

BFI: Brigade Formal Inspection

Our Goal: 600

Uniform

Torch on lapel: Torch of Knowledge

Yellow cord and star: Signifies honor unit with distinction

Measurements

Yellow Star 1/8 inch above nameplate, centered

Nameplate ¼ inch below top of right pocket

Ribbons 1/8 inch above left pocket

Eagle/Torch Awards ¼ inch below top of right pocket next to nametag

LET level and company 1/2 inch centered on collar of white shirt

Blouse coat collar insignia 5/8 inch and centered on collar of white shirt

Medals ¼ inch below top of left pocket

Tie 3 inches maximum from top of belt

Sam Browne Belt for officers; all cadets wear “West Point-Style” pants with stripe

Know what you did to achieve Eagle and Torch awards if you have them.

Know your ribbons Use the attached sheet to check off all the ribbons you have. Then verify they are in the correct order on your blouse coat (ask your superiors if you have any confusion about this). Memorize what each ribbon means on your blouse coat

Know military ranks to address inspectors If an officer, address as Sir or Ma’am. If not, address as their rank.

Know the different colors of cords and the activities they are associated with.

General Knowledge

STA is in the 3rd Brigade.

School was founded in 1885 by Archbishop Ireland.

Be able to say why you are attending STA, what you like about it, what your goals for next year are, and what activities you are currently participating in. Know your current GPA.

Know the Chain of command: this is from you, to your squad leader, to your platoon leader, to your company leadership, all the way on up to the president.

CHAIN OF COMMAND (Jan 6, 2011)

Commander in Chief of the Armed Forces _____ President Barack H. Obama
Secretary of Defense _____ Honorable Robert M. Gates
Secretary of the Army _____ Honorable Dr. John McHugh
Chief of Staff, US Army _____ General George W. Casey Jr.
CG, US Army TRADOC _____ General Martin E. Dempsey
CG, Accession Command _____ Lieutenant General Benjamin Freakley
CG, US Army Cadet Command _____ Major General James M. McDonald
CDR, US Army JROTC _____ Colonel John V. Vanderbleek
CDR, 3rd Brigade _____ Colonel Sharon L. Wisniewski
Headmaster, Saint Thomas Academy (MI) _____ Dr. Thomas Mich
Commandant of Cadets/Senior Army Instructor LTC. (Ret) Michael P. DePuglio
Brigade Commander, STA Cadet Corps _____ C/ COL Dylan C. Thomas

Blue Battalion _____ C/LTC Daniel P. Furth
A Company _____ C/ MAJ Connor J. Farley
B Company _____ C/ MAJ Augustine R. Braddock
C Company _____ C/ MAJ Jack O. Edgerton
Gold Battalion _____ C/LTC Nicholas M. DeVetter
D Company _____ C/ MAJ Lucas J. Marks
E Company _____ C/ MAJ Ryan G. McManus
F Company _____ C/ C MAJ Zachary E. Schroeder
White Battalion _____ C/LTC Jordan R. Kruger
Honor Guard _____ C/ MAJ Kevin P. Mealy
Band _____ C/ MAJ Timothy J. Schoen

Platoon/ Section Leader _____

Squad Leader _____ ASL/Team Leader _____

PRINCIPLE STAFF OFFICERS

Brigade Executive Officer (XO) _____ C/LTC Alan D. Reid
Chief of Staff _____ C/LTC Madison P. Whalen
Adjutant (S1) _____ C/ MAJ David A. Miller
Assistant Adjutant (AS1) _____ C/ CPT Matthew J. Johnson
Technology Officer (S2) _____ C/ MAJ Andrew T. Nguyen
Operations Officer (S3) _____ C/ MAJ Charles J. Steveken
Logistics Officer/ Mentorship Officer (S4) _____ C/ MAJ Dillon P. Farley
Public Relations Officer (S5) _____ C/ MAJ Benjamin J. Rascher
Brigade Special Projects Officer _____ C/MAJ Matthew D. Schreier
Command Sergeant Major _____ C/CSM Daniel L. Martine

COMPANY INFORMAL CHAIN OF COMMAND

Company Executive Officer (XO) _____
First Sergeant (1SG) _____ Platoon Sergeant (PSG) _____

GENERAL JROTC INFORMATION

Saint Thomas Academy (MI) is located in the THIRD BRIGADE of the US ARMY CADET COMMAND and is classified as a MILITARY INSTITUTE.

JROTC is the acronym for Junior Reserve Officers Training Corps.

HISTORY OF ROTC

Military training in civilian institutions was initiated in 1819 at Norwich University by Captain Alden Partridge. The Morrill Act of 1862 provided grants of land, and further financial support, for colleges that would offer military training along with agricultural and mechanical fields of study. The “ St. Thomas Seminary Military Battalion” was founded in 1890. The military program came under the supervision of the U.S. Army in 1906. STMA was a charter member of the U.S. Army ROTC program established by the National Defense Act of 1916. ROTC is currently governed by the ROTC Vitalization Act of 1964

JROTC MISSION STATEMENT

“TO MOTIVATE YOUNG PEOPLE TO BE BETTER CITIZENS”.

OBJECTIVES OF THE JUNIOR ROTC PROGRAM

1. Appreciation of the ethical values and principles that underlie good citizenship including; integrity, responsibility, and respect for duly constituted authority.
2. Development of leadership potential with the abilities to live and work cooperatively with others.
3. Ability to think logically and to communicate effectively, both orally and in writing.
4. Familiarity with the history, purpose, and structure of the military services with emphasis on the accomplishments of the United States Army.
5. Knowledge of the educational and vocational opportunities offered by the United States Army and development of the basic skills necessary to function as a member of a team.
6. Appreciation of the importance of physical fitness in maintaining good health.
7. Appreciation of the importance of graduating from both high school and college.

BRIGADE FORMAL INSPECTION

Brigade Formal Inspection (BFI) occurs every spring for a half day. An inspection team from the 3rd Brigade ROTC region, arrives to inspect the STA Brigade and evaluate its Command, Staff, and Cadets.

Honor Unit with Distinction:

A unit that has demonstrated exceptional performance in all areas of program operation, as determined by CG, USACC, and designated in permanent orders. Value of “Honor Unit With Distinction” (Gold Star): Any such unit may nominate up to three honor graduates for appointment to each of the service academies each year the cadet corps receives the rating.

CORRECT ACTION WHEN ADDRESSED BY AN INSPECTING OFFICIAL:

If not already at the position of attention, assume that posture and reply:

“SIR” or “MA’AM” or “SERGEANT” (as appropriate) and answer the question in a clear, firm voice. DO NOT SHOUT. Repeating the question ensures that you understand the question and gives you a second to think of the correct response. If the answer is unknown, then state “SIR” or “MA’AM” or “SERGEANT” “I do not know, but I will find out.”

GENERAL INFORMATION ON LET SUBJECTS

1. Unit leaders (Team, Squad, Platoon, and Company) should be able to state the number of cadets assigned, present, and give the disposition of those absent.

2. Cadet Challenge/President's Physical Fitness Program

A. Cadet Challenge is comprised of the following events:

1. Curl-ups
2. Pull-ups
3. V-sit Reach
4. One-mile Run/walk
5. Shuttle Run

B. 60% in all events is necessary to earn Physical Fitness Ribbon (N-2-2)

3. Drill and Ceremony

A. Three types of formation:

1. Line
2. Column
3. File

B. Normal Marching Cadence (Quick Time, MARCH) is 120 steps per minute. Double Time Cadence (Double Time, MARCH) is 180 steps per minute.

C. At the command, EYES, RIGHT, all men, except the right column, turn head and eyes 45 degrees to the right.

D. What is the proper action for all cadets in the vicinity of the flag when it is being raised and lowered?

3. Stop, stand at attention, and salute the colors.

E. How many steps in front of the platoon does the platoon leader stand while conducting drill?

4. Six steps

F. Where does the squad leader stand while marching a squad?

5. The squad leaders post three steps to the left and centered on his squad.

4. Leadership

- A. Leadership is the process of influencing others to accomplish the mission by providing purpose, direction, and motivation.
- B. The two responsibilities of the leader, in order of importance:
 - 1. Accomplish the mission
 - 2. Welfare of subordinates
- C. What are the three styles of leadership?
 - 1. Directing
 - 2. Participative
 - 3. Delegative.
- D. The four elements of a leadership problem are
 - 1. Leader
 - 2. Led
 - 3. Situation
 - 4. Communication
- E. Leadership characteristics are those personality traits most commonly displayed by an effective leader.
- F. What are the three problem solving steps?
 - 1. understand the problem
 - 2. select a strategy/solve
 - 3. look back, check answer
- G. What does FINDS stand for?
 - 1. Figure out the problem
 - 2. Identify possible solutions
 - 3. Name pros and cons of each choice
 - 4. Decide which choice is best and act on it
 - 4. Scrutinize the decision
- H. What is delegation?
 - Problem-solving authority given to a subordinate, teammate, or group of followers.

5. Marksmanship

- A. The three firing positions used in the STA qualification course are
 - 1. Prone
 - 2. Kneeling
 - 3. Standing
- B. The following scores qualify cadets for the given awards:
 - 1. Marksman: 110-129
 - 2. Sharpshooter: 130-219
 - 3. Expert: 220-300
- C. The word BRASS is an acronym for Breathe, Relax, Aim, Sight, Squeeze

6. Flag Etiquette

- A. When saluting during "The Star Spangled Banner", you are saluting the nation.
- B. The colors of the United States Flag are:
 - 1. Red: hardiness and valor
 - 2. Blue: vigilance, perseverance and justice
 - 3. White: purity

7. JROTC Basics

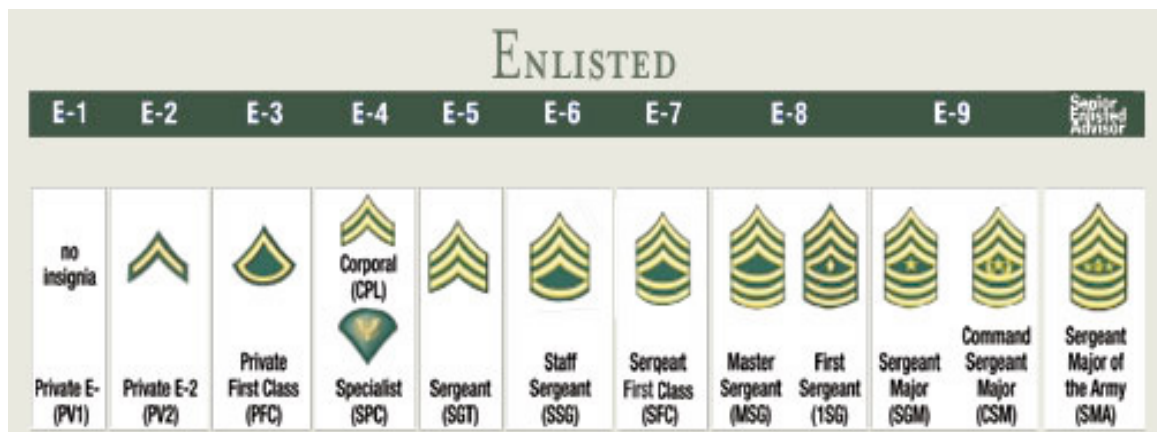
- A. The key to success in the JROTC program is TEAMWORK.
- B. Teamwork is working together to complete an assigned task on time with good results.
- C. Being a good leader includes being a good follower.
- D. The correct name for the JROTC Torch is The Corps Insignia

















MINIMUM BASIC KNOWLEDGE REQUIRED OF EACH CADET

Individual chain of command:

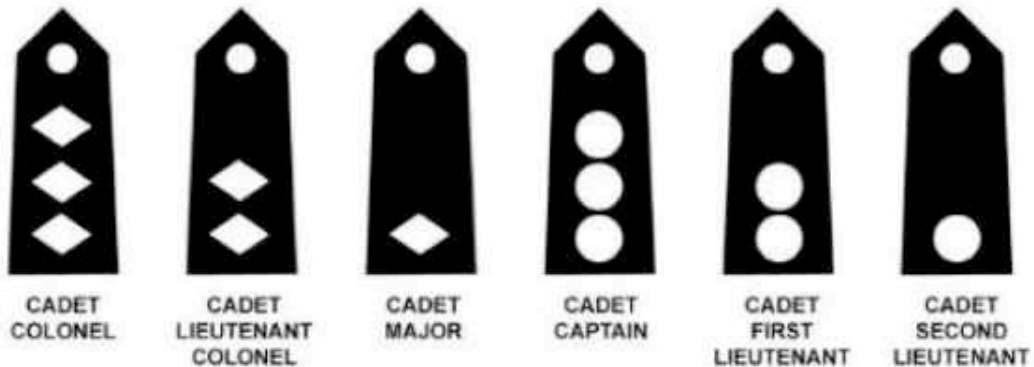
Company Commander	C/MAJ	_____
Unit Executive Officer	C/CPT	_____
First Sergeant	C/1SG	_____
Platoon/Section Leader	C/1LT	_____
Platoon Sergeant	C/MSG	_____
Squad Leader	C/SFC	_____
Team Leader	C/SSG	_____

Cadet officers and NCOs must be able to conduct close order drill for their unit and know the leadership responsibilities up to one level above their currently assigned duty position.

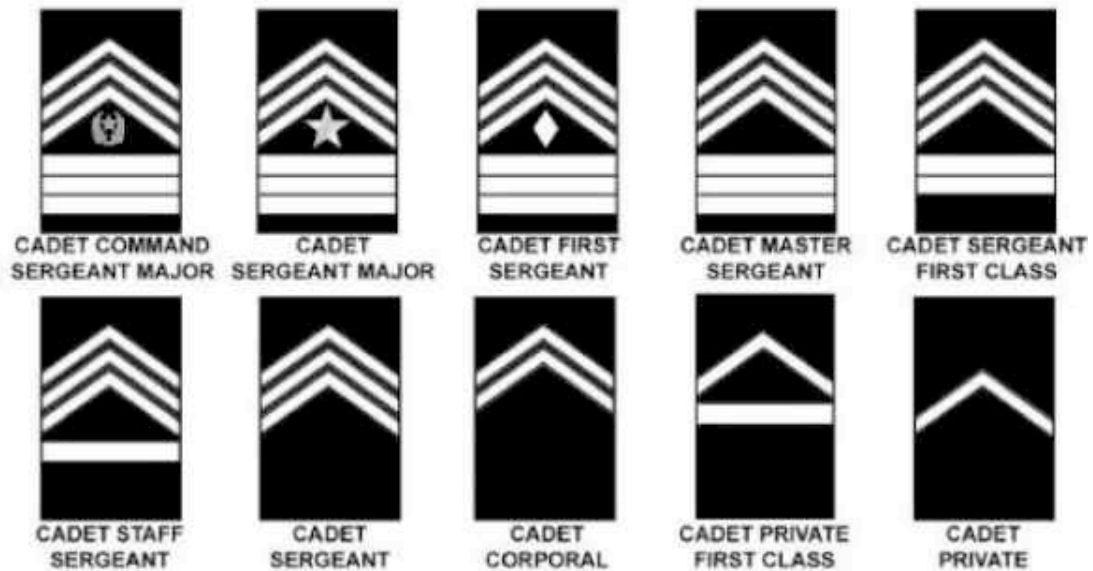


W-1		W-2		W-3		W-4		W-5													
	Warrant Officer (WO1)		Chief Warrant Officer (CW2)		Chief Warrant Officer (CW3)		Chief Warrant Officer (CW4)		Chief Warrant Officer (CW5)												
OFFICER																					
O-1		O-2		O-3		O-4		O-5		O-6		O-7		O-8		O-9		O-10		SPECIAL	
	Second Lieutenant (2LT)		First Lieutenant (1LT)		Captain (CPT)		Major (MAJ)		Lieutenant Colonel (LTC)		Colonel (COL)		Brigadier General (BG)		Major General (MG)		Lieutenant General (LTG)		General (GEN)		General of the Army (GA)

INSIGNIA OF GRADE FOR
CADET OFFICERS



INSIGNIA OF GRADE FOR
CADET ENLISTED PERSONNEL



BFI “PRE - INSPECTION” CHECKLIST

UNIFORM

1. Recently dry-cleaned.
2. Clean and wear “best set” of pants.
3. Free of spots and/or ink stains.
4. Trousers — hemmed to correct length & holes sewn.
5. Shirt— clean and pressed.

HYGIENE

1. Fresh haircut — 1-3 day prior
2. Close Shave
3. Hands — free of ink and writing.
4. Nails—short, free of dirt.
5. Shower

SHOES

1. For Leather shoes - highly shined, entire shoe not just toe.
2. For “Patton Leather” — free of scuff marks
3. Both — edge dressing around shoe, free of dirt.
4. Tied — correctly and snug.

BRASS

1. Free of tarnish
2. Wipe clean Company and LET Level
3. Belt buckle — free of scuff marks and “green residue”.

AWARD S

1. Placed correctly and aligned correctly on the uniform.
2. Name tag — free of ink.
3. Gold Star — make sure you have.
4. Yellow Rope — make sure you have.
5. Officers — Sam Browne belt — must have.

KNOWLEDGE

1. Know both Cadet and Army rank.
2. Know what everything on your uniform stands for.
3. Know Chain of Command.
4. Know LET Appropriate Curriculum Questions.

IF YOU HAVE COMPLETED THESE ITEMS - YOU ARE BFI READY!

“To have striven, to have made the effort, to have been true to certain ideals – this alone is worth the struggle.” William Pen