

**ANNUAL GENERAL INSPECTION RUBRIC  
2021 PANDEMIC EDITION**

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

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

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<b>17. Brigade/State Events</b>	Based on participation in State or Brigade events listed on slide in Bn Staff Brief
4 - Superior	Unit has cadets who participated in at least five of the listed virtual events
3 - Excellent	Unit has cadets who participated in at least three of the listed virtual events
2 - Satisfactory	Unit cadets have participated in fewer than three of the listed virtual events
<b>18. Miscellaneous Events</b>	Refers to events hosted by the battalion or not covered under State/Bde Events
4 - Superior	Cadets have participated in at least three battalion events since FEB 2020
3 - Excellent	Cadets have participated in at least two battalion events since FEB 2020
2 - Satisfactory	Cadets have participated in fewer than two battalion events since FEB 2020
<b>19. Training Schedules</b>	Provide a file of Training Schedules since FEB 2020.
4 - Superior	Training Schedules done in the correct format, available for at least half the weeks since FEB 2020
3 - Excellent	Training Schedules done in any format, available for at least half the weeks since FEB 2020
2 - Satisfactory	Training Schedules not available for more than half the weeks since FEB 2020
<b>20. Curriculum</b>	Shows use of the CACC Curriculum and involvement of cadets in conducting training
4 - Superior	Unit has taught from at least five of the listed areas of CACC Curriculum AND cadets have conducted at least 25% of the training
3 - Excellent	Unit has taught from at least three of the listed areas of CACC Curriculum AND cadets have conducted at least 10% of the training
2 - Satisfactory	Unit is not conducting CACC Curriculum based training due to the Pandemic or no cadets are involved in training
<b>21. Briefing</b>	Bn Staff conducts briefing including command planning, unit strength, unit activities, and lessons learned/challenges
4 - Superior	Briefing is superior
3 - Excellent	Briefing is excellent
2 - Satisfactory	Briefing is satisfactory or staff was unable to conduct briefing with slides provided
<b>22. Demonstrated Leadership</b>	Commander and Staff show they are actively involved in running the unit
4 - Superior	Cadets are clearly in command of the unit, involved in all aspects of decisions, training, and planning
3 - Excellent	Cadets are partially in command of the unit, involved in some aspect of decisions, training, and planning
2 - Satisfactory	Cadets don't show involvement in command or running of the unit
<b>23. Professional Demeanor</b>	Commander and Staff relate to inspectors with a professional demeanor
4 - Superior	Cadets maintain a professional demeanor throughout the inspection
3 - Excellent	Cadets maintain a mostly professional demeanor throughout the inspection
2 - Satisfactory	Cadets don't show a professional demeanor
<b>24. Cadets in Applied Leadership</b>	Refers to the PowerPoint slide in Bn Staff Briefing as briefed by XO
4 - Superior	Cadets fulfilling 8 of the 12 leadership functions listed
3 - Excellent	Cadets fulfilling 5 of the 12 leadership functions listed
2 - Satisfactory	Cadets participating in fewer than 5 of the 12 leadership functions listed