

as of: 1 September 2015

**BRIGADE HEADQUARTERS  
ORGANIZATIONAL INSPECTION PROGRAM  
PERSONNEL AND ADMINISTRATION DIRECTORATE CHECKLIST**  
For use of this form, see CDT CMD Reg 145-8-4; the proponent agency is ATCC-PA

<b>BRIGADE</b> _____	<b>DATE</b> _____
<b>BRIGADE REPRESENTATIVE(S)</b> _____	
<b>INSPECTOR(S)</b> _____	

Revised Date: 8 Sep 15

**CADET ACTIONS AND STANDARDS**

ITEM	YES	NO	N/A
<b>1. Cadet Asset Inventory and "F Status" Report</b>			
a. Is the CAI conducted IAW CCR 145-12 Chapter 3? (Two times in a school year 15 October and 15 February)			
b. What schools if any did <u>NOT</u> complete the CAI? Why?			
c. Has the brigade provided HQ Cadet Command, G1 with an update of the CAI completion status IAW CCR 145-12?			
d. Does the Brigade have any battalions with Cadets pending disenrollment (F Status) for 6 months or longer? How many Cadets have been in F status more than 180 days?			
e. If "d" is yes, is the Brigade taking positive action to assist the ROTC program(s) concerned in resolving those that are out of tolerance?			
<b>2. Are Cadet actions reviewed IAW the criteria established in AR 145-1 and CC Pam 145-4, including Leaves of Absence (LOA) Requests? (AR 145-1, para 3-38, 3-48; and CC Pam 145-4, Section II Chp 4-4)</b>			
a. Verify that LOA requests contain proper supporting documentation IAW CC Pam 145-4, Chp 04 and routed IAW " <i>Support Documentation for Cadet Actions Matrix</i> ."			
b. When approving an LOA, does the Brigade Commander ensure the statutory age requirement (scholarship Cadets must not be 31 on the last day of year of commission) is met because of delay in the commissioning date? Or that an age waiver has been submitted to CG, USACC for approval, if appropriate, for non-scholarship Cadets?			
c. Has Brigade Commander exceeded his/her authority to authorize an LOA not to exceed 2 years for students enrolled in internship, off-campus studies (to include study abroad), or other academic studies required by the academic institution to obtain a baccalaureate degree?			
d. Are the beginning and ending dates of the LOA clearly stated in the request?			
e. Are the beginning and ending dates reflected accurately on the CRB?			
<b>3. Probation Requests (CC Pam 145-4, para 4-5 and App B).</b>			
a. Verify that Probation requests contain proper supporting documentation IAW CC Pam 145-4 para 4-5, and routed IAW " <i>Support Documentation for Cadet Actions Matrix</i> "			
b. If the request for probation was disapproved, did the return endorsement to the battalion contain instructions to initiate termination of the scholarship or disenrollment, as appropriate?			
c. Are Brigades monitoring battalions to ensure CCIMM 2.0 is updated on Cadets actioned on at their level?			
<b>4. Cadet Actions (Waivers and ETPs)</b>			
a. Are all actions being submitted as early as possible to enable a timely decision (Usually within 30 days after gathering all source documents)?			

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b. Brigades will provide waivers completed during the last quarter. Are any of these actions late?			
c. Are Brigade S1s submitting the Quarterly Brigade Summary to Cadet Command Headquarters, Cadet Action Approvals/Disapproval by Brigade?			
<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>5. Age Waivers</b>			
a. Is the Brigade Commander reviewing and submitting for approval by CG USACC age waivers (If Applicable) for non-scholarship applicants between 35 and 39 years old at projected time of commissioning?			
<b>6. Civil Conviction Waivers</b>			
a. Is Brigade Commander approving minor non-traffic civil conviction waivers where the fine is more than \$250?			
b. Is Brigade Commander approving minor traffic civil conviction waivers when the fine is more than \$250?			
<b>7. Medical Waivers</b>			
a. Is the Brigade Commander endorsing medical waivers in accordance with the Commanding General's directive?			
b. Does the medical waivers contain a CC-131 and endorsement from the PMS?			
<b>8. Medical Determinations</b>			
a. Is the Brigade requesting a medical leave of absence for Cadets in accordance with AR 145-1, if applicable?			
b. Is the Brigade Commander endorsing medical determinations in accordance with the Commanding General's directive?			
c. Does the medical determinations contain a CC-131 and endorsement from the PMS?			
<b>9. Disenrollments</b>			
a. Is the S1 reviewing disenrollment actions to ensure compliance with AR 145-1 and CC Pam 145-4?			
b. Is the S1 submitting disenrollment actions to DCS, G1 through ACA as early as possible to enable a timely decision?			
c. Is the brigade S1 utilizing Blackboard to access ACA training modules to assist ROTC programs in processing disenrollment actions?			
d. Is the S1 tracking and ensuring the Battalion HRAs are resubmitting actions that have been returned for deficiencies?			
<b>10. Miscellaneous</b>			
a. Is the S1 ensuring compliance with the Army Directive 2015-15 (Professional Development Training for Senior Reserve Officers' Training Corps Cadets)?			
b. Successful completion of CPDT that cadets have voluntarily accepted an assignment to is a prerequisite for commissioning. Is the S1 ensuring that ROTC programs identify those Cadets who have not completed the required training for possible waiver or disenrollment?			
c. Within 60 days of contracting, all contracted SROTC Cadets will have a security investigation initiated and possess a CAC card prior to attending Cadet Summer			

