



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

COMDTMIDNINST 5040.2A
1 Sep 98

COMDTMIDN INSTRUCTION 5040.2A

From: Commandant of Midshipmen

Subj: COMPANY ASSESSMENT PROGRAM

Encl: (1) Inspection Checklists
(2) Seabag Checklists
(3) Room Inspection Grading Sheets

1. Purpose. To assess the effectiveness and efficiency of companies in the Brigade of Midshipmen, and assign responsibility for inspections under the Company Assessment Program.

2. Cancellation. COMDTMIDNINST 5040.2

3. Background. Assessment is a function of command. Inspections and evaluations are used to ensure the readiness, effectiveness, and efficiency of individual units within the command.

4. Policy

a. The Company Assessment Program provides for inspections of vital functions, records, and procedures as they exist in daily use.

b. Inspections are conducted by subject matter experts who are members of the Regimental and/or Brigade Staffs.

c. Companies will be inspected in accordance with this instruction and such other procedures as the Commandant may prescribe. Analysis of trends based on these measures provides inspectors and commanders quantitative information on effectiveness over time. Such data is essential in determining performance, identifying systemic problems and assessing the inspection system.

d. Regimental Commanders will control, within the policy and procedural guidelines contained in this instruction, their inspections, scheduling of inspections, and the scope of the inspections. They will conduct only those inspections necessary for management oversight and eliminate or consolidate inspection requirements whenever possible.

1 Sep 98

e. Reports of findings by other evaluation authorities may be accepted for appropriate company inspection areas.

f. Regimental Commanders may provide for surprise inspections within their inspection programs. Such inspections should be substituted for the next regularly scheduled inspection, or portion thereof, unless deficiencies indicate a need for reinspection.

g. Inspecting officials will make formal reports of inspections of any type. Reports should identify the scope and methodology used to achieve the inspection objectives. Any limitations on the scope of the inspection should be noted. The report should contain justification for conclusions. Regimental Commanders will ensure findings and recommendations of significance or interest to the inspecting or higher authority are contained in inspection reports. Lack of data from subordinates may preclude higher authority from identifying systemic problems.

h. Regimental Commanders will follow up on the status of recommendations resulting from previous inspections, audits and evaluations as a part of a command inspection. On occasion, follow-up may include on-site reinspection.

i. Regimental Commanders will establish a follow-up system as part of their inspection program to ensure approved recommendations are carried out by responsible authorities.

j. A Commandant of Midshipmen Notice will be published each semester promulgating the inspection schedule. Companies will be inspected once per academic semester. Inspections will not begin prior to twenty (20) days after the Reform of the Brigade.

5. Action

a. The Regimental Commanders will exercise overall coordination of the Company Assessment Program, as directed by the Deputy Commandant. In carrying out this function, the Regimental Commanders will:

(1) Conduct inspections, area visits, surveys, and investigations throughout the Brigade.

(2) Conduct follow-up. Track systemic problems reported by lower unit commanders to ensure appropriate action is taken by Company Commanders.

(3) If necessary, request the aid of the Brigade Chief of Staff (COS) in conducting inspections. Should this occur, the Brigade COS will head an independent inspecting party consisting of members of the Brigade Staff.

b. Battalion Commanders will:

(1) Establish inspection programs and conduct inspections within their commands under the policies and procedures contained here including development of performance measures/measures of effectiveness.

(2) Consolidate and submit to the Regimental Commanders by the second week of each semester a projected schedule of inspections of subordinate commands for the following semester. Copies of subsequent changes or modifications to schedules will be provided to the Regimental Commanders.

(3) Submit newly proposed or modified inspection requirements to the Regimental Commanders for coordination and inclusion in the yearly turn-over brief.

c. Company Commanders will:

(1) Review inspection requirements under their cognizance to consolidate and reduce administrative requirements.

(2) Submit newly proposed or modified inspection requirements to the Regimental Commanders for coordination and review with appropriate commanders.

6. Procedures. Company Inspections will be conducted according to the following guidelines:

a. Three days prior to the inspection, the company will be contacted by the Regimental Executive Officer to coordinate the formal details of the inspection. Inspections will last no longer than three days.

b. Company administrative and accountability procedures will be inspected using enclosure (1).

c. On the morning of the inspection, the Company Commander will receive a list of midshipmen selected for the seabag inspection. Enclosure (2) will specify the uniform items to be inspected. 10 midshipmen from each class will participate in the seabag inspection. Seabag inspection and administrative inspection do not have to occur at the same time.

d. Class "B" room inspections will be conducted randomly each day of the inspection period between 0700 and close of business. A class "A" room inspection also will be held during the inspection period. Results of room inspections will be recorded on the appropriate chit in enclosure (3).

e. Battalion Executive Officers will be responsible for assessing a company's adherence to brigade intramural policies

7. Grading

a. Companies will be assessed a grade of Satisfactory or Unsatisfactory. At the end of the inspection period, companies will be ranked within their regiment based on points earned.

b. For the purposes of using this grading scale, one (1) minor discrepancy will equal one (1) point, and each major discrepancy will equal five (5) points. Discrepancies from past semesters that could not have been corrected by the current chain of command will be noted on the inspection sheet, but not assessed points. Discrepancies from past semesters that could have been corrected by the current chain of command, but were not, will be assessed points as appropriate.

c. The inspection checklists are divided into four main areas: Administration, Maintenance, Operations, and Training. Each main area is divided into subject areas. If a company accumulates more than half the number of points available in a subject area, the company will receive a grade of unsatisfactory in that area. If a company receives a grade of unsatisfactory for more than half of the subject areas within a main area, the company will receive a grade of unsatisfactory for that area. If a company receives a grade of unsatisfactory for two out of the four main areas, the company will fail the inspection.

d. The Regimental Commanders may, with concurrence from the Deputy Commandant, change the grading scale as necessary per semester. Changes to the grading scale must be promulgated prior to the beginning of the inspection period.

e. Any company receiving a grade of 'unsat' will have a full

reinspection within 30 days of the conclusion of the initial inspection.

8. Reports. A final consolidated written report of assessment will be submitted to the Deputy Commandant via the Performance Officer within one week of the conclusion of the inspection.



G. ROUSHEAD

Distribution:
Commandant
Deputy Commandant
Operations (5)
Bn Ofcrs
Co Ofcrs
Co Chiefs/Gunnys
1st Lt, Bancroft Hall
Performance (10)
Comdt Admin Files (7)
Supt Admin Files (2)
Archives (5)

COMDTMIDNINST 5040.2A
1 Sep 98

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<i>Administration</i>			
Subject Area		Sat / Unsat	Remarks
Performance Record Maintenance	Has the Company Administrative Officer trained all members of the midshipmen COC on the proper attendance and use of the Performance Jackets? 1601.12 / 12e(2)(i)		Minor.
	Is the record of Emergency Data and SGLI election form signed, witnessed and current?		Major.
	Are correspondence & reports filed under the appropriate tabs as per the index? 1600.3/4a		Minor.
	Is the Record of Disclosure properly filed on the left side of the performance jacket on top of all tabs? 1600.3/4c		Minor.
	Are the performance jackets kept locked in a file cabinet in the Company Officer's office? 1600.3/4d		Minor.
	Are the performance jackets neat & orderly in appearance?		Minor or major.
Periodic Counseling	Is counseling conducted on all midshipmen each semester and are all counseling sheets reviewed by Company Officers, Chief/GySgts, and midshipmen strippers? 1610.3 / 3d		<20% Minor. >20% Major.
	Are those midshipmen in an academic deficient status counseled per marking period? 1601.12 / 12j(2)(e)		Major.
	Are all noted shortcomings provided with recommendations for corrective action?		Major.
	Are performance jackets reviewed for counseling each marking period by the Company Administration Officer? 1601.12 / 12e(2)(f)		Minor.
Conduct Record Maintenance	Are those midshipmen who are perceived to be potentially conduct deficient properly counseled by the Company Officer & filed in the performance jacket? 1610.2A / 5.2a		Major.

1 Sep 98

<i>Administration</i>		
	Are Battalion Officer letters of warning for midshipmen with impending conduct deficient statuses properly filed with counseling in performance jackets? 1610.2A / 5.2b	Major.
	Are conduct cards maintained on every midshipman in company and are they kept current? 1610.2A / 6.0	Minor.
	Is a company conduct log maintained in company? Is it properly filled-out, current and inclusive? 1610.2A / 6.1	Minor.
	Are Form-2s filled-out properly and routed in a timely fashion? 1610.2A / 2.2	Minor.
	Does the Company Conduct Officer counsel all new restrictees on the restriction policies? 1601.12 / 12n(2)(d)	Minor.
	Are Form-1As returned to the Conduct Officer by noon meal formation on the day following receipt? 1610.2A / 6.2	Minor.
Watch Qual, Procedures, Watch Rotation	Are CMODs assigned watch sections that minimize missing of class? 1601.10 / 4g	Minor.
	Does the CMOD watch log contain required entries and signatures in the proper format? Is it legible and neat? 1601.10 / 9	Minor or major.
	Do the CMOD, CWO, and CDO know the proper firebill procedures, to include responsibilities on deck, and in the mustering area? 1601.10 / 7,8,9	Major.
	Are the chalkboards updated on a daily basis, and do they display the CDO, OOW, CCDO, list of midshipmen who are SIR, and duty section midshipmen? 1601.10 / 9	Minor.
	Is the CMOD standing the watch in a professional manner (routinely patrolling the deck, not sitting down or leaning, good uniform appearance, etc.)? 1601.10 / 9	Minor or major.
	Do the CWO and CDO know and understand the red-flags for alcohol abuse? 1601.10 / 7,8	Major.

<i>Administration</i>		
	Does the CDO ensure that all midshipmen are visually accounted for during TAPS? 1601.10 / 7	Major.
	Is the watch bill posted at least 2 weeks in advance of the date of the first watch? 1601.10 / 4g	Minor.
	Are watch qualification sheets completed on all midshipmen and kept on file? 1601.10 / 6a	<20% Minor. >20% Major.
	Are watch rotations tracked and equitable?	Minor.
	Does the Company Adjutant maintain a training program for all CMODs, CWOs, CDOs and other duty section personnel? 1601.10 / encl (5)-(11)	Minor.
DAPA Program	Has the DAPA been properly trained by the ADEO?	Major.
	Does the DAPA ensure the COC completes counseling on all midshipmen in a level I, II, or III aftercare program? 1601.12 / 12m(2)(g)	Major.
	Is periodic training done w/in the company to include before 3-day weekends and holidays? 1601.12 / 12m(2)(b), and (c)	Minor.
	Is there a DAPA bulletin board w/in company area? 1601.12 / 12m.(2)(f)	Major.
	Is the DAPA aware of the "Hi-Risk" midshipmen in company? 1601.12 / 12m(2)(e)	Major.

<i>Administration</i>			
Probationary Counseling / Performance Boards	Are those midshipmen in a performance, conduct, or honor probation status counseled on a monthly basis? 5400.5A / sect 6 / 3.10.1b		Major.
	Is the Aptitude History Record (Form 1610/07) in the performance jacket and current for those midshipmen in a performance probation status? 5400.5A / sect 6 / 3.30.1		Major.
	Are those midshipmen in a P.E. deficient status or Cat VI weight control status counseled each month? 5400.5A / sect 6 / 3.10.1b		Major.
General Administration	Are all company held publications (instructions, notices and manuals) current? 1601.12 / 12e(2)(a), and (b)		Minor.
	Does the Company Academic Officer maintain a bulletin board documenting all pertinent academic information? 1601.12 / 12j(2)(k)(1)		Minor.
Accountability Procedures	Does the Company Adjutant maintain a formation log to document all midshipmen that will be missing military formations? 1601.12 / 12o(2)(e) 5400.6A / 1.65 / 2a(5)(b)		Major.
	Are Platoon Sergeants trained by the Company Adjutant on proper accountability procedures? 1601.12 / 12o(2)(g)		Major.
	Are daily muster boards maintained at the company level for at least 30 days? 5400.6A / 1.65 / 1b		Major.
	Does the Company Adjutant submit all muster boards to the Company Officer with the 0800 reports for review? 5400.6A / 1.65 / 2a(2)		Major.
	Does the Company Adjutant verify daily absences in muster boards with absence and excusal information on MIDS? 5400.6A / 1.65 / 2a(6)		Major.
	Do Platoon Sergeants keep accurate muster boards using approved symbols and initial to confirm accuracy? 5400.6A / 1.65 / 2b(1), and (2)		Major.
	Do Platoon Commanders and Company Commanders review muster boards for accuracy and initial at the end of each day? 5400.6A / 1.65 / 2c		<20% Minor. >20% Major.

<i>Administration</i>			
Liberty / Weekend Lists	Are weekend muster boards properly updated to reflect weekend eligibility, excusals and movords and are they approved by the Company Commander by Friday noon meal? 5400.6A / 1.65 / 2a(5)(a)		Major.
	Does the Company Academic Officer develop a list of weekend ineligible midshipmen and brief the COC when each final and interim grades are issued? 1601.12 / 12j(2)(j)		Major.

<i>Maintenance</i>		
Subject Area	Sat / Unsat	Remarks
Zone Inspection Records	Do the 2/C assistant Company 1st LT's properly maintain their respective zone logs? 11014.1 / 3a	Minor.
	Does each zone log contain a defined zone description and zone inspection guide for each space and common area? 11014.1 / 4a	Minor.
	Is a list of self-help items posted within company? 11014.2 / 3c(4)	Minor.
	Are zone inspections conducted each week such that all zones are inspected at least once per month? 11014.2 / 3c(2)	Minor.
	Are the Company 1st LT and all assistant 1st LT officers properly trained to perform authorized self-help repairs? 11014.1 / 3f(2)	Major.
Material Discrepancy Log	Does the Company 1st LT record all new discrepancies and the date reported in the material discrepancy log? 11014.1 / 3b(1) 11014.2 / 3c(2)	Minor.
	Does the Company 1st LT report all non self-help discrepancies via the Bancroft Hall Discrepancy Log form? 11014.1 / 4c	Minor.
	Do the Assistant Company 1st LT Officers frequently check outstanding discrepancies in their logs and annotate any non self-help items over 30 days old? 11014.1 / 5	Minor.
Room Inspections	Is there gear left adrift? 5400.6 / 3.05	<20% Minor. >20% Major.
	Are there any unauthorized articles? 5400.6 / 3.05	<20% Minor. >20% Major.
	Are racks neatly made? 5400.6 / 3.05	<20% Minor. >20% Major.
	Are rooms in company inspected on a regular basis? 1601.12 / 12v(c)	Major.
	Furniture clean and dust free? 5400.6 / 3.05	<20% Minor. >20% Major.

<i>Maintenance</i>		
	Are room material discrepancies documented on the room check-off list posted on the bulletin board nearest the door? Is the ERC/NADN connection operational in each room? 5400.6 / 3.05 / 2b	<20% Minor. >20% Major.
	No furniture other than that issued by 1st LT? 5400.6 / 3.05	<20% Minor. >20% Major.
	Are closets clean and orderly? 5400.6 / 3.05	<20% Minor. >20% Major.
Seabag Inspections	Are all items on the inspection list on hand? If not, are all discrepancies noted with proper explanation?	<20% Minor. >20% Major.
	Are all items serviceable? Do the items fit the midshipman?	<20% Minor. >20% Major.
	Are all items readily accessible?	<20% Minor. >20% Major.
Audit of Wardroom Funds	Is the Company Wardroom Representative designated in writing with a letter of relief as per Tab C of below instruction? 1500.1J / encl (1) / 4	Major.
	Has the Company Wardroom Representative prepared a financial report at turnover as per Tab B of below instruction? 1500.1J / encl (1) / 3	Major.
	Does the Company Wardroom Representative maintain a log of company funds including a ledger of all receipts and expenditures? 1601.12 / 12h(2)(a)	Major.
	Does the Company Wardroom Representative publish a bi-monthly report of company wardroom fund status? 1601.12 / 12h(2)(b)	Minor.
	Does the Company Wardroom Representative reconcile the wardroom account with the MWF on the third week of each month? 1601.12 / 12h(2)(g)	Minor.
	Are petty cash funds from the wardroom mess deposited in the company's MWR account over each summer period? 1500.1J / encl (1) / 5	Minor.
	Are all wardroom fund allocations solely for the purpose of consumable resupply or furniture and decoration upgrades? 1500.1J / 6a(2)	Minor.
	Does the Company Wardroom Representative prepare a letter each year in September to the president of the sponsoring class as per Tab A of below instruction to update projects currently being undertaken or complete? 1500.1J / encl (2) / 2	Minor.

<i>Maintenance</i>			
	Does the letter to the president of the sponsoring class address shortcomings of the wardroom?		Minor.
Wardroom Policies	Are all wardroom renovations (SHIPALTs) approved by the Company Officer via the Bancroft 1st LT? 1500.1J / 6a(2)		Minor.
	Are all upgrades to appliances approved by the Bancroft 1st LT to ensure sufficient load capability? 1500.1J / 4d		Major.
	The following items are prohibited in company wardrooms: food requiring major preparation, food processing equipment, vending machines, shag rugs, and items that may be deemed offensive to anyone in company. 1500.1J / 5a		Minor or major.
	Are wardroom policies and regulations promulgated in writing and posted or kept in the wardroom? 1500.1J / 6a(1)		Minor.
	Is the wardroom appearance clean and orderly with no broken furnishings or appliances in use?		Minor or major.
	Does the wardroom ERC/NADN connection function properly?		Major

<i>Operations</i>			
Subject Area		Sat / Unsat	Remarks
Academic Logs	Does the Company Academic Officer maintain a log of weekly absences and excuses that is verified via MIDS, and are corrective actions taken for any discrepancies? 1601.12 / 12j(2)(b), and (c)		Major.
	Is the daily academic accountability data entered by the Company Academic Officer by 2400 M-F? 1080.1S / encl (1) / 2d		Major.
	Does the Company Academic Officer have an accurate record of academic accountability for the complete academic year via reports from MIDS? 1080.1S / encl (1) / 2h		Minor.
	Does the Company Academic Officer brief the company on the proper academic accountability procedures at the beginning of each semester? 1080.1S / encl (1) / 2a		Major.
Sports Participation, excusals	Do all in-season varsity sports team members who participate in morning practices (0530-0700) have over a 2.00 QPR based on the last marking period (2.00 QPRs and below must have Battalion Officer Approval)? 1710 Notice / encl (9) / 2a		Major.
	Do all in-season varsity sports team members who miss morning quarters due to practices have Commandant approval? 1710 Notice / encl (6) / 3		Major.
	Are ECA / BSA / Club Sport Intramural and drill exemptions authorized as per 1710 Notice / encl (6)? 1710 Notice / encl (6) / 3		Major.
	Are all company sports within the proper squad sizes? Intramural Handbook, pg 8		Minor.
	Are the roster lists current? Intramural Handbook, pg 8		Minor.
	Is a weekly summary of all intramural activity reported to the Company Officer and Senior Enlisted Advisor? Intramural Handbook, pg 8		Minor.

<i>Operations</i>		
	Have all company officials been assigned games, and do they show up on time to these games? Intramural Handbook, pg 8	Minor.
	Do all players wear the prescribed protective equipment (mouth guards for basketball, flag football, fieldball, street hockey, soccer)? Intramural Handbook, pg 10	Minor.
	Did all coaches and officials attend the clinics at the beginning of the semester? Intramural Handbook, pgs 11,12	Minor.
	Are all officials either 1/C or 2/C midshipmen and have at least one year of intramural experience? If not, is the official approved by the intramural director? Intramural Handbook, pg 12	Minor.
	Are all participants of a sport on the official roster for that sport? Intramural Handbook, pg 13	Minor.
	Do all midshipmen on the roster meet eligibility requirements? Intramural Handbook, pg 13	Minor.
PRT / Weight Control Program Records	Has the Company Officer conducted and documented counseling on each Cat II midshipman? 6110.1S / 6b(1)	Minor.
	Are all Cat V midshipmen weighed weekly by the Physical Education (PE) department? 6110.1S / 6d(2)	Minor.
	Are all Cat VI midshipmen weighed weekly by the Company Officer? 6110.1S / 6g	Minor.
	Have all Cat V midshipmen been evaluated and counseled by the USNA dietician? 6110.1S / 6d(3)	Minor.
	Are all Cat V midshipmen assigned to the PE Department weight control squad? 6110.1S / 6d(4)	Major.
	Does the Company PE Officer maintain accurate attendance records for conditioning and sub squad attendance? 1601.12 / 12k(2)(d)	Major.

<i>Operations</i>			
Company Fire bill	Are fire bills posted with a company area diagram at the CMODs desk and at all passageway exits? Is a copy of the fire bill, COMDTMIDNINST 3000.1, and COMDTMIDNNOTE 3000 kept in the Company Command Duty Officer's (CCDO) notebook? 3000.1 / 4b, c, and d		Major.
	Are duty section personnel fully aware of fire bill procedures to include duties and responsibilities, evacuation route, and muster location? 3000.1 / 5		Major.

<i>Training</i>		
Subject Area	Sat / Unsat	Remarks
Training Records / GMT Attendance	Is the Company Training Officer certified as a training instructor by the Luce Exchange Officer as per COMDTMIDNNOTE 1531 , encl (3)? 1531 Notice / 2g(3)(c)	Major.
	Are training sessions properly conducted on time as scheduled by COMDTMIDNNOTE 1531?	Major.
	Is the Company Training Officer maintaining accurate records of all training conducted during the semester to include GMT, IDS, and Honor? 1531 Notice / 2g(2)	Major.
	Does the Company Training Officer conduct make-up training for those midshipmen who were excused from the original training evolution? 1531 Notice / 2g(4)	Major.
4/C PQS System	Does the Company Training Officer administer professional quizzes (ProQuizzes) to the Fourth Class on a regular basis (preferably one / wk) to assess PQS effectiveness?	Major.
	Are all Fourth Class attaining all the necessary signatures for any given week's professional topic prior to the end of the week?	Minor.
4/C Development System	Does the company maintain a Fourth Class development bulletin board that includes the daily menu, duty lists, chain of command, and best plebe sections? 1510.3 / 4c(8)(e)	Minor.
	Do the Second Class team leaders perform weekly room and personnel inspections and document them properly? 1510.3 / 4c(14)(d)	Minor.
	Are professional reports used solely as EMI and documented via either a Form 2 or a counseling form? 1510.3 / encl (1) / 4a	Minor.

<i>Training</i>			
	Are come-arounds held only between 0630 and 0700 (athletes authorized 1915-1945) and kept under 2 ½ hours total duration per week? 1510.3 / encl (1) / 5b		Minor.
Squad Leader Notebook	Does the Squad Leader maintain a neat and orderly Squad Leader Notebook that documents at a minimum: academic and performance reports, counseling sheets, and squad leader journal? 1601.12 / 12v(2)(h)		<20% Minor. >20% Major.
Drill	Does the Company Drill Officer maintain an accurate accountability of all rifles and bayonets issued to the company? 1601.12 / 12i(2)(d)		Major.
	Are all midshipmen in company attending drill or excused as authorized via COMDTMIDNNOTE 1710?		Major.

COMDTMIDNINST 5040.2A
1 Sep 98

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SEA BAG INSPECTION LIST - SUMMER

Midn 4/c _____
 Company _____

Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trousers	1		
White Hi-Rise Trousers	1		
Service Dress White Top	1		
Service Dress White Trousers**	1		
Service Dress White Skirt*	1		
Raincoat	1		
Summer Working Blue Shirts	2		
Blue Trousers	3		
Camouflage Blouse	1		
Camouflage Trouser	1		
Summer White Shirts	3		
Summer White Trousers	3		
Summer White Skirt*	1		
Combination Cover	1		
Camouflage Cover	1		
Black Belt	1		
Khaki Belt	1		
White Belt	1		
Watch Belt	1		
White Gloves	1		
Soft Shoulder Boards	1		
Eisenhower Jacket	1		
Boot Bands	1		
Nametags	2		
FDB Buttons	6		
Insignia as Required			
Black Leather Shoes	1		
Black Corfram Shoes	1		
White Court Shoes	1		
White Shoes	1		
White Heels*	1		

1 Sep 98

Combat Boots	1		
Reversible Jersey	1		
Brown T-Shirt	1		
Blue Rim T-Shirts	3		
Issue Blue Shorts	3		
Swimsuit	1		
White Works Trouser	1		
White Works Blouse	1		
Bathtowels	2		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Gray Sweatshirt	1		
Gray Sweatpants	1		
Black Socks	6 pair		
Boot Socks	1 pair		
White Athletic Socks	6 pair		
White Socks	3 pair		

* Women Only

** Men Only

SEA BAG INSPECTION LIST - WINTER

MIDN 4/c _____
 Company _____

Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trou	1		
Dinner Dress Blue Jacket	1		
Dinner Dress Blue Skirt*	1		
White Dress Shirt	1		
Service Dress Blue Blouse	2		
Service Dress Blue Trousers	2		
Service Dress Blue Skirt*	2		
White Shirt	2		
Winter Working Blue Shirts	3		
Blue Trousers	3		
Raincoat	1		
Reefer	1		
Overcoat	1		
Camouflage Blouse	1		
Camouflage Trouser	1		
Combination Cover	1		
Camouflage Cover	1		
Black Belt	1		
Khaki Belt	1		
Watch Belt	1		
Black Gloves	1		
White Gloves	1		
Soft Shoulder Boards	1		
Eisenhower Jacket	1		
Stud Set**	1		
Cuff Links**	1		
Bowtie**	1		
Dress Neck Tab*	1		
Suspenders (white)**	1		
Gold Cumberbund	1		
White Scarf	1		
Black Tie**	2		

1 Sep 98

Tie Clip**	1		
Neck Tabs*	2		
Boot Bands	1		
Nametags	2		
FDB Buttons	6		
Insignia as Required			
Black Leather Shoes	1		
Black Corfram Shoes	1		
Black Heels	1		
White Court Shoes	1		
Combat Boots	1		
Reversible Jersey	1		
Brown T-Shirt	1		
Blue Rim T-Shirts	3		
Issue Blue Shorts	3		
Swimsuit	1		
White Works Trouser	1		
White Works Blouse	1		
Bathtowels	2		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Gray Sweatshirt	1		
Gray Sweatpants	1		
Black Socks	6 pair		
Boot Socks	1 pair		
White Athletic Socks	6 pair		

* Women Only

** Men Only

SEABAG INSPECTION LIST - SUMMER

MIDN 3/c _____
 Company _____

Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trousers	1		
White Hi-Rise Trousers	1		
Service Dress White Top	1		
Service Dress White Trousers**	1		
Service Dress White Skirt*	1		
Raincoat	1		
Black Sweater	1		
Summer Working Blue Shirts	2		
Blue Trousers	3		
Camouflage Blouse	1		
Camouflage Trouser	1		
Summer White Shirts	3		
Summer White Trousers	3		
Summer White Skirt*	1		
Combination Cover	1		
Camouflage Cover	1		
Black Belt	1		
Khaki Belt	1		
White Belt	1		
Watch Belt	1		
White Gloves	1		
Soft Shoulder Boards	1		
Eisenhower Jacket	1		
Boot Bands	1		
Nametags	2		
FDB Buttons	6		
Insignia as Required			
Black Leather Shoes	1		
Black Corfram Shoes	1		
White Court Shoes	1		
White Shoes	1		
White Heels*	1		
Combat Boots	1		

COMDTMIDNINST 5040.2A

1 Sep 98

Reversible Jersey	1		
Brown T-Shirt	1		
Blue Rim T-Shirts	3		
Issue Blue Shorts	3		
Swimsuit	1		
White Works Trouser	1		
White Works Blouse	1		
Bathtowels	2		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Gray Sweatshirt	1		
Gray Sweatpants	1		
Black Socks	6 pair		
Boot Socks	1 pair		
White Athletic Socks	6 pair		
White Socks	3 pair		

* Women Only

** Men Only

SEA BAG INSPECTION LIST - WINTER

MIDN 3/c _____
 Company _____

Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trou	1		
Dinner Dress Blue Jacket	1		
Dinner Dress Blue Skirt*	1		
White Dress Shirt	1		
Black Sweater	1		
Service Dress Blue Blouse	2		
Service Dress Blue Trousers	2		
Service Dress Blue Skirt*	2		
White Shirt	2		
Winter Working Blue Shirts	3		
Blue Trousers	3		
Raincoat	1		
Reefer	1		
Overcoat	1		
Camouflage Blouse	1		
Camouflage Trouser	1		
Combination Cover	1		
Camouflage Cover	1		
Black Belt	1		
Khaki Belt	1		
Watch Belt	1		
Black Gloves	1		
White Gloves	1		
Soft Shoulder Boards	1		
Eisenhower Jacket	1		
Stud Set**	1		
Cuff Links**	1		
Bowtie**	1		
Dress Neck Tab*	1		
Suspenders (white)**	1		
Gold Cumberbund	1		
White Scarf	1		
Black Tie**	2		

1 Sep 98

Tie Clip**	1		
Neck Tabs*	2		
Boot Bands	1		
Nametags	2		
FDB Buttons	6		
Insignia as Required			
Black Leather Shoes	1		
Black Corfram Shoes	1		
Black Heels	1		
White Court Shoes	1		
Combat Boots	1		
Reversible Jersey	1		
Brown T-Shirt	1		
Blue Rim T-Shirts	3		
Issue Blue Shorts	3		
Swimsuit	1		
White Works Trouser	1		
White Works Blouse	1		
Bathtowels	2		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Gray Sweatshirt	1		
Gray Sweatpants	1		
Black Socks	6 pair		
Boot Socks	1 pair		
White Athletic Socks	6 pair		

* Women Only

** Men Only

SEA BAG INSPECTION LIST - SUMMER

MIDN 2/c _____
 Company _____

Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trousers	1		
White Hi-Rise Trousers	1		
Dinner Dress White Jacket	1		
Dinner Dress Blue Skirt*	1		
White Dress Shirt	1		
Service Dress White Top	1		
Service Dress White Trousers**	1		
Service Dress White Skirt*	1		
Raincoat	1		
Black Sweater	1		
Summer Working Blue Shirts	2		
Blue Trousers	3		
Camouflage Blouse	1		
Camouflage Trouser	1		
Summer White Shirts	3		
Summer White Trousers	3		
Summer White Skirt*	1		
Combination Cover	1		
Camouflage Cover	1		
Black Belt	1		
Khaki Belt	1		
White Belt	1		
Watch Belt	1		
White Gloves	1		
Soft Shoulder Boards	1		
Eisenhower Jacket	1		
Boot Bands	1		
Nametags	2		
FDB Buttons	6		
Bow Tie**	1		
Dress Neck Tab*	1		
Gold Cumberbund	1		
Suspenders (white)**	1		

Stud Set**	1		
Cuff Links**	1		
Insignia as Required			
Black Leather Shoes	1		
Black Corfram Shoes	1		
White Court Shoes	1		
White Shoes	1		
White Heels*	1		
Combat Boots	1		
Reversible Jersey	1		
Brown T-Shirt	1		
Blue Rim T-Shirts	3		
Issue Blue Shorts	3		
Swimsuit	1		
White Works Trouser	1		
White Works Blouse	1		
Bathtowels	2		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Gray Sweatshirt	1		
Gray Sweatpants	1		
Black Socks	6 pair		
Boot Socks	1 pair		
White Athletic Socks	6 pair		
White Socks	3 pair		

* Women Only

** Men Only

SEA BAG INSPECTION LIST - WINTER

MIDN 2/c _____
 Company _____

Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trou	1		
Dinner Dress Blue Jacket	1		
Dinner Dress Blue Skirt*	1		
White Dress Shirt	1		
Black Sweater	1		
Service Dress Blue Blouse	2		
Service Dress Blue Trousers	2		
Service Dress Blue Skirt*	2		
White Shirt	2		
Winter Working Blue Shirts	3		
Blue Trousers	3		
Raincoat	1		
Reefer	1		
Overcoat	1		
Camouflage Blouse	1		
Camouflage Trouser	1		
Combination Cover	1		
Camouflage Cover	1		
Black Belt	1		
Khaki Belt	1		
Watch Belt	1		
Black Gloves	1		
White Gloves	1		
Soft Shoulder Boards	1		
Eisenhower Jacket	1		
Stud Set**	1		
Cuff Links**	1		
Bowtie**	1		
Dress Neck Tab*	1		
Suspenders (white)**	1		
Gold Cumberbund	1		
White Scarf	1		
Black Tie**	2		

1 Sep 98

Tie Clip**	1		
Neck Tabs*	2		
Boot Bands	1		
Nametags	2		
FDB Buttons	6		
Insignia as Required			
Black Leather Shoes	1		
Black Corfram Shoes	1		
Black Heels*	1		
White Court Shoes	1		
Combat Boots	1		
Reversible Jersey	1		
Brown T-Shirt	1		
Blue Rim T-Shirts	3		
Issue Blue Shorts	3		
Swimsuit	1		
White Works Trouser	1		
White Works Blouse	1		
Bathtowels	2		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Gray Sweatshirt	1		
Gray Sweatpants	1		
Black Socks	6 pair		
Boot Socks	1 pair		
White Athletic Socks	6 pair		

* Women Only

** Men Only

SEA BAG INSPECTION LIST - SUMMER

MIDN 1/c _____
 Company _____

Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trousers	1		
White Hi-Rise Trousers	1		
Dinner Dress White Jacket	1		
Dinner Dress Blue Skirt*	1		
White Dress Shirt	1		
Service Dress White Top	1		
Service Dress White Trousers**	1		
Service Dress White Skirt*	1		
Raincoat	1		
Black Sweater	1		
Summer Working Blue Shirts	2		
Blue Trousers	2		
Camouflage Blouse	1		
Camouflage Trouser	1		
Summer White Shirts	3		
Summer White Trousers	3		
Summer White Skirt*	1		
Combination Cover	1		
Camouflage Cover	1		
Black Belt	1		
Khaki Belt	1		
White Belt	1		
Watch Belt	1		
White Gloves	1		
Soft Shoulder Boards	1		
Boot Bands	1		
Nametags	2		
Cuff and Collar Set	1		
Bow Tie**	1		
Dress Neck Tab*	1		
Gold Cumberbund	1		
Suspenders (white)**	1		
Stud Set**	1		

1 Sep 98

Cuff Links**	1		
Insignia as Required			
Black Leather Shoes	1		
Black Corfram Shoes	1		
White Court Shoes	1		
White Shoes	1		
White Heels*	1		
Combat Boots	1		
Reversible Jersey	1		
Brown T-Shirt	1		
Blue Rim T-Shirts	3		
Issue Blue Shorts	3		
Swimsuit	1		
White Works Trouser	1		
White Works Blouse	1		
Bathtowels	2		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Gray Sweatshirt	1		
Gray Sweatpants	1		
Black Socks	6 pair		
Boot Socks	1 pair		
White Athletic Socks	6 pair		
White Socks	3 pair		

* Women Only

** Men Only

SEA BAG INSPECTION LIST - WINTER

MIDN 1/c _____
 Company _____

Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trou	1		
Dinner Dress Blue Jacket	1		
Dinner Dress Blue Skirt*	1		
White Dress Shirt	1		
Black Sweater	1		
Service Dress Blue Blouse	2		
Service Dress Blue Trousers	2		
Service Dress Blue Skirt*	2		
White Shirt	2		
Winter Working Blue Shirts	3		
Blue Trousers	3		
Raincoat	1		
Reefer	1		
Overcoat	1		
Camouflage Blouse	1		
Camouflage Trouser	1		
Combination Cover	1		
Camouflage Cover	1		
Black Belt	1		
Khaki Belt	1		
Watch Belt	1		
Black Gloves	1		
White Gloves	1		
Soft Shoulder Boards	1		
Stud Set**	1		
Cuff Links**	1		
Bowtie**	1		
Dress Neck Tab*	1		
Suspenders (white)**	1		
Gold Cumberbund	1		
White Scarf	1		
Black Tie**	2		
Tie Clip**	1		

1 Sep 98

Neck Tabs*	2		
Boot Bands	1		
Nametags	2		
Cuff and Collar Set	1		
Insignia as Required			
Black Leather Shoes	1		
Black Corfram Shoes	1		
Black Heels*	1		
White Court Shoes	1		
Combat Boots	1		
Reversible Jersey	1		
Brown T-Shirt	1		
Blue Rim T-Shirts	3		
Issue Blue Shorts	3		
Swimsuit	1		
White Works Trouser	1		
White Works Blouse	1		
Bathtowels	2		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Gray Sweatshirt	1		
Gray Sweatpants	1		
Black Socks	6 pair		
Boot Socks	1 pair		
White Athletic Socks	6 pair		

* Women Only

** Men Only

1 Sep 98

New Wings

Battalion Inspection Layout

**Closet Hanging Order
Left to Right**

- O-Coat
- Reefer
- Raincoat
- Eisenhower Jacket
- SDB Blouse
- White Shirt
- SDB Trou
- SDB Skirt*
- FDB Jacket
- Hi-Rise Trou Black
- Hi-Rise Trou White
- Black Trou
- WWB Shirts
- SWB Shirts
- Summer White Shirts
- Summer White Trou
- Mess Dress Jacket
- Mess Dress White Shirt
- Svc Dress White Top
- Svc Dress White Trou/
Summer White Skirt*

Rack			
2 Towels	Stack Laundry Bags	2 Dry Cleaning Bags	

Desk			
	Cummerbund	Wa Wh K B	Black Ties/Neck Tab
Black Gloves	scarf	Beits	Cammie KH Comb Covers
Blue Shorts	Bow-tie		Name Tags
Swim Suit	Studs		Stud Set
	White Gloves		Soft Sh Boards
	Tie Clip	FDB Sleeve Buttons	

**Blue
Magnet
Folded 1/4**

Socks B G W Ath	Cammie Top	Cammie Trou
	Khaki Top	Khaki Trou
Brown T's		
Blue T's	Crew T's	V-neck T's
White Works Shirt&Trou Stack	Sweats Sweatshirt Stack	BGMJS SWO Sweater
Insignia on a shoe box top	Ath Jersey	
FDB Collars and sleeves & Cufflinks		

Combat Boots	Boon Dockers	
Corfams	Running Shoes	
White Shoes	Black Leathers	White Heels*
Court Shoes	Shower Shoes	Black Pumps*

* -- Designates Female only

1 Sep 98

Old Wings

Battalion Inspection Layout

Rack

Cammie Trou	Cammie Tops	White Works Jumper/Trou Stack	SWO Sweater
Khaki Trou	Khaki Trou	Crew T's	Socks
BGMJS	Sweatshirt	V-neck T's	BL G W Ath
	Sweats/Stack	Blue Rim T's	Ath Jersey
Insignia on Shoebox Top		FDB Collars and Sleeves & Cufflinks	

Desk

	Cummerbund	Wa Wh K B	Black Ties/Neck Tab
Black Gloves	scarf	Belts	Cammie KH Comb Covers
Blue Shorts	Bow-tie		Name Tags
Swim Suit	Studs		Stud Set
	White Gloves	Soft Sh Boards	Boot Bands
	Tie Clip	FDB Sleeve Buttons	

Floor

Towels	Laundry Bags Stack	Drycleaning Bags
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Combat Boots(9)	Boon Dockers(10)	
Corframs(3)	Running Shoes(7)	
White Shoes(1)	Black Leathers(2)	White Heels*(4)
Court Shoes(6)	Shower Shoes(8)	Black Pumps*(5)

(#)--Denotes order in shoe rack, top to bottom

* -- Designates Female only

**Closet Hanging Order
Left to Right**

- O-Coat
- Reefer
- Raincoat
- Eisenhower Jacket
- SDB Blouse
- White Shirt
- SDB Trou
- SDB Skirt*
- FDB Jacket
- Hi-Rise Trou Black
- Hi-Rise Trou White
- Black Trou
- WWB Shirts
- SWB Shirts
- Summer White Shirts
- Summer White Trou
- Mess Dress Jacket
- Mess Dress White Shirt
- Svc Dress White Top
- Svc Dress White Trou/Skirt
- Summer White Skirt*

1 Sep 98

CLASS ALPHA ROOM INSPECTION CHIT

Room Number:

ICOR:

INSPECTION READY:

- White glove, black sock, pen, and completed chit on desk
- All lockers open
- All drawers open
- Medicine cabinet and under sink doors open
- All lights turned on

GENERAL:

- Deck freshly cleaned and waxed
- All surfaces clean and dusted
- Nothing hung from bulkheads, overheads, closets, racks, or doors
- Nothing stored in overheads
- Racks neatly made with clean linen
- Trash can clean and empty with plastic liner
- All 1st LT issued items present (chairs, trash can, pillows, etc.)
- Up to one potted plant per room (max 6" diameter pot, 2' high)
- Only furniture issued by 1st LT present
- No unauthorized articles
- Light fixtures cleaned on inside and outside
- No gear adrift
- Room material deficiencies reported to 1st LT

LOCKERS/CLOSETS:

- All food stored in air-tight containers
- Closet stowage dark to light, left to right
- Shoes clean and stowed white to black, top to bottom
- Rifles/swords clean and locked
- Folded clothing neat, aligned to shelf edge
- Confidential lockers clean and orderly
- No excess hangers in closets

SINK/SHOWER:

- Shower walls and floor clean and dry
- Shower curtain clean and dry
- All brightwork clean and unspotted
- Medicine cabinet neatly arranged and clean
- Washbasin clean and dry
- Clean towels and face cloths folded neatly
- Mirrors free of streaks and spots
- Cleaning gear stowed neatly underneath sink
- No items in shower

WINDOWS/BLINDS:

- Window sills free of dust and dirt
- Window glass clean and spot free on inside
- Blinds thoroughly cleaned and dust free
- Blinds at half mast and open
- No items stored outside windows
- Nothing hung in or out of windows
- Screens/storm windows shut as appropriate

DESKS:

- Drawers dusted, contents neat and orderly
- Books stowed vertically, T to S, L to R, aligned with shelf edge
- No extraneous items on desk
- Electrical cords arranged neatly and safely
- Up to one bookshelf stereo system per occupant
- Material on cork boards appropriate and arranged neatly
- Items on blotter appropriate and arranged neatly
- Chair clean and dust free
- One computer per occupant present and clean

Score (-1 for each deficiency):

150

Remarks:

Inspector (print name):

Inspector's Signature/Date:

CLASS BRAVO ROOM INSPECTION CHIT

Room Number:

ICOR:

- All lights and electrical equipment shut off
- Sink/shower area clean
- Racks neatly made
- No gear adrift
- Rifles/swords locked
- Cork board/blotter/desk material appropriate and neatly arranged
- Floor swept
- Nothing hung from bulkheads, overheads, closets, racks, or doors
- Blinds at half mast and open
- Confidential lockers locked

Score:

- 10 Excellent
- 9 Good
- 8 Satisfactory
- <8 Unsatisfactory

Remarks:

Inspector (print name):

Inspector's Signature/Date: