior to the convening of the board of review (example 7-7)?

Ref (a)  
par 7.6b  
(3)(e)

b. Was the student advised that he had the right to appear before the board, present documents or witnesses in his behalf (at own expense), and to review his/her record prior to convening of the board?

Ref (a)  
par 7.6b  
(3)(f)

c. Was the student advised of the alternatives that the board may recommend and that in case of disenrollment, active enlisted service or recoupment could apply?

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) pars 7.6e (2) & 7.6f	d. Were the board findings forwarded from the senior member to the Professor of Naval Science for endorsement (examples 7-10 and 7-10a of reference (a))? Did the report of the review board indicate names and titles of those present, date of board, findings, recommendations, and did all board members sign the report?	
Ref (a) par 7.6 e(4)	e. Does the Report of Performance Review Board proceedings include the following enclosures:  (1) Appointing memorandum;  (2) Midshipman notification letter;  (3) Results of the informal preliminary investigation (if applicable);  (4) Privacy Act Statement (signed);  (5) A copy of all documents considered by the board, including those submitted by the midshipman, and summaries of the testimony of each witness who testified?	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 7.6 f(5)	<p>f. Is the Performance Review Board report, with the PNS endorsement, included in the midshipman's student file with any background correspondence?</p> <p>g. Was a copy of the Performance Review Board report and endorsement provided to the midshipman?</p> <p>h. If the midshipman chose to rebut or respond to the Performance Review Board report, was the statement attached to the report and included in the midshipman's student file?</p>	

Functional Category: Personnel/Organization Management

Assessable Unit: Sail Program

<u>REFERENCE</u>	<u>GUIDING DIRECTIVE</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	CNETINST 1533.12G	Regulations for the Administration and Management of the NROTC
(b)	CNET P1552/8D	SOP for Sail Training Dinghies

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 404 e(5)	1. Has a sail training coordinator been designated in writing?	
Ref (a) par 404 e(5)	2. Does the coordinator conduct and evaluate sail training and maintain appropriate records?	
Ref (b) par 202	3. Have all personnel participating in a Navy Sail Training Program been covered by invitational no-cost orders? (Group invitational travel orders to an entire class, stating "from time to time during the academic year 1998-1999 to embark in or on small craft as part of seamanship training" are acceptable.)	
Ref (b) par 207	4. Does the unit ensure all graduating Navy option midshipmen qualify at a minimum Mate "A" level? In units operating small boat programs, this is increased to Skipper "B" level.	

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
	5. Does the unit ensure that Navy option midshipmen achieve Skipper "B" qualification prior to beginning of the 1/C year?	
Ref (b) par 208	6. Are reports submitted as required?  a. Inventory report by 15 March.  b. Sail Training Budget (around 15 May - 1 June) as directed by NSTC.	

Functional Category: Personnel/Organization Management

Assessable Unit: Student File Data (Student Files)

<u>REFERENCE</u>	<u>GUIDING DIRECTIVES</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	CNET P1533/3	NROTC Administrative Manual

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
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Ref (a) par 2.11a	1. Has a student file been established for each scholarship student? Is the file organized as required?	
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Scholarship

a. LEFT SIDE:

Ref (a) par 2.11b (1) (a)	(1) Does each student file contain an <u>NROTC Student File Index (CNET 1070/6)</u> (example 2-19)?	
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(a) Is the form completed indicating content of file?

(b) Are all forms checked on the index in the file?

(c) Has the form been annotated to indicate file has been reviewed annually? (Previous edition of this form should be in the student file to document annual review.)

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 2.9e	(2) <u>Concept of Honor (CNET 1533/70)</u> (example 2-10)	
Ref (a) par 2.9h	(3) <u>Acceptance and Oath of Office (CNET 1533/104)</u> (example 2-14). Is the form prepared for execution on the date of commencement of university classes or orientation to appoint scholarship students as midshipmen in the Naval Reserve? Form cannot be signed until Drug and Alcohol Statement has been signed.	
Ref (a) par 2.9i	(4) <u>Dependency Application/Record of Emergency Data (NAVPERS 1070/602)</u> (example 2-9). Attach copy 1 and copy 3 of the latest <u>Servicemen's Group Life Insurance Election &amp; Certification, Statement (VA Form 8286)</u> (example 2-15).  (a) Is the <u>Dependency Application/Record of Emergency Data Form</u> completed as specified in example 2-9 of reference?	
Ref (a) par 2.9i(1)	(b) Is the <u>Dependency Application/Record of Emergency Data Form</u> verified by the student at least once yearly and annotated on the back of the form to document form was verified?	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) pars 2.9i(2), 3.4f(5) & 3.5c(3)	(5) <u>Servicemen's Group Life Insurance Election and Certification Statement (SGLV) (VA Form 8286)</u> (example 2-15). Is the insured amount \$250,000 (or less if student requests)? Are beneficiary addresses complete?	
Ref (a) par 2.9l par 2.9d1	(6) Is the <u>Questionnaire for National Security Positions (PSI) (SF86)</u> (example 2-8) prepared?	
Ref (a) par 5.5c(2)	(a) Is the JPAS Summary Sheet filed in the student record upon completion of the NACLC?  (b) If the JPAS Summary Sheet is not utilized, does the security manager maintain a separate log for 2 years containing name, SSN, citizenship verification, date and level of access authorized, the basis for the access determination, and the name and title, rank or grade of the individual authorizing the access?	

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REFERENCE      REQUIREMENTS      INSPECTOR COMMENTS

(c) Upon completion of the NACLC, has the SF312 (example 5-5) been executed and its execution documented in the comments section of OPNAV 5520/20? (Hold the completed SF312 (original) in a file until submission of the CNRC package upon commissioning. The original SF312 will then become a part of the official officer record maintained by BUPERS 313C.)

Ref (a)                      (7) Do all Navy  
par 2.9j      Option scholarship students and College Program (advanced standing) students receive Armed Forces ID Cards (DD Form 2N, Reserve)?

(a) Do all Marine Corps Option scholarship students and Marine Corps College Program (advanced standing) students receive ID cards (DD Form 2MC) (Reserve)?

(8) Document Awarding Scholarship

Ref (a)                      (a) Travel  
par 2.11h      Authorization Letter.

(b) Four-year Scholarship Application (electronic copy) (not required for BOOST) (example 2-20)

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
	(c) NSTC Controlled Scholarship - NSTC letter announcing selectee (example 2-21)	
	(d) Tweeddale Scholarship - NSTC mail message	
Ref (a) par 2.11b (1)(h)	(e) His- torically Black College (HBC) Scholarship - NSTC mail message	
Ref (a) pars 2.11i & 3.4f(6)	(9) <u>Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1)</u> (example 2-18)	
	(a) Are blocks 1-5a initialed by the student?	
	(b) Have the student, certifying official, and witness all signed the form on the same date?	
Ref (a) pars 2.11i & 3.4f(6)	(c) Was the drug form signed <u>prior</u> to executing the enlistment contract and Acceptance and Oath of Office for scholar- ship students, or the enlistment contract and Non-Scholarship College Program Service Agreement Form for College Program (advanced standing) students?	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) pars 2.9g & 3.4f(2)	(10) <u>Enlistment/ Reenlistment Agreement - Armed Forces of the United States (DD Form 4)</u> (examples 2-12 and 2-13). Original and one copy plus extensions (NAVPERS 1070/621) (example 2-13) filed in student file, if applicable.	
Ref (a) par 2.9g	(a) Is subject form prepared for all Scholarship and College Program (advanced standing) students per example 2-12a?  (b) Is the Enlistment/Reenlistment Agreement - Armed Forces of the United States form prepared by typewriter or computer (example 2-12a)?  (c) Are all alphabetical characters in capital letters?  (d) Are signa- tures made with ballpoint pen in black or blue-black ink?	

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 2.9 g(1)	<p>(e) Erasures or corrections in items 5 (Date of Enlistment), 8 (Service, Period of Enlistment, and Pay Grade), 18b, 19b, 19f, 20a, 21a, 21f, 22c, 23b, and 23f are not authorized and will necessitate reaccomplishment of the document. Are other changes or corrections initialed by the applicant and sponsoring service representative?</p>	
	<p>(f) Is the student obligated for 4 years beyond the estimated graduation date? If not, has an extension of the enlistment been prepared?</p>	
	<p>(g) Has an <u>Agreement to Extend Enlistment (NAVPERS 1070/621)</u> (example 2-13) been prepared to ensure student and Fleet Input/BOOST midshipmen have 8 years obligated service from the time they report to classes? (This includes 4 years beyond estimated graduation date.)</p>	
Ref (a) par 2.9f	<p>(11) <u>NROTC Scholarship Service Agreement (CNET 1533/38, Rev. 9-92)</u> (example 2-11)</p>	



<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) pars 2.11 b(j), & 2.9g	(13) Does the file have a copy of previous <u>Enlistment/Reenlistment Document (DD Form 4)</u> (example 2-12) and any extensions (NAVPERS 1070/621) (example 2-13) for those students received from active duty or reserve status?	
Ref (a) par 2.11m	(14) <u>General Purpose Privacy Act Statement Form (OPNAV 5211/12)</u> (example 2-23)	
Ref (a) par 2.11n	(15) <u>Authorization for Release of Student Information</u> (example 2-24) (not required)	
b. <u>RIGHT SIDE:</u>		
Ref (a) par 2.11 (b) (2) (a)	(1) <u>Record of Disclosure Form (OPNAV 5211/9)</u> (example 2-25)	
Ref (a) pars 2.11 b(2) (b) & 5.11c	(2) <u>Individual NROTC Education Program Cost (CNET 1533/50)</u> (example 5-16)	
Ref (a) par 5.11 c(3)	(a) Does the student complete and sign the form soon after the unit receives the university invoice?	
Ref (a) par 5.11b & c	(b) Are the tuition, book stipend, and fees recorded on the form?	

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 5.11 c(2)	(c) Does the tuition amount recorded on this form match exactly the amount on the university invoice?	
Ref (a) par 5.11 c(4)	(d) Are signatures and dates entered in ink?	
	(e) If there are any corrections to tuition amounts, did the student initial and date them?	
Ref (a) par 5.11 c(1)	(f) Is LOA entered on the form when the student is on LOA?	
Ref (a) par 5.11d	(g) Is a copy of the <u>Individual NROTC Education Program Cost Form</u> of disenrolled students held in the unit files for 2 years?	
Ref (a) par 2.11 b(2) (c)	(5) <u>Birth Certificate</u> (certified to be true copy by O4 and above or CO/XO of a command or a civilian who is notary) (legible copy)	
Ref (a) par 2.11 b(2) (d)	(6) <u>Certificate of Naturalization or Proof of Citizenship of Foreign Born</u> , if applicable	
	2. <u>College Program (Basic Standing)</u>	
Ref (a) par 3.5	a. Is a student file maintained for each student?	

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 3.5b	b. Student File Contents (College Program (Basic Standing)	
	(1) <u>LEFT SIDE:</u>	
Ref (a) par 3.5 b(1)	(a) <u>NROTC Student File Index (CNET 1070/6) (example 2-19)</u>	
Ref (a) pars 3.5 b(2) & 2.9e	(b) <u>Concept of Honor (CNET-GEN 1533/70) (original) (example 2-10)</u>	
Ref (a) par 3.5 b(3)	(c) <u>NROTC College Program Application (CNET 1533/21) (example 3- 1)</u>	
Ref (a) par 3.5 b(4)	(d) <u>General Purpose Privacy Act Statement (OPNAV 5211/12) (example 2-23)</u>	
	b. <u>RIGHT SIDE:</u>	
Ref (a) par 3.5 b(1)	(1) <u>Record of Disclosure (OPNAV 5211/9) (example 2-25)</u>	
Ref (a) par 3.5 b(3)	(2) <u>Birth Certifi- cate (certified to be true copy by O4 and above or CO/XO of a command or a civilian who is notary) (legible copy)</u>	
	(3) <u>Certificate of Naturalization or Proof of Citizenship of Foreign Born, if applicable</u>	
Ref (a) par 3.5	(4) <u>Report of Medical History (SF93) (if</u>	

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b(5) a health record not opened)

Ref (a) (5) Letter from  
par 3.5 doctor stating student is  
b(6) physically fit to  
participate in orientation  
or unit may use a  
university physical  
(Examples 6-3, 6-3a, and 6-  
4 may be used if a health  
record is not opened.)

Ref (a) (6) Annual  
par 3.5 Certificate of Physical  
b(7) Condition Form (NAVMED  
6120/3 (filed in the  
student record if a health  
record is not opened)

Ref (a) 3. College Program  
par 3.5c (Advanced Standing) Record

a. Has a student  
record been established for  
each student?

b. LEFT SIDE:

Ref (a) (1) Student File  
par 3.5 Index Form (CNET 1070/6)  
c(1) (example 2-19)

Ref (a) (2) Concept of  
par 3.5 Honor (CNET 1533/70)  
c(2) (original) (example 2-10)

Ref (a) (3) Dependency  
par 3.5 Application/Record of  
c(3) Emergency Data and  
Servicemen's Group Life  
Insurance (NAVPERS  
1070/602) (example 2-9)

(4) Servicemen's  
Group Life Insurance (SGLV)  
(VA Form 8286 or 8285),  
(example 2-15).

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<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 3.5 c(4)	(5) <u>Certificate of Personnel Security Investigation, Clearance and Access (OPNAV 5520/20)</u> (if one is prepared; if not, a copy of the DONCAF message) (example 5-4)	
Ref (a) par 3.4 f(1)	(a) Is the <u>Questionnaire for National Security Positions (SF86)</u> (example 2-8) prepared for college program midshipmen prior to entering advanced standing?  (b) Based on favorable results on the NACLIC, was the DONCAF message stating clearance filed in the student file?	
Ref (a) par 3.5 c(5)	(6) Any official correspondence originated at the unit (LOA notification letters, review board documentation, probation letters, etc.)	
Ref (a) par 3.5 c(6)	(7) Orders with all endorsements (less Leave and Earning Statements (LES))	
Ref (a) par 3.5 c(7)	(8) Do all Navy Option (advanced standing) students receive Armed Forces ID cards (DD Form 2N, Reserve)?  (9) <u>NROTC College Program Application (CNET 1533/21)</u> (example 3-1)	

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 3.5 c(8)	(10) <u>Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1, Rev. 4-90)</u> (example 2-18)	
Ref (a) par 3.5 c(9)	(11) <u>Enlisted/ Reenlistment Agreement - Armed Forces of the U.S. (DD Form 4/1, May 85)</u> (example 2-12). Attach the <u>Non-Scholarship College Program Service Agreement (CNET 1110/3 Rev 7-90)</u> (example 3-3).	
Ref (a) par 3.5 c(10)	(12) Copy of previous <u>Enlistment/ Reenlistment Document (DD Form 4/1)</u> , and extension (NAVPERS Form 1070/621) for those students received from active duty or reserve status. Attach the <u>Non-Scholarship College Program Service Agreement (CNET 1110/3)</u> (example 3-3).	
Ref (a) par 3.5 c(11)	(13) Copy of <u>Certificate of Release or Discharge from Active Duty (DD Form 214)</u> (example 2-22) for those students received from active duty.	
Ref (a) par 3.5 c(12)	(14) <u>General Purpose Privacy Act Statement (OPNAV 5211/12)</u> (example 2-23)	
Ref (a) par 3.5 c(13)	(15) <u>Memorandum of Understanding</u> (example 2-24) (authorized for release of student information) (not mandatory)	

REFERENCE                      REQUIREMENTS                      INSPECTOR COMMENTS

c. RIGHT SIDE:

- |                            |  |
|----------------------------|--|
| Ref (a)<br>par 3.5<br>c(1) | (1) <u>Record of Disclosure (OPNAV 5211/9)</u><br>(example 2-25)   |
| Ref (a)<br>par 3.5<br>b(3) | (2) <u>Birth Certificate</u> (certified to be true copy by O4 and above or CO/XO of a command or a civilian who is notary)<br>(legible copy)   |
| Ref (a)<br>par 3.5<br>c(3) | (3) <u>Certificate of Naturalization or Proof of Citizenship of Foreign Born</u><br>(May use Applicants for Enlistment (NAVMC 536, Administrative Remarks (NAVPERS 1070/613) or Letter of Certification, if applicable.) |

Functional Category: Personnel/Organization Management

Assessable Unit: Student File Data (ID Card Custody/Issuance)

<u>REFERENCE</u>	<u>GUIDING DIRECTIVES</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	CNET P1533/3	NROTC Administrative Manual

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
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1. ID card issue:

Ref (a) par 2.9j	a. Are DD 2N (Reserve) ID cards issued to all Navy option scholarship midshipmen?	
---------------------	---	--

	b. Are DD 2MC (Reserve) ID cards issued to all Marine Corps option scholarship midshipmen?	
--	--	--

Ref (a) par 3.4h	c. Are DD 2N (Reserve) ID cards issued to College Program students in their last 2 years of training?	
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Functional Category: Support ServicesAssessable Unit: Dental Record

<u>REFERENCE</u>	<u>GUIDING DIRECTIVES</u>	<u>SUBJECT OF DIRECTIVES</u>
(a)	CNET P1533/3	NROTC Administrative Manual

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 6.8e	1. Dental Record	

LEFT SIDE:

- a. Dental X-rays  
(Seniors Only)
- b. Report of Dental Exam (DD 2480) (Seniors Only)
- c. Privacy Act Statement (DD 2005) (signed)
- d. Record of Disclosure - Privacy Act of 1974 (OPNAV 5211/9)

Functional Category: Support Services

Assessable Unit: Medical Record

<u>REFERENCE</u>	<u>GUIDING DIRECTIVES</u>	<u>SUBJECT OF DIRECTIVE</u>
(a)	CNET P1533/3	NROTC Administrative Manual

<u>REFERENCE</u>	<u>REQUIREMENTS</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 6.8d	1. Medical Records (required for Scholarship and College Program (advanced standing) students)  a. Are the following forms contained in the Medical Records?	

LEFT SIDE:

Ref (a) par 6.8 d(1)	(1) <u>Immunization Record (SF 601)</u> , as need arises. PHS 731 if available
----------------------------	--

Ref (a) par 6.8 d(2)	(2) Report of Medical Examination, DD 2351 (entry physical) (example 6-2) or SF88 (pre- comm physical) (example 6- 5). All scholarship and college program (advanced standing) should have entry physical paperwork. <u>All</u> seniors should have pre- comm physical screening. Some communities do require seniors to have pre-comm physical paperwork. (i.e. aviation, SPECOPS, SPECWAR, SUBS)
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<u>REFERENCE</u>	<u>REQUIREMENT</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 6.8 d(3)	(3) <u>Report of Medical History (DD 2492)</u> (entry physical). Examples 6-3, 6-3A, and 6-4 pertain to College Program (basic standing) physicals. SF-93 is for pre-comm physical (example 6-2).	
Ref (a) par 6.8 d(4)	(4) <u>Record of Occupational Exposure to Ionizing Radiation (NAVMED 6470/10)</u> , when required if midshipman has been exposed to ionizing radiation.	
Ref (a) par 6.3 & par 6.8 d(5)	(5) <u>NROTC Annual Physical Condition Certificate (CNET 6220/8)</u> (example 6-6)	
Ref (a) par 6.3	(a) Is the form completed annually in fall prior to the first PRT? (Students who have just been found physically qualified shall not be required to prepare the form for that year.)	
	(b) Have seniors and 5th year students completed this form again during the spring term immediately prior to graduation? (Article 15-28, Manual of the Medical Department)	

<u>REFERENCE</u>	<u>REQUIREMENT</u>	<u>INSPECTOR COMMENTS</u>
Ref (a) par 6.3b & c	(c) In the event a student answers "yes" to questions 1 through 4 has the PNS reviewed the form? Based on PNS' experience did he/she verify that the student most probably would remain PQ for the program? (If there is any doubt as to the severity of injury or a prescription that could or would be disqualifying for commissioned service, was BUMED 25 contacted?)	
Ref (a) par 6.8 d(6)	(6) <u>Abstract of Service and Medical History (NAVMED 6150/4)</u> (as need arises)	
Ref (a) par 6.8 d(7)	(7) <u>Privacy Act Statement - Health Care Records (DD 2005)</u> (signed (example 6-7)). Is the form signed, dated, and social security number included?	
Ref (a) par 6.8 d(8)	(8) <u>Record of Disclosure - Privacy Act of 1974 (OPNAV 5211/9)</u> (example 2-25)	
	<u>RIGHT SIDE:</u>	
Ref (a) par 6.8d	(1) <u>Chronological Record of Medical Care (SF 600)</u> , as need arises	

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NROTC COMMAND INSPECTION REPORT  
(SAMPLE FORMAT)

FUNCTIONAL CATEGORY: Personnel/Organization Management

ASSESSABLE UNIT: Midshipmen Personnel Actions (Review Boards)

REFERENCE: (a) CNET P1533/3

FINDING:

1. Several students were not notified in writing at least 7 days prior to convening of a Board of Review.

DISCUSSION:

1. Reference (a), paragraph 7.6b(3), requires all parties concerned to be notified in writing at least 7 days prior to convening of a Board of Review. Two students were notified 4 days prior to convening of the board and one student was notified in writing the same day the board convened. The students did not waive the 7-day requirement.

RECOMMENDATION:

N01-03. That NROTC Unit, University of Anywhere, ensure students are notified in writing 7 days prior to convening of a Board of Review.

NROTC INSPECTION REPORT  
(FORMAT FOR FOLLOW-UP REPORT)

FUNCTIONAL CATEGORY: Personnel/Organization Management

ASSESSABLE UNIT: Midshipmen Personnel Actions (Review Boards)

REFERENCE: (a) CNET P1533/3

FINDING:

1. Several students were not notified in writing at least 7 days prior to convening of a Board of Review.

DISCUSSION:

1. Reference (a), paragraph 7.6b(3), requires all parties concerned shall be notified in writing at least 7 days prior to convening of a Board of Review. Two students were notified 4 days prior to convening of the board and one student was notified in writing the same day the board convened. The students did not waive the 7-day requirement.

RECOMMENDATION:

N01-03. That NROTC Unit, University of Anywhere, ensure students are notified in writing 7 days prior to convening of a Board of Review.

=====

IMPLEMENTATION STATUS REPORT (FORMAT)

N01-03. The form documenting board notification has been modified to ensure students are notified at least 7 days prior to the board or that the student waives the 7-day requirement. In addition, all counselors were reminded of the 7-day notification requirement.

APPENDIX A  
NAVAL SERVICE TRAINING COMMAND  
PHYSICAL SECURITY SURVEY CHECKLIST FOR NROTC UNITS

The purpose of this checklist is to provide NROTC unit security officers and management personnel with guidelines for evaluating the adequacy of overall security programs. This checklist is not intended to be all-inclusive. The checklist is taken from OPNAVINST 5530.14C, with deleted portions not applicable to NROTC units.

UNIT BEING SURVEYED

UIC

Each unit shall conduct physical security self-surveys at least annually. Units will maintain Physical Security Surveys for 3 years. The Physical Security Survey need only address AA&E and Navy equipment to include Memorandums of Understanding (MOUs) with the university.

1. Answer each question with a "YES" or "NO" or "N/A" as appropriate.
2. If a requirement is applicable but a waiver or exception has been approved or requested, check the "N/A" column and make reference to the approving authority or requesting document, including the waiver or exception number.
3. "REF" column in checklist refers to paragraphs/appendices contained in OPNAVINST 5530.14C, unless otherwise indicated.

CHAPTER 1  
INTRODUCTION

REQUIREMENTS

INSPECTOR COMMENTS  
YES NO N/A REF

- |   |      |
|---|------|
| 1. Is a security officer designated in writing?                       | 0110 |
| a. Inclusion in a notice designating collateral duties is sufficient. |      |
| b. Is the designated security officer of appropriate rank?            |      |

REQUIREMENTS

INSPECTOR COMMENTS  
YES NO N/A REF

- |   |                |
|---|----------------|
| 2. Are appropriate waivers and exceptions approved and on file for all physical security deficiencies that cannot be readily corrected? | 0124<br>App IV |
| 3. Does the NROTC unit have a copy of OPNAVINST 5530.14C?   |                |

CHAPTER 2  
SECURITY PLANNING

REQUIREMENTS

INSPECTOR COMMENTS  
YES NO N/A REF

- |  |              |
|--|--------------|
| 1. Does the NROTC unit have a current physical security plan (PSP) or is the physical security plan included in staff regulations? | 0200<br>0201 |
| 2. Is liaison with local law enforcement agencies maintained regarding local threat?   | 0211         |
| 3. Are physical security surveys of the unit conducted per OPNAVINST 5530.14C?   | 0117         |

CHAPTER 3  
SECURITY MEASURES

REQUIREMENTS

INSPECTOR COMMENTS  
YES NO N/A REF

- |  |      |
|--|------|
| 1. Is the Security Officer POC for MLSR's?   | 0303 |
| 2. Do all unit personnel participate in the Security program by reporting known MLSR reportable government property to the security officer? |      |

REQUIREMENTS

INSPECTOR COMMENTS  
YES NO N/A REF

- |  |                       |
|--|-----------------------|
| 4. Are security measures in effect to protect arms, ammunition, and explosives?                        | OPNAVINST<br>5530.13B |
| 5. Do all security containers, vaults, and strong rooms conform to standards?                          | 0326                  |
| 6. Does the unit have an effective after hours/weekends restricted area(s) security check?             | 0327                  |
| 7. Are results of unsatisfactory security checks promptly reported to the NROTC unit security officer? | 0327                  |

CHAPTER 4  
THE SECURITY FORCE

REQUIREMENTS

INSPECTOR COMMENTS  
YES NO N/A REF

1. Does the NROTC unit have a MOU with the campus police for security of their assigned areas within the college campus?
2. Are weapons stored per OPNAVINST 5530.13B?

CHAPTER 5  
PERSONNEL AND VEHICLE MOVEMENT CONTROL

The pass and badge identification system is not applicable for NROTC units due to the small amount of assigned personnel. Personal recognition is the best form of security and should be employed by all NROTC units. Personnel finding unauthorized individuals within the NROTC unit should contact the security officer and the campus police.

REQUIREMENTS

INSPECTOR COMMENTS  
YES NO N/A REF

1. Are procedures in effect requiring the continuous checking of government vehicle trip tickets for off campus use?

CHAPTER 6  
BARRIERS AND OPENINGS

Chapter 6 of OPNAVINST 5530.14C is not applicable for NROTC units. Since all NROTC units are located within a college or university campus, the barriers and openings are not controlled by the Department of the Navy or any other government agency. All outer perimeter security is controlled by campus police.

CHAPTER 7  
PROTECTIVE LIGHTING

Chapter 7 of OPNAVINST 5530.14C is not applicable for NROTC units. Since all NROTC units are located within a college or university campus, the barriers and openings are not controlled by the Department of the Navy or any other government agency. All outer perimeter security is controlled by campus police.

CHAPTER 8  
INTRUSION DETECTION SYSTEMS

Refer to the Assessable Unit "Explosive Safety" of this instruction for the Explosive Safety checklist.

CHAPTER 9  
PART 1  
SECURITY EDUCATION AND TRAINING

REQUIREMENTS

INSPECTOR COMMENTS  
YES NO N/A REF

1. Does the unit have a current employee security education program addressing physical security and loss prevention measures?	0900
2. Are all newly assigned personnel presented security indoctrination?	0900

REQUIREMENTS

INSPECTOR COMMENTS  
YES NO N/A REF

- |   |      |
|---|------|
| 3. Is refresher security training provided to ensure personnel remain mindful of and proficient in meeting their security responsibilities? | 0900 |
| 4. Is training documented?  |      |

CHAPTER 9  
PART 2  
SECURITY FORCE TRAINING

Security force training is not applicable for NROTC units. All physical security guards and law enforcement functions are performed by civilian campus police.

CHAPTER 10  
SECURITY FORCE COMMUNICATIONS

Since the NROTC units have no security force as described in OPNAVINST 5530.14C, this chapter is not applicable to NROTC units.

SECURITY DEVICES AND EQUIPMENT

Security devices are not applicable to NROTC units as described in OPNAVINST 5530.14C. All physical security and law enforcement devices are used and maintained by civilian campus police.

INSPECTION GUIDE FOR PHYSICAL SECURITY

REQUIREMENTS

INSPECTOR COMMENTS  
YES NO N/A REF

1. Do the command's orders and directives cover all applicable aspects of security operations as outlined in OPNAVINST 5530.14C?  
Please comment: