

**NEW YORK WING  
CADET PROGRAMS**

**INSPECTION STANDARD**  
For Encampments

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**NYWG Supplement (1) to  
CAPP 52-11 (ETM)**



Cadet Programs, New York Wing  
United States Air Force Auxiliary  
Civil Air Patrol

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## ATTACHMENTS

- Attachment 1** Uniform Inspection Scoresheet
- Attachment 2** Barracks Inspection Scoresheet (Open Bay)
  - 2a: Option 1
  - 2b. Option 2
  - 2c. Option 3
  - 2d. Option 4
- Attachment 3** Barracks Inspection Scoresheet (Closed Bay)
  - 3a: Option 1
  - 3b. Option 2
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  - 3d. Option 4
- Attachment 4** General Knowledge Scoresheet
- Attachment 5** Drill Card Evaluation Scoresheet
- Attachment 6** Squadron Scoresheets

## Future Additions

Diagrams - Barracks inspection	Inspections of staff's work
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# 1. Introduction

## 1.1. Purpose and Intent of This Standard

This manual is the standard by which New York Wing will conduct its encampment inspections. It is intended to provide a standardized means of measuring inspections.

This manual will eliminate the need for the Standardization and Evaluation Team (SET) from developing a new standard every year. It will also provide a common ground for flight staffs- who won't have to relearn the standard the following year. They will be able to apply their learning from the previous encampment to the next one.

## 1.2. Conventions and definitions (SET must read this)

Some sections will have symbols (pictured left) next to them.

**?** *A question mark (and this font) denotes where the SET and/or encampment staff must make a decision on how to apply the standard. Some sections are encampment-specific, and some sections are optional inspections. These decisions must be announced before the encampment to the encampment staff, as well as the Wing Cadet Programs office, so both can prepare.*

**★** *An Air Force Arnold star (and this font) denotes inspections that will be scored as a bonus (the text in the scoring section will be italicized), and will occur unless they say optional.*

Most sections outline a scoring system that has a scale, i.e. from 0 to 5. There are specific criteria for each point on the scale- it is imperative that the SET follow these criteria when performing an inspection. An inspector will see on the form "0 1 2 3 4 5", and have a tendency to create their own criteria for what is a 3, or a 4 etc., since it is easier to do that than look up the criteria in this standard. However, the inspector is measuring the cadets' performance based on a different standard than another inspector, which is unfair to the cadets and flights. This also defeats one of the purposes of this standard, to provide a year-to-year comparison of inspections.

Some scoring is a merit/demerit system, where doing something right earns points, or incorrectly loses points. The inspector merely checks each line item to see if the cadet meets the criteria outlined within.

When the phrase "and" is used in the scoring criteria, both conditions before and after the "and" must be met in order to get the point credit or score. When the phrase "or" is used, the condition before the "or", the condition after the "or", or both conditions before and after the "or" must be met to get the point credit or score.

In the attachments, scoresheets and any appropriate diagrams will be included. The scoresheets will contain the elements identified in the body of the standard. The standards will identify scoring criteria for all items on all scoresheets.

## 2. Uniform inspections

Uniform inspections will be conducted. The frequency of the inspection(s) is at the discretion of the Encampment Commander, however a minimum of two inspections shall be conducted in a seven-day period. Ideally, the cadet would be inspected at least once in summer blues and Battle Dress Uniform (BDU) each, however this is not required. When uniform inspections are conducted, this standard will be used, unmodified, unless modifications are prescribed within.

The uniform inspection grade is based on a percentage of a **fixed maximum score of 30 points**. This fixed maximum score of 30 is the standard reporting grade, regardless of encampment particulars. Certain scored items (such as ES Gear) will be encampment-specific and will thus count as a bonus score, and not towards the fixed maximum score. Items identified as part of the fixed maximum score will be inspected and scored.

### 2.1. Posture

The posture of the cadet will be inspected as a part of each type of uniform inspection (blues or BDU). Posture will be scored as a 0 or 1. This score is part of the fixed percentage score.

Inspectors are looking for the cadet to be standing at attention properly, per AFMAN 36-2203.

0	Cadet's posture is incorrect, per AFMAN 36-2203.
1	Cadet's posture is correct, per AFMAN 36-2203.

### 2.2. Grooming Standards

Adherence to grooming standards will be per the CAPM 39-1 for cadets. The Encampment Basic Cadet OI should have diagrams outlining these standards. Inspectors will evaluate against the Uniform manual's criteria. This section outlines the scoring for the inspection.

The grooming standards will be inspected as a part of each type of uniform inspection (blues or BDU).

#### 2.2.1. Shave (males) or makeup (females)

Shave (for males) or makeup application (for females) will be scored as a 0 or 1. This score is part of the fixed percentage score.

Male cadets will be inspected for a complete shave on the face and upper half of the front of their neck. Female cadets will be inspected for their facial cosmetics and nail polish color.

The uniform manual outlines the exact guidelines on female cosmetics wear.

0	Shave not done, or hairs are missed Cosmetics are applied too thickly, or have non-conservative colors (such as lavender), eye shadow and eyeliner is non-conservative or applied too thickly
1	Shave is complete, with no razor stubble or missed hairs on the face or neck. Cosmetics and nail polish are within guidelines prescribed in CAPM 39-1.

#### 2.2.2. Hair

The haircut and hairstyle of the cadet will be scored as a 0 or 1. This score is part of the fixed percentage score.

Male cadets will be inspected for adherence to CAPM 39-1, to include no hair touching the ears or collar, sideburns trimmed properly and a tapered cut in the back and no more than 2" in bulk on the top, as well as proper hair color per CAPM 39-1 (if dye is used).

Female cadets will be inspected for adherence to CAPM 39-1, to include hair not extending below the bottom edge of the collar, and the proper ties and pins (small, matching the hair color or black), as well as proper hair color per CAPM 39-1 (if dye is used). "Scrunchies" are not authorized for wear by female cadets.

0	Hair is not within standards in CAPM 39-1. Brightly colored pins or "scrunchies" are used (females), or hair is touching ears or collar (males)
1	Haircut and hairstyle are within guidelines prescribed in CAPM 39-1.

**2.2.3. Cleanliness**

The cleanliness of the cadet will be scored as a 0 or 1. This score is part of the fixed percentage score.

CAPM 39-1 guidelines for cleanliness will be used. The inspector is looking for general cleanliness, including under the fingernails of the cadet.

0	Cadet is not within cleanliness guidelines. Fingernails are dirty.
1	Cadet is within cleanliness guidelines.

**2.3. Male blues**

The fixed maximum score for blues inspection, including posture and grooming is **30 points**.

Cadets will adhere to male short sleeve blues uniform wear prescribed in CAPM 39-1. The Encampment Basic Cadet OI should have diagrams outlining these standards. Inspectors will evaluate against the Uniform manual's criteria. This section outlines the scoring for the inspection.

**2.3.1. Cutouts**

The collar cutouts will be scored on a scale of 0 to 4. This score is part of the fixed percentage score (4 points). Both cutouts (CAP and the cadet's rank) will be inspected.

CAPM 39-1 guidelines for cutout placement will be used. The inspector is looking for the cutout to be one inch from the collar and the bottom edge of the rank parallel with the edge of the collar. One point will be deducted if the collar insignia are not on the correct side of the cadet.

One point is awarded for each of the following criteria for cadet NCOs and airmen, with a maximum of 4 points:

+1 pts	Rank cutout (right side cutout) is 1 inch from the collar.
+1 pts	Rank cutout (right side cutout) is parallel with the bottom edge of the collar per CAPM 39-1.
+1 pts	CAP cutout (left side cutout) is 1 inch from the collar.
+1 pts	CAP cutout (left side cutout) is parallel with the bottom edge of the collar per CAPM 39-1.
-1 pts	Collar cutouts are on the incorrect side (rank is supposed to be on cadet's right collar).

In the case of a cadet officer, the shoulder epaulets will be inspected in place of the cutouts. The inspector will score with the following criteria:

+1 pts	Left epaulet pip/diamond is centered front to back.
+1 pts	Left epaulet pip/diamond is 5/8ths inches from the shoulder edge of the epaulet.

+1 pts	Right epaulet pip/diamond is centered front to back.
+1 pts	Right epaulet pip/diamond is 5/8ths inches from the shoulder edge of the epaulet.
+1 pts	Both epaulets are flat and unwrinkled.

**2.3.2. Ribbons and badges**

The ribbon and badge placement will be scored on a scale of 0 to 2. This score is part of the fixed percentage score (of 2). Cadets with no ribbons and badges (i.e. nothing) will get a default score of 1.

CAPM 39-1 guidelines for ribbon placement will be used. The inspector is looking for the ribbons to be centered on the pocket, and flush with the top edge of the pocket. One point will be deducted from +2 for each error identified below, for a lowest possible score of 0.

A bonus of one point (not part of fixed percentage score) may be awarded for correct ribbon order. The Stan/Eval team will decide if this will be inspected. If inspected, the 1 point may only be added as a bonus.

-1 pts	Ribbon placement is not centered on the pocket.
-1 pts	Ribbon placement is not flush with the pocket.
-1 pts	Badges are not properly centered (on pocket for model rocketry badge, or over pocket for specialty badges such as solo wings or ground team).
-1 pts	Badges over the ribbons are not spaced 1/2 inch above the topmost ribbon, or pocket edge if the cadet has no ribbons.
★ +1 pts	<i>Ribbons are in the correct order (optional inspection.)</i>

**2.3.3. Nameplate**

The nameplate placement will be scored on a scale of 0 to 2. This score is part of the fixed percentage score (of 2).

CAPM 39-1 guidelines for nameplate placement will be used. The inspector is looking for the nameplate to be centered on the pocket, and flush with the top edge of the pocket.

+1 pts	Nameplate is centered left to right on the pocket
+1 pts	Nameplate is flush with the pocket

**2.3.4. Shirt**

The shirt ironing and general appearance will be scored on a scale of 0 to 4. This score is part of the fixed percentage score (of 4). Minimum score is -2.

CAPM 39-1 guidelines for the shirt ironing and general appearance will be used. The inspector is looking for the shirt to be clean, unstained, pressed neatly (unwrinkled), tucked in properly and good creases on the sleeves (only).

The inspection team should provide feedback to the cadet if the shirt is not properly fitted, however the fit of the shirt will not be scored at encampment, since the cadet is practically unable to change it.

+1 pts	Shirt is well ironed (wrinkle free, front and back, pockets ironed flat)
+1 pts	Both sleeves have sharp creases, with no 'railroad track' creases (multiple creases on a sleeve)
+1 pts	Sleeve creases are centered on the epaulet on both sides

★	+1 pts	Shirt is dirt and lint free
	+1 pts	<i>Shirt is cable free (bonus score, not part of fixed percentage score)</i>
	-1 pts	For each cable found on the shirt, deduct one point (maximum of 3 points deducted).
	-1 pts	Deduct one point for military creases on the blues shirt ('military creases' are the creases over the center of the shirt pockets and/or the three creases on the back of the shirt)

**2.3.5. Wing Patch**

The wing patch placement will be scored on a scale of 0 to 2. This score is part of the fixed percentage score (of 2).

CAPM 39-1 guidelines for the placement of the wing patch will be used. The inspector is looking for the wing patch to be centered on the epaulet and 1/2 inch from the shoulder seam on the shirt.

+1 pts	Wing patch is centered on the epaulet.
+1 pts	Wing patch is 1/2 inch from the shoulder seam.

**2.3.6. Pants**

The pants ironing and general appearance will be scored on a scale of 0 to 3. This score is part of the fixed percentage score (of 3).

CAPM 39-1 guidelines for the pant ironing and general appearance will be used. The inspector is looking for the pants to be clean, unstained, pressed neatly (unwrinkled), lint free and properly hemmed, pockets buttoned, and the belt to be looped through all the loops and worn in the proper direction (belt buckle coming from cadet's left side).

The inspection team should provide feedback to the cadet if the pants are not properly fitted (around the waist), however the fit of the pants will not be scored at encampment, since the cadet is practically unable to change it.

+1 pts	Pants creased AND hemmed properly (no more than 2 "breaks", resting in the middle of the shoelaces in front and the top of the heel in back)
+1 pts	Pants are dirt and lint free
+1 pts	Pants are cable free, belt is in all loops AND back button is buttoned

**2.3.7. Gig Line**

The gig line will be scored on a scale of 0 to 2. This score is part of the fixed percentage score (of 2).

CAPM 39-1 guidelines for the alignment of the shirt, belt and pants (the gig line) will be used. The inspector is looking for the edge of the shirt, the straight dent in the belt buckle (on the cadet's right side) and edge of the fly on the pants to align in a straight line.

0	Gig line is completely unaligned.
1	Two of the shirt, belt buckle and pants are aligned, but not all three.
2	The shirt, belt buckle and pants are aligned.

**2.3.8. Shoe shine**

The shoe shine will be scored as a 0, 2 or 4. This score is part of the fixed percentage score (of 4). Scores of 1 or 3 will not be recorded. A bonus of 1 point per shoe may be awarded for the mirror-like shine.

CAPM 39-1 guidelines for shoe shine will be used. The inspector is looking for the shoes to be clean, scuff/scrape free and glossy/shiny.

0	Neither shoe is shined (i.e. both are dull, 'out of box' look); one or both are very dirty; shoes are both scuffed or one shoe is badly scuffed
2	One or both shoes are mildly scuffed; minor dirt in one or both of the shoes; shine is moderately glossy (an attempt was made)
4	Both shoes are glossy/shiny; no scuffs on either shoe; both shoes are clean and dirt/dust free.
★ +1 pts (+2 max)	<i>The shoe is scuff and dirt free, and the shine on the shoe is 'mirror-like' and achieves a shine like corofam shoes (bonus is for leather shoes only). + 1 point per shoe with the 'perfect' shine. Does not count toward fixed percentage score.</i>

### 2.3.9. Flight Cap

The flight cap will be scored on a scale of 0 to 3. This score is part of the fixed percentage score (of 3).

CAPM 39-1 guidelines for the flight cap will be used. The inspector is looking for the hat device (propeller for cadet NCOs and airmen, pips/diamonds for cadet officers) to be centered vertically, as well as 1 1/2 inches from the front edge of the cap. The inspector is also looking for the flight cap to be worn properly and be dirt and lint free.

+1 pts	Hat Device is centered vertically on the flight cap.
+1 pts	Hat device is 1 1/2 inches from the front edge of the flight cap per CAPM 39-1.
+1 pts	Flight cap is worn properly AND hat is dirt and lint free (both criteria must be met to earn point)

## 2.4. Female Blues

The fixed maximum score for blues inspection, including posture and grooming is **30 points**.

Cadets will adhere to female short sleeve blues uniform wear prescribed in CAPM 39-1. The Encampment Basic Cadet OI should have diagrams outlining these standards. Inspectors will evaluate against the Uniform manual's criteria. This section outlines the scoring for the inspection.

### 2.4.1. Cutouts

The collar cutouts will be scored on a scale of 0 to 4. This score is part of the fixed percentage score (4 points). Both cutouts (CAP and the cadet's rank) will be inspected.

CAPM 39-1 guidelines for cutout placement will be used. The inspector is looking for the cutout to be one inch from the collar and the bottom edge of the rank parallel with the edge of the collar. One point will be deducted if the collar insignia are not on the correct side of the cadet.

One point is awarded for each of the following criteria for cadet NCOs and airmen, with a maximum of 4 points:

+1 pts	Rank cutout (right side cutout) is 1 inch from the collar.
+1 pts	Rank cutout (right side cutout) is parallel with the bottom edge of the collar per CAPM 39-1.
+1 pts	CAP cutout (left side cutout) is 1 inch from the collar.
+1 pts	CAP cutout (left side cutout) is parallel with the bottom edge of the collar per CAPM 39-1.



-1 pts	Collar cutouts are on the incorrect side (rank is supposed to be on cadet's right collar).
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In the case of a cadet officer, the shoulder epaulets will be inspected in place of the cutouts. The inspector will score with the following criteria:

+1 pts	Left epaulet pip/diamond is centered front to back.
+1 pts	Left epaulet pip/diamond is 5/8ths inches from the shoulder edge of the epaulet.
+1 pts	Right epaulet pip/diamond is centered front to back.
+1 pts	Right epaulet pip/diamond is 5/8ths inches from the shoulder edge of the epaulet.
+1 pts	Both epaulets are flat and unwrinkled.

### 2.4.2. Ribbons and badges

The ribbon and badge placement will be scored on a scale of 0 to 2. This score is part of the fixed percentage score (of 2). Cadets with no ribbons and badges (i.e. nothing) will get a default score of 1.

CAPM 39-1 guidelines for ribbon placement will be used. The inspector is looking for the ribbons to be centered on wearer's left side between buttons and arm seam, even with or up to 1 1/2 inches higher or lower than the first exposed button for pointed collar blouses. For rounded collar blouses, the inspector is looking for the ribbons to be centered on left side between fly front of the shirt and arm seam, 1 1/2 to 2 1/2 inches below bottom of the tab, and horizontal with ground. One point will be deducted from +2 for each error identified below, for a lowest possible score of 0.

A bonus of one point (not part of fixed percentage score) may be awarded for correct ribbon order. The Stan/Eval team will decide if this will be inspected. If inspected, the 1 point may only be added as a bonus.

-1 pts	Ribbon placement is not centered between buttons/ fly front of shirt and arm seam.
-1 pts	Ribbon placement is not horizontal with the ground.
-1 pts	Ribbons are outside of the range prescribed above relative to the shirt collar/buttons.
-1 pts	Badges are not properly centered on ribbons
-1 pts	Badges over the ribbons are not spaced 1/2 inch above the topmost ribbon, or parallel with the nameplate, if the cadet has no ribbons.
+1 pts	<i>Ribbons are in the correct order (optional inspection.)</i>



### 2.4.3. Nameplate

The nameplate placement will be scored on a scale of 0 to 2. This score is part of the fixed percentage score (of 2).

CAPM 39-1 guidelines for nameplate placement will be used. The inspector is looking for the nameplate to be even with the bottom edge of the ribbons, and centered between the fly front of the shirt and the arm seam.

+1 pts	Nameplate is centered between buttons/fly front of shirt and arm seam.
+1 pts	The bottom edge of the nameplate is parallel with the bottom edge of the ribbons.

**2.4.4. Shirt**

The shirt ironing and general appearance will be scored on a scale of 0 to 4. This score is part of the fixed percentage score (of 4).

CAPM 39-1 guidelines for the shirt ironing and general appearance will be used. The inspector is looking for the shirt to be clean, unstained, pressed neatly (unwrinkled), and good creases on the sleeves (only).

The inspection team should provide feedback to the cadet if the shirt is not properly fitted, however the fit of the shirt will not be scored at encampment, since the cadet is practically unable to change it.

+1 pts	Shirt is well ironed (wrinkle free, front and back, pockets ironed flat)
+1 pts	Both sleeves have sharp creases, with no ‘railroad track’ creases (multiple creases on a sleeve)
+1 pts	Sleeve creases are centered on the epaulet and pointed seam on the sleeve, on both sides
+1 pts	Shirt is dirt and lint free
★ +1 pts	<i>Shirt is cable free (bonus score, not part of fixed percentage score)</i>
-1 pts	For each cable found on the shirt, deduct one point (maximum of 3 points deducted).
-1 pts	Deduct one point for military creases on the blues shirt (‘military creases’ are the creases over the center of the shirt pockets and/or the three creases on the back of the shirt)

**2.4.5. Wing Patch**

The wing patch placement will be scored on a scale of 0 to 2. This score is part of the fixed percentage score (of 2).

CAPM 39-1 guidelines for the placement of the wing patch will be used. The inspector is looking for the wing patch to be centered on the epaulet and 1/2 inch from the shoulder seam on the shirt.

+1 pts	Wing patch is centered on the epaulet.
+1 pts	Wing patch is 1/2 inch from the shoulder seam.

**2.4.6. Pants or Skirt**

The pants or skirt ironing and general appearance will be scored on a scale of 0 to 3. This score is part of the fixed percentage score (of 3).

CAPM 39-1 guidelines for the pant or skirt ironing and general appearance will be used. The inspector is looking for the pants to be clean, unstained, pressed neatly (unwrinkled), lint free and properly hemmed, pockets buttoned, and the belt to be looped through all the loops and worn in the proper direction (belt buckle coming from cadet's left side).

The inspection team should provide feedback to the cadet if the pants or skirt are not properly fitted (around the waist), however the fit of the pants or skirt will not be scored at encampment, since the cadet is practically unable to change it.

The inspector will use the criteria for pants or skirt inspection below, depending on what the cadet is wearing or the encampment OI prescribes, and both will be scored as if they were the same.

**2.4.6.1. Pants**

+1 pts	Pants creased AND hemmed properly (no more than 2 “breaks”, resting in the middle of the shoelaces in front and the top of the heel in back)
+1 pts	Pants are dirt and lint free
+1 pts	Pants are cable free, belt is in all loops (if worn) AND back button is buttoned (if applicable)

**2.4.6.2. Skirt**

+1 pts	Skirt well pressed AND hemmed properly (within top and bottom of knee)
+1 pts	Skirt is dirt and lint free
+1 pts	Skirt is cable free AND belt is in all loops (if worn)

**2.4.7. Gig Line**

The gig line will be scored on a scale of 0 to 2. This score is part of the fixed percentage score (of 2). All encampments will inspect the gig line on female cadets if they are wearing a belt.

CAPM 39-1 guidelines for the alignment of the shirt, belt and pants (the gig line) will be used. The inspector is looking for the edge of the shirt by the buttons, the straight dent in the belt buckle (on the cadet's *left* side for females) and edge of the fly on the pants to align in a straight line.

If the female cadet is not wearing a belt (shirt is untucked), then a default score of 1 is given.

If the female cadet is wearing a skirt or pair of pants without a fly and is wearing a belt, a score of 0 or 2 will be given, based on the criteria below.

0	Gig line is completely unaligned.
1	Two of the shirt, belt buckle and pants are aligned, but not all three.
2	The shirt, belt buckle and pants are aligned.

**2.4.8. Shoe shine**

The shoe shine will be scored as a 0, 2 or 4. This score is part of the fixed percentage score (of 4). Scores of 1 or 3 will not be recorded. A bonus of 1 point per shoe may be awarded for the mirror-like shine.

CAPM 39-1 guidelines for shoe shine will be used. The inspector is looking for the shoes to be clean, scuff/scrape free and glossy/shiny.

0	Neither shoe is shined (i.e. both are dull, ‘out of box’ look); one or both are very dirty; shoes are both scuffed or one shoe is badly scuffed
2	One or both shoes are mildly scuffed; minor dirt in one or both of the shoes; shine is moderately glossy (an attempt was made)
4	Both shoes are glossy/shiny; no scuffs on either shoe; both shoes are clean and dirt/dust free.
★ +1 pts (+2 max)	<i>The shoe is scuff and dirt free, and the shine on the shoe is ‘mirror-like’ and achieves a shine like corofam shoes (bonus is for leather shoes only). + 1 point per shoe with the ‘perfect’ shine. Does not count toward fixed percentage score.</i>

**2.4.9. Flight Cap**

The flight cap will be scored on a scale of 0 to 3. This score is part of the fixed percentage score (of 3).

CAPM 39-1 guidelines for the flight cap will be used. The inspector is looking for the hat device (propeller for cadet NCOs and airmen, pips/diamonds for cadet officers) to be centered vertically, as well as 1 1/2 inches from the front edge of the cap. The inspector is also looking for the flight cap to be worn properly and be dirt and lint free.

+1 pts	Hat Device is centered vertically on the flight cap.
+1 pts	Hat device is 1 1/2 inches from the front edge of the flight cap per CAPM 39-1.
+1 pts	Flight cap is worn properly AND hat is dirt and lint free (both criteria must be met to earn point)

## 2.5. Battle Dress Uniform

The fixed maximum score for battle dress uniform (BDU) inspection, including posture and grooming is **30 points**.

Cadets will adhere to male and female BDU wear prescribed in CAPM 39-1. The Encampment Basic Cadet OI should have diagrams outlining these standards. Inspectors will evaluate against the Uniform manual's criteria. This section outlines the scoring for the inspection.

### 2.5.1. Cutouts

The collar cutouts will be scored on a scale of 0 to 4. This score is part of the fixed percentage score (4 points). Both cutouts (CAP and the cadet's rank) will be inspected.

CAPM 39-1 guidelines for cutout placement will be used. The inspector is looking for the cutout to be one inch from the collar and the bottom edge of the rank parallel with the edge of the collar. One point will be deducted if the collar insignia are not on the correct side of the cadet.

One point is awarded for each of the following criteria for cadet NCOs and airmen, with a maximum of 4 points:

+1 pts	Rank cutout (right side cutout) is 1 inch from the collar.
+1 pts	Rank cutout (right side cutout) is parallel with the bottom edge of the collar per CAPM 39-1.
+1 pts	CAP cutout (left side cutout) is 1 inch from the collar.
+1 pts	CAP cutout (left side cutout) is parallel with the bottom edge of the collar per CAPM 39-1.
-1 pts	Collar cutouts are on the incorrect side (rank is supposed to be on cadet's right collar).

In the case of a cadet officer, the cloth cutouts will be inspected in place of the metal cutouts. The inspector will score with the following criteria:

+1 pts	Rank cloth cutout (right side cutout) is 1 inch from the collar, measured from the white rank embroidery (not the blue).
+1 pts	The bottom edge of the blue portion of the rank cloth cutout (right side cutout) is parallel with the bottom edge of the collar per CAPM 39-1.
+1 pts	CAP cloth cutout (left side cutout) is 1 inch from the collar, measured from the white CAP embroidery (not the blue).
+1 pts	The bottom edge of the blue portion of the CAP cloth cutout (left side cutout) is parallel with the bottom edge of the collar per CAPM 39-1.
-1 pts	The blue border surrounding the cloth cutouts (on both sides) is less than 1/8th inch or more than 5/8th inch, measured from the embroidery.

### 2.5.2. Civil Air Patrol Tape and Patches

The Civil Air Patrol tape and patch alignment will be scored on a scale of 0 to 2. This score is part of the fixed percentage score (of 2). Minimum possible score is -1.

CAPM 39-1 guidelines for CAP tape and patch placement will be used. The inspector is looking for the edges of the CAP tape to be flush with the edges of the pocket, and flush with the top edge of the pocket.

+1 pts	The edges of the CAP tape are flush with the edges of the pocket.
+1 pts	CAP tape placement is flush with the top of the pocket.
-1 pts	Specialty badges are not centered over pocket and CAP tape
-1 pts	Specialty badges are not spaced 1/2 inch above the CAP tape (or positioned properly if Ranger patches)
-1 pts	Squadron, model rocketry, ES or other patches (on sleeves or shirt pockets) are not centered left-right and top-bottom (or 1/2 inch from the seam and centered, if on the sleeve)

### 2.5.3. Nametape

The nametape placement will be scored on a scale of 0 to 2. This score is part of the fixed percentage score (of 2).

CAPM 39-1 guidelines for nametape placement will be used. The inspector is looking for the edges of the nametape to be flush with the edges of the pocket, and flush with the top edge of the pocket.

+1 pts	The edges of the nametape are flush with the edges of the pocket.
+1 pts	Nametape placement is flush with the top of the pocket.

### 2.5.4. Shirt

The shirt ironing and general appearance will be scored on a scale of 0 to 4. This score is part of the fixed percentage score (of 4). A bonus of 1 point can be awarded for a cable-free shirt.

CAPM 39-1 guidelines for the shirt ironing and general appearance will be used. The inspector is looking for the shirt to be clean, unstained, pressed neatly (unwrinkled), tucked in properly and good creases on the sleeves (only).

The inspection team should provide feedback to the cadet if the shirt is not properly fitted, however the fit of the shirt will not be scored at encampment, since the cadet is practically unable to change it.

+1 pts	Shirt is not extremely wrinkled (i.e. not 'out of the duffel bag')
+1 pts	Shirt does not have immediately visible dirt spots or stains
+1 pts	Top pockets are all buttoned
+1 pts	Bottom shirt pockets are all buttoned, and the tabs on the back of the shirt as well (if the shirt has tabs).
★ +1 pts	<i>Shirt is cable free (bonus score, not part of fixed percentage score)</i>
-1 pts	For each cable found on the shirt, deduct one point (maximum of 3 points deducted).

### 2.5.5. Wing Patch

The wing patch placement will be scored on a scale of 0 to 2. This score is part of the fixed percentage score (of 2).

CAPM 39-1 guidelines for the placement of the wing patch will be used. The inspector is looking for the wing patch to be centered on the epaulet and 1/2 inch from the shoulder seam on the shirt.

+1 pts	Wing patch is centered on the epaulet.
+1 pts	Wing patch is 1/2 inch from the shoulder seam.

**2.5.6. Pants**

The pants blousing and buttoning will be scored on a scale of 0 to 3. This score is part of the fixed percentage score (of 3). Minimum score is 0.

CAPM 39-1 guidelines for the BDU pants will be used. The inspector is looking for the pants to not have dirt immediately visible, the pants to be bloused over the boots properly (except for medical reasons), and all buttons to be buttoned.

The inspection team should provide feedback to the cadet if the pants are not properly fitted (around the waist), however the fit of the shirt will not be scored at encampment, since the cadet is practically unable to change it.

+1 pts	Buttons on the back pockets and cargo pockets are buttoned.
+1 pts	Left leg is properly bloused over boot.
+1 pts	Right leg is properly bloused over boot.
-1 pts	The cadet missed belt loops with the belt.
-1 pts	Dirt stains are immediately visible on the pants.

**2.5.7. Belt and Gig Line**

The belt gig line will be scored on a scale of 0 to 2. This score is part of the fixed percentage score (of 2).

CAPM 39-1 guidelines for the alignment of the belt and pants (the gig line) will be used. The inspector is looking for the left side of the belt buckle and edge of the fly on the pants to align in a straight line.

+1 pts	Cadet is wearing a belt
+1 pts	The belt buckle and pant fly are aligned.

**2.5.8. Boot shine**

The boot shine will be scored as a 0, 2 or 4. This score is part of the fixed percentage score (of 4). Scores of 1 or 3 will not be recorded. A bonus of 1 point per boot may be awarded for the mirror-like shine.

The inspector is looking for the boots to be clean, scuff/scrape free, void of brown spots and a shine attempt was made.

0	One or both boots have brown spots (from lack of shining); one or both are very dirty; boots are both scuffed or one boot is badly scuffed
2	One or both boots are mildly scuffed; minor dirt in one or both of the boots; boots are black and not shined
4	An attempt to shine both boots was made; no scuffs on either boot; both boots are clean and dirt/dust free; both boots are free of any brown spots.
★ +1 pts (+2 max)	<i>The boot is scuff and dirt free, and the shine on the boot is 'mirror-like' and achieves a shine like patent leather (preshined/corofam) boots (bonus is for non-patent leather boots only). + 1 point per boot with the 'perfect' shine. Does not count toward fixed</i>

	<i>percentage score.</i>
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**2.5.9. Sleeve roll**

The sleeve roll will be scored on a scale of 0 to 3. This score is part of the fixed percentage score (of 3).

CAPM 39-1 guidelines for sleeve rolling will be used. The inspector is looking for the sleeves to be evenly rolled on the left and right sides, and for the height of the edge of the sleeve when the elbow is bent 90 degrees.

If cadets are not wearing their sleeves rolled up and are supposed to be, the score is 0.

If cadets are not wearing their sleeves rolled up, and are not required to have them rolled up, the score defaults to 2.

+1 pts	Both sleeves rolled up at equal heights and sizes
+1 pts	Bottom of rolled up left sleeve is just touching or up to 1 inch from the forearm with the elbow bent 90 degrees
+1 pts	Bottom of rolled up right sleeve is just touching or up to 1 inch from the forearm with the elbow bent 90 degrees

### 3. Barracks inspections

Encampments that primarily house cadets in a barracks building or other permanent structure will conduct barracks inspections. The frequency of the inspection(s) is at the discretion of the Encampment Commander, however a minimum of two inspections shall be conducted in a seven-day period. When barracks inspections are conducted, this standard will be used, unmodified, unless modifications are prescribed within.

**?** *Encampments conducted 80% or more in tents or non-permanent shelter (such as cadet-constructed lean-tos) may conduct barracks inspections but are not required to.*

The barracks inspection grade is based on a percentage of a fixed maximum score. This fixed maximum score will be standard regardless of barracks setup, outlined in the table below. Certain scored items (such as a fan) will be encampment-specific and will thus count as a bonus score, and not towards the fixed maximum score. Guidelines for inspection requirements are included in each section. If an inspection item is identified as part of the fixed percentage score, all encampments conducting barracks inspections are required to perform and score that particular inspection.

<b>Barracks Inspection Options for Encampment</b>	<b>Fixed Maximum Score</b>
1- Not inspecting toiletries or personal items	36
2- Not inspecting toiletries and inspecting personal items	39
3- Inspecting toiletries and not inspecting personal items	41
4- Inspecting toiletries and personal items	44

**?** *Score sheets will be provided for each of the four options. The encampment Stan/Eval team will outline which of these four options they will take (per the Commandant of Cadets' or delegates' decision).*

#### 3.1. General inspection items

General inspection items are items that can be inspected regardless of specific encampment-setup. All encampments conducting barracks inspections will find suitable alternatives to the inspections outlined within this section if the suggested locations/setup are not available.

##### 3.1.1. Bunks and footwear arrangement

Bunks will be arranged head to foot both horizontally (bunks next to each other, top to top or bottom to bottom) and vertically (top bunk to bottom bunk, if applicable).

##### 3.1.1.1. Sheets + blanket on bunk

The sheet and blanket arrangement on the bunk will be scored on a scale of 0 to 7. This score is part of the fixed percentage score (of 7). A bonus of 2 points may be awarded for passing the “ruler test”.

To perform the “ruler test”, take a ruler, and lay it flat on the bunk, then drag it across the blanket. The test passed if the blanket is not curled after the ruler is taken off. Inspectors will drag the ruler only once. Multiple drags unfairly pull on the blanket, causing eventual failure.

The inspector is looking for the sheets to be tight and wrinkle free; proper hospital corners; collar of the bunk to be 6 inches wide; top edge of the collar to be 18 inches from the mattress top; and pillow to be centered on the bunk with a smooth pillowcase.

+1 pts	Collar of bed is 6 inches wide, +/- 1/8th inch, measured in three spots:
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	measured on the top of the mattress near the edge (on both sides) and in the center. The ruler will be pressed gently into the sheets to flatten the collar, and measurements will be made from the outermost edge of the material
+1 pts	Top edge of the collar is 18 inches, +/- 3/8th inch, measured at the same three spots as the collar, from the edge of the mattress
+1 pts	Both hospital corners on left side of bunk are tucked properly (per diagram above) and as flat as possible (move bunk to see if necessary)
+1 pts	Both hospital corners on right side of bunk are tucked properly (per diagram above) and as flat as possible (move bunk to see if necessary)
+1 pts	Pillow is centered on the bunk (left/right) and centered between the top of the mattress and the top edge of the collar.
+1 pts	Sheets tucked in completely, and smooth in appearance
+1 pts	Pillowcase has “smiley” (open end of pillowcase tucked in such that it forms a “smiley face” shape) facing the side of the bunk with the shoe arrangement.
+2 pts	<i>Blanket passes “ruler test” (described above)</i>
-2 pts	Intentionally hiding materials under the sheets and/or mattress to avoid inspection. Inspection items hidden under the bed will also score a zero for that inspection (i.e. if socks are hidden, the socks inspection will be scored as a zero regardless if there are other socks).



**3.1.1.2. Laundry Bag**

The laundry will be scored on a scale of 0 to 2. This score is part of the fixed percentage score (of 2). If a cadet does not have a laundry bag, they are assigned a default score of 1 (this presumes a cadet does not own a laundry bag and has not borrowed one for encampment- instances where cadets hide their laundry bag for an automatic point will be scored a zero). Encampments will specify in their OI the exact location and string tying method to be used.

The inspector is looking for the laundry bag to be hanging on the bedpost per the encampment’s OI.

0	Laundry bag is not displayed properly, per the encampment OI
2	Laundry bag is displayed properly, per the encampment OI
-4 pts	Intentionally hiding items in the laundry bag to avoid inspection (i.e. clean items are stored in the bag). Inspection items found hidden will also score a zero for their particular item (i.e. if socks are hidden, the inspection for socks will be zero regardless).

**3.1.1.3. Shoes and other footwear**

The shoe alignment and arrangement are two separate scored items. Both will count as part of the fixed maximum score (total of 3 points for this section). Shoes and other footwear will be placed at the foot of the cadet’s bunk.

**3.1.1.3.1. Alignment**

Alignment will be scored on a scale of 0 to 2. One score will be recorded per cadet inspected. Shoes and other footwear are expected to be flush with the outermost edge of the nearest bedpost, toes facing outward. Laces will not be tied, however the footwear will be tucked into the footwear neatly. Boots and shoes will be fully laced (speed lace included).

Inspection is accomplished by placing a yardstick flush against the bedpost, resting against the shoes and then looking to see if they are all touching the ruler and parallel with the side of the bunk. “90% of the shoes” means 9 out of 10 individual shoes, not pairs (thus if there are 5 pairs of shoes, 90% aligned means one shoe is out of alignment)

0	No attempt was made to align the shoes
1	Fewer than 90% of the shoes are aligned; shoes are aligned but not parallel with the side of the bunk; 90% of the shoes are aligned, but the 10% not aligned are more than 1/2 inch from the inspecting ruler or the toes are not facing out from under the bunk
2	90% or more of the shoes/boots are aligned and the alignment is parallel with the side of the bunk; shoes out of alignment are no less than 1/2 inch from the inspecting ruler, and the toes are facing out (“near perfect”)

**3.1.1.3.2. Arrangement**

Arrangement will be scored as a 0 or 1. Shoes will be arranged from the bedpost to the center of the bed.

**?** *The encampment OI will specify which bedpost (viewers left/right) will be used by the occupant(s) of the bunk.*

Footwear will be arranged in the following order, from the bedpost inwards to the center of the bunk: Dress blues low quarters (or equivalent for females); BDU boots; PT Sneakers; shower clogs/flip-flops; other civilian shoes. When one set of footwear is in use, the remaining footwear will be grounded to the bedpost (i.e. no open spaces).

Inspectors will consider the order of the footwear, starting from the bedpost towards the center of the bunk.

0	Shoes are not arranged correctly or at all.
1	Shoes are arranged in the order specified above (missing footwear will not be counted against the cadet, i.e. 1-3-4-5 is worth 1 point).

**3.1.2. Closet/Locker (clothes storage unit)**

**3.1.2.1. Hanging Clothes**

The hanging clothes in the closet, locker or hanging bar will be scored on a scale of 0 to 4. This score is part of the fixed percentage score (of 4). Minimum score is -2.

The inspector is looking for the hanging clothes to be buttoned, with the left sleeve or pants fly facing outward, pants to have the seat on the viewer’s left, and for the hangers to be evenly spaced over the length of the bar given to the cadet. Inspectors will deduct one point for each item left attached to the clothing (such as nameplates or slingshots/shirt garters left on blues shirts), up to two points maximum deduction.

Inspectors will only visually check the even spacing- no rulers will be used for this check.

+1 pts	All buttons on the shirts and pants are buttoned (except topmost button on shirts), and zippers on pants are zipped
+1 pts	All pant seats are hanging on the viewer’s left hand side; all left side shirt sleeves and pants zippers are on the side closest to the viewer
+1 pts	Hangers are evenly spaced (checked visually only, without use of a measuring device)

+1 pts	Garments in closet are in prescribed order
-1 pts (-2 max)	Each item attached to shirt, such as ribbons, nameplate, shirt garters/slingshots. (2 points maximum may be deducted)

**3.1.2.2. Upper Shelf**

Upper shelf items will be scored on a scale of 0 to 2. Inspectors are looking for the blues flight cap, BDU cap and the cadet's spiral notebook/folder/binder to be evenly spaced and centered left-right on the shelf, and grounded to the front edge of the shelf.

**?** *For wall lockers that do not have an upper shelf, these items will be placed on top of the wall locker. For closets or hanging bars with no upper shelf, a different shelf or area will be designated for these items for inspection in the Encampment Basic Cadet OI.*

When these items are in use, the remaining items will be arranged as if the other ones did not exist (i.e. if the blues cap is the only item not in use, it will be centered on the shelf).

+1 pts	All items are grounded to the front (and rear if there isn't enough space to ground on the front) edge of the shelf
+1 pts	All items are evenly spaced and centered left-right on the area of the shelf assigned to the cadet being inspected.

**3.1.2.3. Lower Shelf/Bottom/Floor**

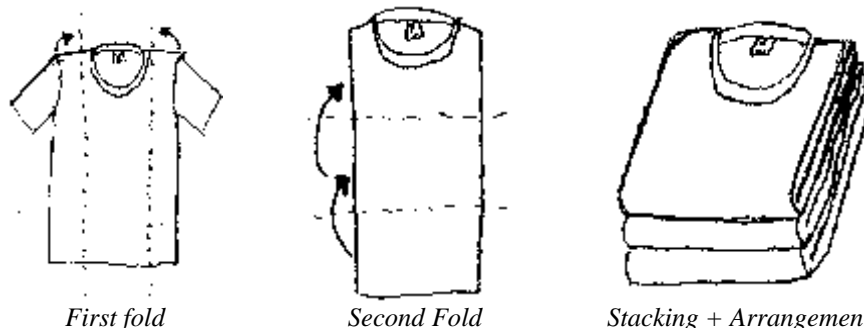
Lower shelf items will be scored on a scale of 0 to 6, and will count toward the fixed percentage score (of 6 points). Lower shelf items include socks, underwear, BDU t-shirts, and white t-shirts. Miscellaneous personal items such as shoe polish kits, flashlights, and rulers are covered in section 3.1.4.

**?** *If the encampment does not have a lower shelf or a wall locker floor, another suitable location, such as a foot locker will be used and designated in the Encampment Basic Cadet OI. All encampments conducting barracks inspections will inspect these items.*

Inspectors are looking for the items to be arranged along the rear edge of the shelf/floor in the following order, from viewer's left to right: White t-shirts, BDU t-shirts, underwear, black socks, white socks. The Encampment Basic Cadet OI will diagram specifically the locations of these items, based on the specific setup of the encampment.

**3.1.2.3.1. T-shirts**

Inspectors are looking for the shirts to be folded in thirds from side to side, then in thirds again with the collar of the shirt showing. Inspectors are also looking for the shirts to be arranged in the proper location per the Encampment Basic Cadet OI, and stacked evenly.



*First fold*

*Second Fold*

*Stacking + Arrangement*

If the cadet has no clean t-shirts for inspection, a default score of 1 will be given (see laundry bag inspection item, sec. 3.1.1.2)

+1 pts	All t-shirts (BDU and/or white) are folded correctly.
+1 pts	All t-shirts (BDU and/or white) are arranged correctly per the Encampment Basic Cadet OI and stacked evenly.

**3.1.2.3.2. Underwear**

Inspectors are looking for the underwear to be folded in thirds lengthwise, and then in half widthwise, with the center of the waistband showing. Inspectors are also looking for the underwear to be arranged in the proper location per the Encampment Basic Cadet OI, and stacked evenly.

If the cadet has no clean underwear for inspection, a default score of 1 will be given (see laundry bag inspection item, sec. 3.1.1.2)

+1 pts	All pairs of underwear are folded correctly.
+1 pts	All pairs of underwear are arranged correctly per the Encampment Basic Cadet OI, and stacked evenly.

**3.1.2.3.3. Socks**

Inspectors are looking for socks tightly rolled into a "smiley", the smile to be facing up (not "frowning") and no "tadpole" socks (material hanging out of the back of the sock). Inspectors are also looking for proper sock arrangement, in the proper location per the Encampment Basic Cadet OI.

If the cadet has no clean socks for inspection, a default score of 1 will be given (see laundry bag inspection item, sec. 3.1.1.2)

+1 pts	All socks are rolled tightly into a "smiley" (no "tadpole" socks)
+1 pts	All socks are arranged correctly per the Encampment Basic Cadet OI and have the "smiley" facing upward (not "frowning").

**3.1.3. Toiletries (optional)**

Toiletries, if the encampment chooses to inspect, will be scored on a scale of 0 to 6, and will count toward the fixed percentage score (of 6 points). Toiletries include only the following items: soap, soap dish, toothpaste, toothbrush, shaving kits, shampoo/conditioner, and deodorant. All of these items must be inspected if this inspection is conducted.

The Encampment Basic Cadet OI will outline the specific location and arrangement of the toiletries, but will follow the guidelines within this section.

**3.1.3.1. Soap/Soap dish**

The soap and soap dish will be scored on a scale of 0 to 1. Inspectors are looking for the soap dish to be empty of water and reasonably free of soap scum and soap build up.

0	Soap dish has soap scum and/or soap build up, or has water in it.
1	Soap dish is reasonably soap scum and buildup free, and is water free (dampness from normal use is OK - checked by tilting the dish to see if water pools in a corner)

**3.1.3.2. Toothpaste**

The toothpaste and toothbrush will be scored on a scale of 0 to 1. Inspectors are looking for the toothpaste and toothbrush to be properly arranged per the Encampment Basic Cadet OI.

0	Toothpaste OR tooth brush are not properly arranged per Encampment OI.
1	Toothpaste and toothbrush are properly arranged per Encampment OI.

**3.1.3.3. Shaving Kit/Feminine Items**

The shaving kit/feminine items will be scored on a scale of 0 to 1. Inspectors are looking for the shaving kit or feminine items to be arranged per the Encampment OI.

0	Shaving kit/feminine items are not properly arranged per Encampment OI.
1	Shaving kit/feminine items are properly arranged per Encampment OI.

**3.1.4. Personal items (such as clothes, luggage, etc.) (optional)**

Personal items, if the encampment chooses to inspect, will be scored as a 0 or 3, and will count toward the fixed percentage score (of 3 points). Personal items include shoe polish kits, flashlights, rulers, luggage and other items not covered in other inspections. All of these items must be inspected if this inspection is conducted.

The Encampment Basic Cadet OI will outline the specific location and arrangement of the toiletries, but will follow the guidelines within this section.

The inspector is looking for personal items arranged in a neat and orderly fashion, wrapped up and stacked neatly, and grounded or centered if possible.

0	Personal items are not arranged neatly in the designated space.
3	Personal items are arranged neatly in the designated space.

**3.1.5. Cadet Name Card placement**

The placement of the Cadet's name card will be scored as a 0 or 1, and counts towards the fixed percentage score (of 1). All encampments will inspect the cadet name card placement regardless of setup. The inspector is looking for the name card of the cadet to contain the proper information, and placed in the designated spot per the Encampment Basic Cadet OI.

0	Name card is not displayed properly or does not contain the correct information (both items are not met).
1	Name card is displayed properly AND contains the correct information per the Encampment Basic Cadet OI.

**3.2. Open-bay Barracks Specific**

This section outlines the inspection items that are specific to encampments with an open-bay barracks setup scenario (most/all bunks of a flight in one room). This portion counts towards (up to) 12 points of the fixed percentage score.

**3.2.1. Flight Common area**

**3.2.1.1. Definition**

The flight common area is defined as the area in the open bay barracks area immediately surrounding the bunk(s) of the flight members.

**3.2.1.2. Scoring**

Inspection of this area will be scored collectively for the flight, and this score will be added to the overall flight score for barracks inspection. Floor, window, locker, and fan cleanliness, as well as general appearance will be scored.

Items not scored towards the percentage will still be added to the total points earned, but will not be added to total possible points (i.e. these items are a bonus/"extra credit" score).

**3.2.1.2.1. Floor Cleanliness**

The floor cleanliness score will count as part of the percentage score. It will be scored on a scale of 0 to 5. If male and female cadets in a coed flight are being inspected, floors in both bays/areas will count in this score. One score will be recorded for all floor areas in the flight.

0	No cleaning done; no evidence that cleaning was done; dirt is everywhere or almost everywhere.
1	Very little cleaning was done, a small area was cleaned while the rest was not; the floor is very dirty, sandy, dusty or muddy; large areas have dirt/ sand/ dust/ mud (40-60% of floor area) are on the floor;
2	Some cleaning was done; large piles of dirt (swept in a pile but not thrown away) are there
3	Average cleaning was done, some floor areas were missed, floor is lightly dirty; has a thin coat of dust/ sand/ dirt; has a few shoe/ boot tracks of dirt
4	A good cleaning effort was done; thin coat of dust in areas that are out of direct sight (such as under a bunk); less than 3 minor shoe/ boot prints
5	Floor is in near-perfect or perfect cleanliness condition; no visible dust/ dirt/ sand on any part of floor; no (or near invisible) shoe prints on floor
★ +3 pts	<i>Flight floor cleanliness passes white glove inspection</i>

**3.2.1.2.2. Locker/Clothing storage unit Cleanliness**

The score for the locker/clothing storage unit cleanliness will count as part of the percentage score. The top of a wall locker will be inspected only if there is a safe means to reach it to be cleaned by the cadet.

It will be scored on a scale of 0 to 5. One score is recorded for every locker/storage unit in the flight used by the cadets being inspected (i.e. three cadets are inspected, their three lockers/units are part of the 0 to 5 score).

0	No cleaning done; no evidence that cleaning was done; dirt is everywhere or almost everywhere, in or on most of the units.
1	Very little cleaning was done, a small area, or only one unit, was cleaned while the remaining were not; the shelves are dirty/dusty; the tops are dirty/dusty
2	Some cleaning was done; 40-60% of flight's total shelf and/or top area has a light coat of dust/dirt
3	Average cleaning was done, has a thin coat of dust/ sand/ dirt; no units in the flight have criteria for score of 0, 1 or 2.
4	A good cleaning effort was done; thin coat of dust along the edges or in the corner(s); thin layer of dirt that can only be removed with hard scrubbing remains; no units in the flight have criteria for score of 0, 1, 2, or 3.
5	Locker/unit is in near-perfect or perfect cleanliness condition; no visible dust/ dirt/ sand on any part of floor; no (or near invisible) shoe prints on

	floor
★ +1 pts	<i>Flight's locker/clothing storage unit cleanliness all pass white glove inspection (optional)</i>

★ **3.2.1.2.3. Fan Cleanliness**

The fan being inspected is a large fan used in an open bay barracks- not individual fans.

Fan cleanliness will be scored for a flight only if every flight in the encampment has at least one fan. If this is the case, encampments are required to perform this inspection.

In situations where flights are coed, and the encampment is predominantly male, and there are female cadets from several/most/all flights in a bay, this fan will not be scored (provided each flight in the male barracks has at least one fan).

Fan blades will not count towards score or be considered (for safety reasons, cadets should not be cleaning the fan blades, accomplished through removing the guard).

The score for the fan cleanliness will **not** count as part of the percentage score. It will be scored on a scale of 0 to 2 and scored as a bonus. One score is recorded for every fan in the flight.

★ 0	<i>No cleaning done; no evidence that cleaning was done</i>
★ 1	<i>Average cleaning was done, has a thin coat of dust/ sand/ dirt; no fans in the flight have criteria for score of 0 or 1.</i>
★ 2	<i>Fan(s) is/are in near-perfect or perfect cleanliness condition; no visible dust/ dirt/ sand on any part of grill(s) or base(s).</i>
★ +1 pts	<i>Flight's fan cleanliness passes white glove inspection (optional)</i>

★ **3.2.1.2.4. Window Cleanliness**

Encampments are required to inspect window cleanliness if inspectable windows are available for every flight. Inspectable windows include window panes, sills, blinds and trim (parts of or whole windows) within safe means to reach it. Panes, sills, blinds and trim (parts of or whole windows) out of safe reach (for a cadet to clean) will not be scored.

The score for window cleanliness will not count as part of the percentage score. Windows will be scored on a scale of -2 to +3 as a bonus (or penalty). A single score for all windows (or parts within reach) in the flight is recorded.

★ -2	<i>No cleaning done; no evidence that cleaning was done; dirt is everywhere or almost everywhere, in or on most of the sills/panes/trim.</i>
★ -1	<i>Very little cleaning was done; a small area, or only one window was cleaned while the remaining were not; the trim has thick dirt/dust; the sills are dirty/dusty and/or have prolific amounts of paint chips; window panes are poorly or not cleaned, blinds not cleaned or arranged properly</i>
★ 0	<i>Some cleaning was done; has a light coat of dust/dirt on trim/panes; some paint chips in window sill; blinds not cleaned or arranged properly</i>
★ 1	<i>Average cleaning was done, has a thin coat of dust/ sand/ dirt; most/all window panes clean, some streaks; blinds are cleaned or arranged properly but not both, no windows in the flight have criteria for score of 0, 1 or 2.</i>
★ 2	<i>A good cleaning effort was done; thin coat of dust along the edges or in the corner(s); thin layer of dirt that can only be removed with hard scrubbing remains; blinds are cleaned or arranged properly but not both;</i>

		<i>very few paint chips in window sills for entire flight; no units in the flight have criteria for score of 0, 1, 2, or 3.</i>
★	3	<i>Windows are in near-perfect or perfect cleanliness condition; no visible dust/ dirt/ paint chips on any part of trim/panes/sills; blinds are cleaned and arranged properly; no (or near invisible) streaks in glass from cleaning</i>
★	+1 pts	<i>Windows are standardized (all open same amount, or all closed) and/or flight follows encampment OI.</i>
★	+1 pts	<i>Flight's window cleanliness all pass white glove inspection (optional)</i>

**3.2.1.2.5. General Appearance**

The score for general appearance will be scored on a scale of 0 to 1, as a part of the percentage score. A single score for the overall appearance of flight common areas is recorded.

0	General appearance is sloppy, unclean, disorganized; one or many glaring errors exist (such as luggage strewn on the floor)
1	General appearance is orderly, neat, organized and standardized.

**3.2.2. Furniture arrangement**

Furniture arrangement in an open bay barracks will be scored as a bonus of 0 or 1 points. It will not be scored as part of the percentage score. This score is for the entire flight, even if it is in several barracks (e.g. male and female). The inspector is looking for standardization or adherence to the Encampment Basic Cadet OI (ex: wall locker placement, doors open/closed, etc).

★	0	<i>Furniture arrangement is not standardized or arranged per the Encampment Basic Cadet OI.</i>
★	+1	<i>Furniture arrangement is standardized or arranged per the Encampment Basic Cadet OI.</i>

**3.3. Closed-bay Barracks Specific**

This section outlines the inspection items that are specific to encampments with a closed-bay barracks setup scenario (four to six bunks to a room, flight is in multiple rooms). This portion counts towards (up to) 12 points of the fixed percentage score.

**3.3.1. Flight Common area**

**3.3.1.1. Definition**

The flight common area in the closed bay barracks is defined as the area around the bunks inside the rooms containing a cadet or cadets being inspected, plus any common areas to the flight being inspected, such as lounges, foyers or hallways.

**3.3.1.2. Scoring**

Inspection of this area will be scored collectively for the flight, and this score will be added to the overall flight score for barracks inspection. Floor, window, locker, and fan cleanliness, as well as general appearance will be scored.

Rooms that are part of this score are only those rooms that house the cadets being inspected in the flight. If a room has no cadets being inspected, the area up to the doorway to that room will count towards this portion of the barracks inspection.



Items not scored towards the percentage will still be added to the total points earned, but will not be added to total possible points (i.e. these items are a bonus/"extra credit" score).

**3.3.1.2.1. Floor Cleanliness**

The floor cleanliness score will count as part of the percentage score. It will be scored on a scale of 0 to 5. If male and female cadets in a coed flight are being inspected, floors in both bays/areas will count in this score. One score will be recorded for all floor areas in the flight.

0	No cleaning done; no evidence that cleaning was done; dirt is everywhere or almost everywhere.
1	Very little cleaning was done, a small area was cleaned while the rest was not; the floor is very dirty, sandy, dusty or muddy; large areas have dirt/ sand/ dust/ mud (40-60% of floor area) are on the floor;
2	Some cleaning was done; large piles of dirt (swept in a pile but not thrown away) are there
3	Average cleaning was done, some floor areas were missed, floor is lightly dirty; has a thin coat of dust/ sand/ dirt; has a few shoe/ boot tracks of dirt
4	A good cleaning effort was done; thin coat of dust in areas that are out of direct sight (such as under a bunk); less than 3 minor shoe/ boot prints
5	Floor is in near-perfect or perfect cleanliness condition; no visible dust/ dirt/ sand on any part of floor; no (or near invisible) shoe prints on floor
+3 pts	<i>Flight floor cleanliness passes white glove inspection (optional)</i>



**3.3.1.2.2. Locker/Clothing storage unit Cleanliness**

The score for the locker/clothing storage unit cleanliness will count as part of the percentage score. The top of a wall locker will be inspected only if there is a safe means to reach it to be cleaned by the cadet.

It will be scored on a scale of 0 to 5. One score is recorded for every locker/storage unit in the flight used by the cadets being inspected (i.e. three cadets are inspected, their three lockers/units are part of the 0 to 5 score).

0	No cleaning done; no evidence that cleaning was done; dirt is everywhere or almost everywhere, in or on most of the units.
1	Very little cleaning was done, a small area, or only one unit, was cleaned while the remaining were not; the shelves are dirty/dusty; the tops are dirty/dusty
2	Some cleaning was done; 40-60% of flight's total shelf and/or top area has a light coat of dust/dirt
3	Average cleaning was done, has a thin coat of dust/ sand/ dirt; no units in the flight have criteria for score of 0, 1 or 2.
4	A good cleaning effort was done; thin coat of dust along the edges or in the corner(s); thin layer of dirt that can only be removed with hard scrubbing remains; no units in the flight have criteria for score of 0, 1, 2, or 3.
5	Locker/unit is in near-perfect or perfect cleanliness condition; no visible dust/ dirt/ sand on any part of floor; no (or near invisible) shoe prints on floor
+1 pts	<i>Flight's locker/clothing storage unit cleanliness all pass white glove inspection (optional)</i>



**3.3.1.2.3. Hallway Walls**

The score for the hallway walls will **not** count as part of the percentage score. It will be scored as a 0 or 1 and scored as a bonus. One score is recorded for all hallways for a given flight, even if it crosses two barracks areas (e.g. male and female barracks).

The inspector is looking for the walls to be clean, and for items to be posted on the walls per the Encampment OI.

★	+1 pts	<i>Walls are generally clean, and items posted on the wall are within guidelines specified in Encampment OI.</i>
★	+1 pts	<i>Flight's fan cleanliness passes white glove inspection (optional)</i>

**3.3.1.2.4. Room Doors**

The score for the room doors will **not** count as part of the percentage score. It will be scored as a 0 or 1 and scored as a bonus. One score is recorded for all room doors for a given flight, even if it crosses two barracks areas (e.g. male and female barracks).

The inspector is looking for the doors to be clean, and for the doors to be opened or closed per the Encampment OI for inspection.

★	+1 pts	<i>Room Doors are generally clean, and are open or closed per the Encampment OI for inspection.</i>
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★ **3.3.1.2.5. Window Cleanliness**

Encampments are required to inspect window cleanliness if inspectable windows are available for every flight. Inspectable windows include window panes, sills, blinds and trim (parts of or whole windows) within safe means to reach it. Panes, sills, blinds and trim (parts of or whole windows) out of safe reach (for a cadet to clean) will not be scored.

All windows in all rooms of the flight will be checked as part of this inspection.

The score for window cleanliness will not count as part of the percentage score. Windows will be scored on a scale of -2 to +3 as a bonus (or penalty). A single score for all windows (or parts within reach) in the flight is recorded.

★	-2	<i>No cleaning done; no evidence that cleaning was done; dirt is everywhere or almost everywhere, in or on most of the sills/panes/trim.</i>
★	-1	<i>Very little cleaning was done; a small area, or only one window was cleaned while the remaining were not; the trim has thick dirt/dust; the sills are dirty/dusty and/or have prolific amounts of paint chips; window panes are poorly or not cleaned, blinds not cleaned or arranged properly</i>
★	0	<i>Some cleaning was done; has a light coat of dust/dirt on trim/panes; some paint chips in window sill; blinds not cleaned or arranged properly</i>
★	1	<i>Average cleaning was done, has a thin coat of dust/ sand/ dirt; most/all window panes clean, some streaks; blinds are cleaned or arranged properly but not both, no windows in the flight have criteria for score of 0, -1 or -2.</i>
★	2	<i>A good cleaning effort was done; thin coat of dust along the edges or in the corner(s); thin layer of dirt that can only be removed with hard scrubbing remains; blinds are cleaned or arranged properly but not both; very few paint chips in window sills for entire flight; no units in the flight have criteria for score of 1, 0, -1, or -2.</i>
★	3	<i>Windows are in near-perfect or perfect cleanliness condition; no visible dust/ dirt/ paint chips on any part of trim/panes/sills; blinds are cleaned</i>

	<i>and arranged properly; no (or near invisible) streaks in glass from cleaning</i>
★ +1 pts	<i>Windows are standardized (all open same amount, or all closed) and/or flight follows encampment OI.</i>
★ +1 pts	<i>Flight's window cleanliness all pass white glove inspection (optional)</i>

**3.3.1.2.6. General Appearance**

The score for general appearance will be scored on a scale of 0 to 1, as a part of the percentage score. A single score for the overall appearance of flight common areas is recorded.

0	General appearance is sloppy, unclean, disorganized; one or many glaring errors exist (such as luggage strewn on the floor)
1	General appearance is orderly, neat, organized and standardized.

**3.3.2. Room Standardization**

Room standardization in closed bay barracks will be scored as a bonus of 0 or 1 points. It will not be scored as part of the percentage score. This score is for the entire flight, for all rooms in the flight (even those not otherwise inspected), even if it is in several barracks (e.g. male and female). The inspector is looking for standardization of the arrangement of furniture and/or adherence to the Encampment Basic Cadet OI with regards to furniture and fixture arrangement (ex: wall locker placement, doors open/closed, etc.).

★ 0	<i>Furniture arrangement among different rooms is not standardized or arranged per the Encampment Basic Cadet OI.</i>
★ +1	<i>Furniture arrangement among different rooms is standardized or arranged per the Encampment Basic Cadet OI.</i>

**3.4. Common Areas (hallways, latrines)**

Common areas are those areas in the barracks used by multiple flights, and aren't part of the flight common area. Stairwells, latrines, hallways, foyers and meeting rooms are examples. Common use areas outside the building are not part of this inspection. The common areas count for 11 points towards the fixed percentage score.

Each common in each barracks building will be designated for a particular squadron (if the encampment has squadrons) or flight(s). Encampments may change this designation during the encampment (ex: one latrine is used for all males, it rotates who gets credit for the inspection). If flights are coed, the score from the female latrine and the male latrine for a particular squadron or flight/flights will be added together as part of the barracks inspection totals.

**?** *Encampments with co-ed flights and no squadrons may choose to do the following. Each flight is assigned duty to clean the latrine on a given day. The inspection score is recorded, but is not part of the daily inspection totals. Once each flight has cleaned the latrine once, those inspection scores are added to the total score across the encampment for each flight and counted towards the overall honor flight competition.*

**3.4.1. Hallway floors + Stairwells**

The hallway floor cleanliness score will count as part of the percentage score. It will be scored on a scale of 0 to 5. If male and female cadets in a coed flight are being inspected, floors in both bays/areas will count in this score. One score will be recorded for all common floor areas (not specific to one flight, but within the same squadron (if the encampment has squadrons)).

Stairwells will be inspected with the same criteria as the floor, and will be considered a part of the floor.

0	No cleaning done; no evidence that cleaning was done; dirt is everywhere or almost everywhere.
1	Very little cleaning was done, a small area was cleaned while the rest was not; the floor is very dirty, sandy, dusty or muddy; large areas have dirt/ sand/ dust/ mud (40-60% of floor area) are on the floor;
2	Some cleaning was done; large piles of dirt (swept in a pile but not thrown away) are there
3	Average cleaning was done, some floor areas were missed, floor is lightly dirty; has a thin coat of dust/ sand/ dirt; has a few shoe/ boot tracks of dirt
4	A good cleaning effort was done; thin coat of dust in areas that are out of direct sight (such as under a bunk); less than 3 minor shoe/ boot prints
5	Floor is in near-perfect or perfect cleanliness condition; no visible dust/ dirt/ sand on any part of floor; no (or near invisible) shoe prints on floor
+3 pts	<i>Flight floor cleanliness passes white glove inspection (optional)</i>



### 3.4.2. Trash Cans

The score for all of the trash cans will count as part of the percentage score. It will be scored as a 0 or 1. One score is recorded for all trash cans in the squadron or flight being inspected.

The inspector is looking for the trash cans to be emptied with a replacement bag, if possible, and located/arranged per the Encampment OI.

+1 pts	All of the trash cans for the squadron or flight are empty, and have a replacement bag (if possible), and are located/arranged per the Encampment OI.
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### 3.4.3. Latrines

The latrine cleanliness score will count as part of the percentage score. It will be scored on a scale of 0 to 5.

The inspector is looking for the sinks, shower stalls, toilet stalls, urinals and floors to be clean, reasonably dry and in a useable condition, with no personal items lying about, and the supplies are in an orderly and presentable fashion.

+1 pts	Sinks are clean, free of toothpaste and shaving cream, faucets are turned off as best as possible as the plumbing allows, and reasonably dry (some moisture from one or two uses is OK, large puddles from splashing is not)
+1 pts	Shower stall walls and floors are cleaned, and the faucets are turned off as best as the plumbing allows.
+1 pts	Toilet stalls and urinals are clean and of sanitary use, toilets and urinals are flushed (unless plumbing prohibits)
+1 pts	Floor in the latrine is dirt, mud and shoe print free.
+1 pts	Mirrors, inspectable windows and other fixtures are cleaned (if not applicable, add this one point score automatically)
+1 pts	General appearance is acceptable; cleaning supplies are put away or stacked neatly in proper locations; laundry (if any) is not strewn about; personal items (toiletries, laundry) are not lying about the latrine, stall doors are arranged in a standard fashion (if possible).
+3 pts	<i>Latrine cleanliness passes white glove inspection (optional)</i>



## 4. General Knowledge Inspections

General Knowledge inspections will be conducted at all encampments. The frequency of the inspection(s) is at the discretion of the Encampment Commander, however a minimum of two inspections shall be conducted in a seven-day period. When general knowledge inspections are conducted, this standard will be used, unmodified, unless modifications are prescribed within.

The general knowledge inspection grade is based on a percentage of a **fixed maximum score of 30 points**. This fixed maximum score of 30 is the standard reporting grade, regardless of encampment particulars.

### 4.1. Scoring

Each cadet will be asked six questions. Three questions will be CAP General Knowledge and history questions, one question will be current events related, and two questions will be based on the classroom instruction specific to the encampment.

**?** *The inspector is looking for the correct answer. The Commandant of Cadets (or delegates) will decide with the Stan/Eval team to decide how exact a correct answer is (ex: “Cadet Captain Jonathan Smith, CAP” as opposed to “Cadet Captain Smith”). The Encampment Basic Cadet OI and/or SET OI will outline the degree of exactness.*

**?** *During the first day of encampment only, since the cadets have not received classroom instruction, the two remaining questions are at the discretion of the Stan/Eval team, however these two questions must be in the categories defined in this standard. If the first general knowledge inspection is on the second day of encampment, this provision does not apply.*

Each question will be scored as a 0 or 1. One point if it is correct, zero if not- there is no partial credit. Once the six questions are asked, this score is multiplied by 5 to get the final score of 30.

Question 1	<b>0</b>	<b>1</b>
Question 2	<b>0</b>	<b>1</b>
Question 3	<b>0</b>	<b>1</b>
Question 4	<b>0</b>	<b>1</b>
Question 5	<b>0</b>	<b>1</b>
Question 6	<b>0</b>	<b>1</b>
<b>Total</b>		<b>out of 6</b>
	<b>Multiply by 5</b>	<b>X 5 = out of 30</b>

### 4.2. CAP General Knowledge + History

CAP General Knowledge and history consist of materials for the cadets to learn and recite that aren't encampment specific. These questions will comprise 15 of the 30 points.

#### 4.2.1. General Knowledge materials from which to develop questions

General knowledge questions will consist of questions about:

<b>Category/Topic</b>	<b>Description and Examples</b>
Structure of CAP	8 regions, 52 wings, etc. <b>See CAPM 20-1</b>
Organization of CAP	CAP National board composition, what position title does

	the wing commander’s supervisor have, etc.
Chain of Command	Cadets and seniors directly in line of command ONLY- the C/XO is not in command, thus is not part of the chain of command. Example: Flt Sgt, Flt CC, Sq. CC, c/DCC, c/CC, COC, DCC, CC, Wing CC, Region CC, Nat’l Exec. Dir, Nat’l CC

**4.2.2. History materials from which to develop questions**

CAP History questions will come from CAPP-6 (CAP Oral History Self-Study Guide), and will consist of questions concerning CAP’s role in WWII, significant acts of congress affecting CAP and the like.

**4.3. Current Events Questions**

Current events questions will be aerospace, military and/or political foreign policy questions, based on events that occurred in the last 3 months. Major historically significant events in the last 4 years may be asked as a current event question.

A cadet will be asked one question on current events during an inspection, even on the first day. Questions during the encampment will be created from materials that the flight intelligence officer is briefing the flight with. This question will compromise 5 of the 30 points.

**4.4. Encampment Instruction Review Questions**

Encampment instruction review questions will be questions formulated from the course materials taught at the encampment. Any training activity is open to questions. Generally, the training staff is responsible for providing fair questions from their course materials. Cadets will be asked questions from courses or activities that they have completed.

**?** *During the first day of encampment only, since all of the cadets have not received classroom instruction, the two remaining questions are at the discretion of the Stan/Eval team, however these two questions must be in the categories defined in this standard. If the first general knowledge inspection is on the second day of encampment, this provision does not apply.*

A cadet will be asked two questions on encampment instruction during an inspection, except on the first day. These questions will compromise 10 of the 30 points.

## 5. Flight Drill Inspections

Flight drill inspections will be conducted. The frequency of the inspection(s) is at the discretion of the Encampment Commander, however a minimum of two flight drill inspections shall be conducted in a seven-day period. When flight drill inspections are conducted, this standard will be used, unmodified, unless modifications are prescribed within.

The flight drill inspection grade is based on a percentage of a **fixed maximum score of 36**. This fixed maximum score will be standard regardless of encampment particulars.

In both instances, the drill evaluation will be conducted on a drill pad approximately **80 feet by 120 feet**.

### 5.1. Standard Drill

Standard drill will be evaluated using drill cards. Procedures for developing and conducting drill inspections may be found in section 8-2 of the NETM (CAPP 52-11). A sample drill card is in Attachment 10 of the NETM (CAPP 52-11).

**?** *SET will develop the drill cards for each day at the encampment. Generally, the difficulty of the cards should increase as the encampment progresses. The sample drill card in the NETM is a very difficult card, both for the commander and the flight. The SET, with the encampment staff, will determine the degree of difficulty for drill cards.*

#### 5.1.1. Drill Commands

The inspector will score the 16 drill commands on the drill card only. All other inserted commands will not be scored, except as part of the overall assessment of the guidon bearer and flight commander. Each command scored will be score on a scale of 0 to 2. This score will count towards the fixed percentage score (2 points for each of the 16 commands, 32 total points).

+1 pts	The command is executed properly by the flight.
+1 pts	The command is performed by the flight in unison.

#### 5.1.2. Overall Evaluations

The overall evaluations look at the performance of the flight commander and guidon bearer over the entire duration of the drill evaluation period, for commands both on the card, and not on the card. Both will be scored on a scale of 0 to 2, and both will count towards the fixed percentage score (2 points each, 4 total points)

The term "commander" in this section refers to the individual calling the commands on the drill card for the flight (be it the flight sergeant, flight commander, element leader or other).

##### 5.1.2.1. Guidon Bearer

+1 pts	The guidon bearer performs the drill movements correctly (specific to guidon)
+1 pts	The guidon bearer is position properly relative to the flight

##### 5.1.2.2. Commander

+1 pts	The commander gives the drill commands clearly
+1 pts	The commander exhibits poise and confidence, and is positioned relative to the flight properly

## 5.2. Innovative Drill

Encampments will decide if they want to conduct innovative drill evaluations, as part of a cadet competition. If the encampment conducts innovative drill evaluations, this standard will be used, unmodified, unless otherwise specified. Innovative drill will be evaluated using the attached scoresheet. There are five categories, worth seven points each, totaling 35, plus 1 point for reporting.

**?** *Due to the subjective nature of innovative drill, encampment staffs will discuss the particulars of how each item will be scored. The only requirement is the scoresheet included in this standard, as well as the scoring method included, be used. Encampments will determine the time limit, as well as specific rules to follow for the innovative drill itself (reporting procedure, drill command restrictions, etc.).*

### 5.2.1. Originality

The encampment will specify criteria for this score. The score is on a scale of 0 to 7, and counts toward the fixed percentage score (of 7).

### 5.2.2. Maintenance of Cadence

The encampment will specify criteria for this score. The score is on a scale of 0 to 7, and counts toward the fixed percentage score (of 7).

### 5.2.3. Precision of execution

The encampment will specify criteria for this score. The score is on a scale of 0 to 7, and counts toward the fixed percentage score (of 7).

### 5.2.4. Overall appearance and military bearing

The encampment will specify criteria for this score. The score is on a scale of 0 to 7, and counts toward the fixed percentage score (of 7).

### 5.2.5. Difficulty of commands

The encampment will specify criteria for this score. The score is on a scale of 0 to 7, and counts toward the fixed percentage score (of 7).

### 5.2.6. Reporting procedure

The inspector will score the reporting procedure (outlined in the Encampment Basic Cadet OI or SET OI) as a 0 or 1

0	Reporting procedure was not followed correctly.
1	Reporting procedure was followed correctly.



## 6. Staff inspections

Whether staff inspections are conducted is at the discretion of the Encampment Commander. The frequency of the inspection(s) is also at the discretion of the Encampment Commander. When staff inspections are conducted, this standard will be used, unmodified, unless modifications are prescribed within.

The staff inspection grade is based on a percentage of a **fixed maximum score**. This fixed maximum score will be standard regardless of encampment particulars.

### 6.1. Executive Staff + SET

#### 6.1.1. Common elements

Contains inspection criteria common to all executive staff.

#### 6.1.2. Department specific

Inspection criteria specific to the department the cadet is in. The positions outlined below are only those positions defined in the NETM. If an encampment creates a different staff position, they will develop criteria of similar type and of identical scoring as these positions.

##### 6.1.2.1. Administration

Has an administration OI been created/modified/updated?

Did the OIC create a daily plan?

Has an inprocessing procedure been developed?

Have all cadets, cadet staff and senior staff inprocessed?

Is the encampment MSA complete?

Has the OIC maintained and used the daily plan?

Has all encampment specific paperwork been completed (i.e. 101T cards for an ES encampment, model rocketry CAPF 2a's for an aerospace encampment, CAPF 7's for orientation flights)?

Are the Certificates of Accomplishment complete for all graduating cadets?

Are all graduation packets completed?

Has an outprocessing procedure been completed?

Have all cadets, cadet staff and seniors been outprocessed?

##### 6.1.2.2. Communications

Has a communication OI been created/modified/updated?

Did the OIC create a daily plan?

Has the OIC maintained and used the daily plan?

Was a log form developed or chosen?

Has the communications log been filled out properly? (check against criteria in OI or instructions on form)

Has the communications log been filed properly?

Has the communications staff inventoried encampment radios and callsigns?

Has the communications staff set up a base radio?

Has the communications staff inventoried encampment telephones and numbers?

##### 6.1.2.3. Finance

Has a finance OI been created/modified/updated?

Did the OIC create a daily plan?

Has an encampment budget plan been created?

Has the encampment budget been updated daily?  
 Have records of payment of encampment dues been made?  
 Has a petty cash fund been established or decided upon?  
 Has the OIC maintained and used their daily plan?

#### **6.1.2.4. Flight Operations**

Has a flight operations OI been created/modified/updated?  
 Did the OIC create a daily plan?  
 Has a specific plan for flight times and cadets been developed?  
 Have all the CAPF 7's been properly filled out?  
 Has the OIC maintained and used the daily plan?

#### **6.1.2.5. Logistics**

Has a logistics OI been created/modified/updated?  
 Did the OIC create a daily plan?  
 Has the staff inventoried all government-issued equipment?  
 Has the staff identified and logged the initial condition of all borrowed equipment and facilities?  
 Has the staff developed a van check-in and check-out procedure?  
 Has the staff inventoried all CAP corporate owned equipment, i.e. vans?  
 Does the staff perform a daily inspection of CAP corporate owned vans?  
 Does the staff maintain an accurate supply inventory?  
 Does the staff requisition consumable supplies (cleaning, paper) when needed?  
 Has the OIC maintained and used the daily plan?

#### **6.1.2.6. Medical**

Has a medical OI been created/modified/updated?  
 Did the OIC create a daily plan?  
 Has a medical log form been created/chosen?  
 Has the staff accurately maintained their log?  
 Has the staff collected medical history forms for every attendee at the encampment?  
 Has the staff identified qualifications and limitations of its members?  
 Has an emergency procedure been identified (phone #'s, etc.)?  
 Has the medical staff issued regular safety briefings to the entire encampment (interval is defined in encampment OI's)?  
 Has the OIC maintained and used the daily plan?

#### **6.1.2.7. Mess Operations**

Has a mess operations OI been created/modified/updated?  
 Did the OIC create a daily plan?  
 Have food orders been placed?  
 Have physical inventories of perishable and non-perishable foods been conducted daily?  
 Has the staff acquired additional foods if needed?  
 Has the OIC maintained and used the daily plan?  
 Has a physical inventory of the kitchen equipment been conducted?  
 Has the staff created/selected a mess hall sign-in sheet?  
 Does the staff maintain a mess hall sign-in sheet?  
 Does the staff follow the OI for flight KP duty?  
 Does the staff log their cleaning activities on a daily basis?

#### **6.1.2.8. Public Affairs**

Has a public affairs OI been created/modified/updated?  
 Did the OIC create a daily plan?

- Has the staff created a press release to encampment local media?
- Has the OIC maintained and used the daily plan?
- Has the staff created a press release for hometown media?
- Has the staff taken pictures of the flights for the yearbook/graduation booklet?
- Does the staff distribute an encampment newsletter?
- Has the staff created the yearbook and/or graduation booklet?
- Has the staff included their materials (if any) for the graduation packets?

**6.1.2.9. Standardization and Evaluation**

- Has a SET OI been created/modified/updated?
- Did the OIC create a daily plan?
- Has the OI outlined customizations of the inspection standard?
- Has each member of the staff performed inspections unbiased? (Check by looking at scores by an individual inspector between flights/squadrons and see if there is any pattern or bias)
- Has the staff scored inspections consistently among one another? (Check by individually having them inspect the same barracks, drill, uniform, knowledge and compare)
- Has the OIC maintained and used the daily plan?

**6.1.2.10. Training**

- Has a communication OI been created/modified/updated?
- Did the OIC create a daily plan?
- Has the staff assigned instructors to courses? (part of daily plan)
- Has the staff developed/chosen a standard lesson plan template?
- Has the staff used the lesson plan template in teaching their courses?
- Has the staff taught classes per the plan?
- Evaluate the instruction methods of each staff member (compare against instruction techniques outlined in the Leadership and Beyond texts, and the NETM)
- Has the staff distributed schedules per their OI?
- Has the staff made schedule change notifications per the OI?
- Has the OIC maintained and used the daily plan?

**6.2. Line Staff**

Line staff consist of cadet flight sergeants, flight commanders, squadron commanders (if any), group commanders (if any), and squadron first sergeants (only if a group or wing first sergeant exists).

**6.2.1. Common Elements**

Inspection criteria common to all line staff.

**6.2.2. Position specific**

Inspection criteria specific to the position held.

**6.3. Command Staff**

Command staff consists of the cadet commander, the cadet deputy commander and the highest echelon first sergeant(s) (usually group or wing first sergeants, or squadron first sergeants for encampments organized as a group).

**6.3.1. Common Elements**

Inspection criteria common to all line staff.

### **6.3.2. Position specific**

Inspection criteria specific to the position held.

# Attachment 1 – UNIFORM INSPECTION SCORESHEET

Flight: \_\_\_\_\_ Squadron: \_\_\_\_\_ Circle inspection type: Blues BDU Date: \_\_\_\_\_

*Items are scored as one point unless otherwise indicated. (\*) - See the inspection standard for add'l info*

ITEM TO BE INSPECTED (see inspection standard for scoring guidelines)	Cadet #			Cadet #			Cadet #			Cadet #		
Posture of cadet standing at attention	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Cleanliness	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Hairstyle and Haircut	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Shave (m)/ Makeup (f)	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Shirt dirt and lint free / Not very dirty (BDU)	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Shirt well ironed / Not overly wrinkled (BDU)*	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Sleeves have sharp creases / Top of shirt buttoned	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Creases centered on epaulet/points(f)* / Bottom buttons of shirt buttoned	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Pants/Skirt pressed + hemmed / L leg blousing (BDU)	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Pants/Skirt dirt and lint free / R leg blousing (BDU)	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Pants/Skirt no cable, belt, button / buttons (BDU)	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Flt cap no dirt/lint, worn OK/ Sleeve roll equal* (BDU)	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Hat device centered vertically /L sleeve roll (BDU)	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Hat device 1.5" from edge/R sleeve roll (BDU)	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Rank cutout (R side) 1" from collar	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Rank cutout parallel w/collar	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
CAP cutout (R side) 1" from collar	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
CAP cutout parallel w/collar	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Ribbon/badge placement (start at 2 points, deduct 1 pt/infraction)* (circle score) – OR –	0	1	2	0	1	2	0	1	2	0	1	2
CAP Tape, badges and patches (BDU)*	-1	0	1	2	-1	0	1	2	-1	0	1	2
Nameplate centered on pocket (m)/ buttons + arm seam (f) / Nametape centered between edges (BDU)*	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Nameplate (BDU nametape) flush w/pocket (m); bottom edge parallel w/ribbons (f)	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Wing patch centered on epaulet	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Wing patch 1/2 inch	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Shirt +-buckle aligned/shirt-pant seam (f)/has belt (BDU)	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Pants and buckle aligned (default to 1 if no belt (f)*)	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Shoe Shine* (circle score)	0	2	4	0	2	4	0	2	4	0	2	4
<b>TOTAL NUMBER CORRECT</b>	+			+			+			+		
Shirt is cable free (+1 pts)												
Shoes have perfect shine (+1 pt/shoe, +2 pts max/cadet)												
Ribbons in correct order (optional, +1 pts)*												
<b>TOTAL BONUS SCORE</b>	+			+			+			+		
Cutouts on wrong sides (-1 pts)												
Military creases / missed belt loop (BDU) (-1 pts)												
Cables on shirt (-1 pt each, -3 pts max/cadet)												
Dirt immediately visible on pants (BDU, -1 pt)												
Other uniform infraction(s) (-3 pts max)*												
<b>TOTAL PENALTY SCORE</b>	-			-			-			-		
<b>(TOTAL NUMBER CORRECT + BONUS – PENALTY) /FIXED MAXIMUM SCORE (30)*</b>	<b>/30</b>			<b>/30</b>			<b>/30</b>			<b>/30</b>		
INSPECTOR'S LAST NAME, FIRST NAME, MI	RANK/GRADE			INSPECTOR'S SIGNATURE								

**TOTAL FOR FLIGHT:** \_\_\_\_\_ / \_\_\_\_\_

(total) / (total of fixed maximum scores)

NYWG Encampment Inspection Standard

**Attachment 2a – OPEN BAY BARRACKS INSPECTION SCORESHEET**

(Not inspecting toiletries and not inspecting personal items - option 1)

**Flight:** \_\_\_\_\_ **Squadron:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Instructions: Enter in at the top of the columns the roll call numbers being inspected (three is recommended per day); if the whole flight is being inspected, use multiple forms to cover the whole flight. Circle the score given. Add up the numbers by cadet, then add the sum column to get the flight score. (\*) - An asterisk is to alert the user to check the inspection standard for scoring criteria.

ITEM TO BE INSPECTED (see inspection standard for scoring guidelines)	CADET #	CADET #	CADET #	CADET #
<b>BUNK</b> - Collar of bunk is 6" +/- 1/8" measured in 3 spots*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edge of collar is 18" +/- 3/8" from top of bunk (meas. 3 spots*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on L side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on R side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow Centered on bunk and centered between top and collar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow case has smiley + smiley faces side of bunk w/shoes*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheets tucked in completely and smooth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b> -Laundry Bag displayed properly per OI (0 or 2 pts only)	0 2	0 2	0 2	0 2
Shoe alignment (alignment with foot of bunk)*	0 1 2	0 1 2	0 1 2	0 1 2
Shoe arrangement (order of appearance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cadet name card placed properly and has correct info per OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HANGING CLOTHES</b> - All buttons buttoned, all zippers zipped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pant seats on hanger correctly, L shirt sleeves facing out*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hangers are evenly spaced across the bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garments in closet are in prescribed order in OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LOWER SHELF</b> - T-shirts are all folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T-shirts arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pairs of underwear are folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underwear arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks are rolled tightly into a smiley (no tadpole socks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks arranged per OI + and smiley facing upward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPPER SHELF</b> - All items grounded to front (rear if additional needed)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All items evenly spaced and centered left-right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL SCORE BY CADET</b>				
<b>BONUS ITEMS</b> - Bed passes "ruler test"* (+2 pts only)				
<b>TOTAL BONUS BY CADET</b>				
	+	+	+	+
<b>PENALTY ITEMS</b> - Hiding items under sheets/mattress (-2 pts)*				
Intentionally hiding items in laundry bag (-4 pts)*				
Items attached to shirt (cutouts, ribbons) -1 pts, -2 max*				
<b>TOTAL PENALTY BY CADET</b>				
	-	-	-	-
<b>1. TOTAL+BONUS-PENALTY /FIXED MAX SCORE</b>	<b>/25</b>	<b>/25</b>	<b>/25</b>	<b>/25</b>
<b>FLIGHT COMMON AREAS (ITEMS IN ITALICS ARE BONUS SCORES)</b>				
Floor Cleanliness*	0 1 2 3 4 5	<i>Floors pass white glove inspection (+3 pts)</i>		
Locker/Clothing storage unit cleanliness*	0 1 2 3 4 5	<i>Lockers pass white glove inspection (+1 pts)</i>		
General Appearance	<input type="checkbox"/>	<i>Furniture arr. is standardized/per OI (+1 pts)</i>		
Window Cleanliness*	-2 -1 0 1 2 3	<i>Windows are standardized/ per OI* (+1 pts)</i>		
Fan Cleanliness*	0 1 2	<i>Windows pass white glove inspection (+1 pts)</i>		
<i>Fans pass white glove inspection (+1 pts)</i>		<b>2. COMMON AREA TOTAL</b>		<b>/11</b>
Take the average score of the cadets (total / # of cadets inspected), then add the common area score total. Last box is barracks score.				
<b>3. SUM ROW # 1</b>		<b>4. DIVIDE # 3 BY # INSPECTED</b>	<b>#4 + #2 = BARRACKS SCORE</b>	<b>/36</b>
INSPECTOR'S LAST NAME, FIRST NAME, MI		RANK/GRADE	INSPECTOR'S SIGNATURE	

NYWG Encampment Inspection Standard

**Attachment 2b – OPEN BAY BARRACKS INSPECTION SCORESHEET**

(Not inspecting toiletries, inspecting personal items - option 2)

**Flight:** \_\_\_\_\_ **Squadron:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Instructions: Enter in at the top of the columns the roll call numbers being inspected (three is recommended per day); if the whole flight is being inspected, use multiple forms to cover the whole flight. Circle the score given. Add up the numbers by cadet, then add the sum column to get the flight score. (\*) - An asterisk is to alert the user to check the inspection standard for scoring criteria.

ITEM TO BE INSPECTED (see inspection standard for scoring guidelines)	CADET #	CADET #	CADET #	CADET #
<b>BUNK</b> - Collar of bunk is 6" +/- 1/8" measured in 3 spots*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edge of collar is 18" +/- 3/8" from top of bunk (meas. 3 spots*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on L side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on R side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow Centered on bunk and centered between top and collar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow case has smiley + smiley faces side of bunk w/shoes*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheets tucked in completely and smooth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b> -Laundry Bag displayed properly per OI (0 or 2 pts only)	<b>0 2</b>	<b>0 2</b>	<b>0 2</b>	<b>0 2</b>
Shoe alignment (alignment with foot of bunk)*	<b>0 1 2</b>	<b>0 1 2</b>	<b>0 1 2</b>	<b>0 1 2</b>
Shoe arrangement (order of appearance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cadet name card placed properly and has correct info per OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HANGING CLOTHES</b> - All buttons buttoned, all zippers zipped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pant seats on hanger correctly, L shirt sleeves facing out*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hangers are evenly spaced across the bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garments in closet are in prescribed order in OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LOWER SHELF</b> - T-shirts are all folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T-shirts arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pairs of underwear are folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underwear arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks are rolled tightly into a smiley (no tadpole socks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks arranged per OI + and smiley facing upward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPPER SHELF</b> - All items grounded to front (rear if additional needed)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All items evenly spaced and centered left-right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PERSONAL ITEMS</b> - Personal items arranged neatly (0 or 3)	<b>0 3</b>	<b>0 3</b>	<b>0 3</b>	<b>0 3</b>
<b>TOTAL SCORE BY CADET</b>				
<b>BONUS ITEMS</b> - Bed passes "ruler test"* (+2 pts only)				
<b>TOTAL BONUS BY CADET</b>				
	+	+	+	+
<b>PENALTY ITEMS</b> - Hiding items under sheets/mattress (-2 pts)*				
Intentionally hiding items in laundry bag (-4 pts)*				
Items attached to shirt (cutouts, ribbons) -1 pts, -2 max*				
<b>TOTAL PENALTY BY CADET</b>				
	-	-	-	-
<b>1. TOTAL+BONUS-PENALTY /FIXED MAX SCORE</b>	<b>/28</b>	<b>/28</b>	<b>/28</b>	<b>/28</b>
<b>FLIGHT COMMON AREAS (ITEMS IN ITALICS ARE BONUS SCORES)</b>				
Floor Cleanliness*	<b>0 1 2 3 4 5</b>	<i>Floors pass white glove inspection (+3 pts)</i>		
Locker/Clothing storage unit cleanliness*	<b>0 1 2 3 4 5</b>	<i>Lockers pass white glove inspection (+1 pts)</i>		
General Appearance	<input type="checkbox"/>	<i>Furniture arr. is standardized/per OI (+1 pts)</i>		
Window Cleanliness*	<b>-2 -1 0 1 2 3</b>	<i>Windows are standardized/ per OI* (+1 pts)</i>		
Fan Cleanliness*	<b>0 1 2</b>	<i>Windows pass white glove inspection (+1 pts)</i>		
<i>Fans pass white glove inspection (+1 pts)</i>		<b>2. COMMON AREA TOTAL</b>		<b>/11</b>
Take the average score of the cadets (total / # of cadets inspected), then add the common area score total. Last box is barracks score.				
<b>3. SUM ROW # 1</b>		<b>4. DIVIDE # 3 BY # INSPECTED</b>		<b>#4 + #2 = BARRACKS SCORE</b>
				<b>/39</b>
INSPECTOR'S LAST NAME, FIRST NAME, MI		RANK/GRADE	INSPECTOR'S SIGNATURE	

## Attachment 2c – OPEN BAY BARRACKS INSPECTION SCORESHEET

(Inspecting toiletries and not inspecting personal items - option 3)

Flight: \_\_\_\_\_ Squadron: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Enter in at the top of the columns the roll call numbers being inspected (three is recommended per day); if the whole flight is being inspected, use multiple forms to cover the whole flight. Circle the score given. Add up the numbers by cadet, then add the sum column to get the flight score. (\*) - An asterisk is to alert the user to check the inspection standard for scoring criteria.

ITEM TO BE INSPECTED (see inspection standard for scoring guidelines)	CADET #	CADET #	CADET #	CADET #
<b>BUNK</b> - Collar of bunk is 6" +/- 1/8" measured in 3 spots*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edge of collar is 18" +/- 3/8" from top of bunk (meas. 3 spots*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on L side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on R side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow Centered on bunk and centered between top and collar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow case has smiley + smiley faces side of bunk w/shoes*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheets tucked in completely and smooth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b> -Laundry Bag displayed properly per OI (0 or 2 pts only)	0 2	0 2	0 2	0 2
Shoe alignment (alignment with foot of bunk)*	0 1 2	0 1 2	0 1 2	0 1 2
Shoe arrangement (order of appearance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cadet name card placed properly and has correct info per OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HANGING CLOTHES</b> - All buttons buttoned, all zippers zipped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pant seats on hanger correctly, L shirt sleeves facing out*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hangers are evenly spaced across the bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garments in closet are in prescribed order in OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LOWER SHELF</b> - T-shirts are all folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T-shirts arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pairs of underwear are folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underwear arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks are rolled tightly into a smiley (no tadpole socks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks arranged per OI + and smiley facing upward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPPER SHELF</b> - All items grounded to front (rear if additional needed)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All items evenly spaced and centered left-right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOILETRIES</b> - Soap dish clean and arranged per OI* (0 or 2)	0 2	0 2	0 2	0 2
Toothpaste and toothbrush arranged per OI (0 or 2)	0 2	0 2	0 2	0 2
Shaving kit/feminine items arranged per OI (0 or 2)	0 2	0 2	0 2	0 2
<b>TOTAL SCORE BY CADET</b>				
<b>BONUS ITEMS</b> - Bed passes "ruler test"* (+2 pts only)				
<b>TOTAL BONUS BY CADET</b>				
	+	+	+	+
<b>PENALTY ITEMS</b> - Hiding items under sheets/mattress (-2 pts)*				
Intentionally hiding items in laundry bag (-4 pts)*				
Items attached to shirt (cutouts, ribbons) -1 pts, -2 max*				
<b>TOTAL PENALTY BY CADET</b>				
	-	-	-	-
<b>1. TOTAL+BONUS-PENALTY /FIXED MAX SCORE</b>	<b>/30</b>	<b>/30</b>	<b>/30</b>	<b>/30</b>
<b>FLIGHT COMMON AREAS (ITEMS IN ITALICS ARE BONUS SCORES)</b>				
Floor Cleanliness*	0 1 2 3 4 5	<i>Floors pass white glove inspection (+3 pts)</i>		
Locker/Clothing storage unit cleanliness*	0 1 2 3 4 5	<i>Lockers pass white glove inspection (+1 pts)</i>		
General Appearance	<input type="checkbox"/>	<i>Furniture arr. is standardized/per OI (+1 pts)</i>		
Window Cleanliness*	-2 -1 0 1 2 3	<i>Windows are standardized/ per OI* (+1 pts)</i>		
Fan Cleanliness*	0 1 2	<i>Windows pass white glove inspection (+1 pts)</i>		
<i>Fans pass white glove inspection (+1 pts)</i>		<b>2. COMMON AREA TOTAL</b>		<b>/11</b>
Take the average score of the cadets (total / # of cadets inspected), then add the common area score total. Last box is barracks score.				
<b>3. SUM ROW # 1</b>		<b>4. DIVIDE # 3 BY # INSPECTED</b>	<b>#4 + #2 = BARRACKS SCORE</b>	<b>/41</b>
INSPECTOR'S LAST NAME, FIRST NAME, MI		RANK/GRADE	INSPECTOR'S SIGNATURE	



NYWG Encampment Inspection Standard

**Attachment 2d – OPEN BAY BARRACKS INSPECTION SCORESHEET**

(Inspecting toiletries and inspecting personal items - option 4)

**Flight:** \_\_\_\_\_ **Squadron:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Instructions: Enter in at the top of the columns the roll call numbers being inspected (three is recommended per day); if the whole flight is being inspected, use multiple forms to cover the whole flight. Circle the score given. Add up the numbers by cadet, then add the sum column to get the flight score. (\*) - An asterisk is to alert the user to check the inspection standard for scoring criteria.

ITEM TO BE INSPECTED (see inspection standard for scoring guidelines)	CADET #	CADET #	CADET #	CADET #
<b>BUNK</b> - Collar of bunk is 6" +/- 1/8" measured in 3 spots*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edge of collar is 18" +/- 3/8" from top of bunk (meas. 3 spots*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on L side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on R side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow Centered on bunk and centered between top and collar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow case has smiley + smiley faces side of bunk w/shoes*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheets tucked in completely and smooth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b> -Laundry Bag displayed properly per OI (0 or 2 pts only)	0 2	0 2	0 2	0 2
Shoe alignment (alignment with foot of bunk)*	0 1 2	0 1 2	0 1 2	0 1 2
Shoe arrangement (order of appearance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cadet name card placed properly and has correct info per OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HANGING CLOTHES</b> - All buttons buttoned, all zippers zipped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pant seats on hanger correctly, L shirt sleeves facing out*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hangers are evenly spaced across the bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garments in closet are in prescribed order in OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LOWER SHELF</b> - T-shirts are all folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T-shirts arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pairs of underwear are folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underwear arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks are rolled tightly into a smiley (no tadpole socks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks arranged per OI + and smiley facing upward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPPER SHELF</b> - All items grounded to front (rear if additional needed)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All items evenly spaced and centered left-right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOILETRIES</b> - Soap dish clean and arranged per OI* (0 or 2)	0 2	0 2	0 2	0 2
Toothpaste and toothbrush arranged per OI (0 or 2)	0 2	0 2	0 2	0 2
Shaving kit/feminine items arranged per OI (0 or 2)	0 2	0 2	0 2	0 2
<b>PERSONAL ITEMS</b> - Personal items arranged neatly (0 or 3)	0 3	0 3	0 3	0 3
<b>TOTAL SCORE BY CADET</b>				
<b>BONUS ITEMS</b> - Bed passes "ruler test"* (+2 pts only)				
<b>TOTAL BONUS BY CADET</b>				
	+	+	+	+
<b>PENALTY ITEMS</b> - Hiding items under sheets/mattress (-2 pts)*				
Intentionally hiding items in laundry bag (-4 pts)*				
Items attached to shirt (cutouts, ribbons) -1 pts, -2 max*				
<b>TOTAL PENALTY BY CADET</b>				
	-	-	-	-
<b>1. TOTAL+BONUS-PENALTY /FIXED MAX SCORE</b>	<b>/33</b>	<b>/33</b>	<b>/33</b>	<b>/33</b>
<b>FLIGHT COMMON AREAS (ITEMS IN ITALICS ARE BONUS SCORES)</b>				
Floor Cleanliness*	0 1 2 3 4 5	<i>Floors pass white glove inspection (+3 pts)</i>		
Locker/Clothing storage unit cleanliness*	0 1 2 3 4 5	<i>Lockers pass white glove inspection (+1 pts)</i>		
General Appearance	<input type="checkbox"/>	<i>Furniture arr. is standardized/per OI (+1 pts)</i>		
Window Cleanliness*	-2 -1 0 1 2 3	<i>Windows are standardized/ per OI* (+1 pts)</i>		
Fan Cleanliness*	0 1 2	<i>Windows pass white glove inspection (+1 pts)</i>		
<i>Fans pass white glove inspection (+1 pts)</i>		<b>2. COMMON AREA TOTAL</b>		<b>/11</b>
Take the average score of the cadets (total / # of cadets inspected), then add the common area score total. Last box is barracks score.				
<b>3. SUM ROW # 1</b>		<b>4. DIVIDE # 3 BY # INSPECTED</b>	<b>#4 + #2 = BARRACKS SCORE</b>	<b>/44</b>
INSPECTOR'S LAST NAME, FIRST NAME, MI		RANK/GRADE	INSPECTOR'S SIGNATURE	

NYWG Encampment Inspection Standard

**Attachment 3a – CLOSED BAY BARRACKS INSPECTION SCORESHEET**

(Not inspecting toiletries and not inspecting personal items - option 1)

**Flight:** \_\_\_\_\_ **Squadron:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Instructions: Enter in at the top of the columns the roll call numbers being inspected (three is recommended per day); if the whole flight is being inspected, use multiple forms to cover the whole flight. Circle the score given. Add up the numbers by cadet, then add the sum column to get the flight score. (\*) - An asterisk is to alert the user to check the inspection standard for scoring criteria.

ITEM TO BE INSPECTED (see inspection standard for scoring guidelines)	CADET #	CADET #	CADET #	CADET #
<b>BUNK</b> - Collar of bunk is 6" +/- 1/8" measured in 3 spots*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edge of collar is 18" +/- 3/8" from top of bunk (meas. 3 spots*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on L side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on R side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow Centered on bunk and centered between top and collar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow case has smiley + smiley faces side of bunk w/shoes*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheets tucked in completely and smooth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b> -Laundry Bag displayed properly per OI (0 or 2 pts only)	0 2	0 2	0 2	0 2
Shoe alignment (alignment with foot of bunk)*	0 1 2	0 1 2	0 1 2	0 1 2
Shoe arrangement (order of appearance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cadet name card placed properly and has correct info per OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HANGING CLOTHES</b> - All buttons buttoned, all zippers zipped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pant seats on hanger correctly, L shirt sleeves facing out*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hangers are evenly spaced across the bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garments in closet are in prescribed order in OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LOWER SHELF</b> - T-shirts are all folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T-shirts arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pairs of underwear are folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underwear arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks are rolled tightly into a smiley (no tadpole socks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks arranged per OI + and smiley facing upward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPPER SHELF</b> - All items grounded to front (rear if additional needed)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All items evenly spaced and centered left-right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL SCORE BY CADET</b>				
<b>BONUS ITEMS</b> - Bed passes "ruler test"* (+2 pts only)				
<b>TOTAL BONUS BY CADET</b>				
	+	+	+	+
<b>PENALTY ITEMS</b> - Hiding items under sheets/mattress (-2 pts)*				
Intentionally hiding items in laundry bag (-4 pts)*				
Items attached to shirt (cutouts, ribbons) -1 pts, -2 max*				
<b>TOTAL PENALTY BY CADET</b>				
	-	-	-	-
<b>1. TOTAL+BONUS-PENALTY /FIXED MAX SCORE</b>	<b>/25</b>	<b>/25</b>	<b>/25</b>	<b>/25</b>
<b>FLIGHT COMMON AREAS (ITEMS IN ITALICS ARE BONUS SCORES)</b>				
Floor Cleanliness*	0 1 2 3 4 5	<i>Floors pass white glove inspection (+3 pts)</i>		
Locker/Clothing storage unit cleanliness*	0 1 2 3 4 5	<i>Lockers pass white glove inspection (+1 pts)</i>		
General Appearance	<input type="checkbox"/>	<i>Furniture arr. is standardized/per OI (+1 pts)</i>		
Window Cleanliness*	-2 -1 0 1 2 3	<i>Windows are standardized/ per OI* (+1 pts)</i>		
Hallway Walls clean (+1 pts)		<i>Windows pass white glove inspection (+1 pts)</i>		
Room Doors Clean, standard per OI (+1 pts)		<b>2. COMMON AREA TOTAL</b>		<b>/11</b>
Take the average score of the cadets (total / # of cadets inspected), then add the common area score total. Last box is barracks score.				
<b>3. SUM ROW # 1</b>		<b>4. DIVIDE # 3 BY # INSPECTED</b>	<b>#4 + #2 = BARRACKS SCORE</b>	<b>/36</b>
INSPECTOR'S LAST NAME, FIRST NAME, MI		RANK/GRADE	INSPECTOR'S SIGNATURE	

NYWG Encampment Inspection Standard

**Attachment 3b – CLOSED BAY BARRACKS INSPECTION SCORESHEET**

(Not inspecting toiletries, inspecting personal items - option 2)

**Flight:** \_\_\_\_\_ **Squadron:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Instructions: Enter in at the top of the columns the roll call numbers being inspected (three is recommended per day); if the whole flight is being inspected, use multiple forms to cover the whole flight. Circle the score given. Add up the numbers by cadet, then add the sum column to get the flight score. (\*) - An asterisk is to alert the user to check the inspection standard for scoring criteria.

ITEM TO BE INSPECTED (see inspection standard for scoring guidelines)	CADET #	CADET #	CADET #	CADET #
<b>BUNK</b> - Collar of bunk is 6" +/- 1/8" measured in 3 spots*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edge of collar is 18" +/- 3/8" from top of bunk (meas. 3 spots*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on L side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on R side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow Centered on bunk and centered between top and collar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow case has smiley + smiley faces side of bunk w/shoes*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheets tucked in completely and smooth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b> -Laundry Bag displayed properly per OI (0 or 2 pts only)	<b>0 2</b>	<b>0 2</b>	<b>0 2</b>	<b>0 2</b>
Shoe alignment (alignment with foot of bunk)*	<b>0 1 2</b>	<b>0 1 2</b>	<b>0 1 2</b>	<b>0 1 2</b>
Shoe arrangement (order of appearance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cadet name card placed properly and has correct info per OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HANGING CLOTHES</b> - All buttons buttoned, all zippers zipped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pant seats on hanger correctly, L shirt sleeves facing out*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hangers are evenly spaced across the bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garments in closet are in prescribed order in OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LOWER SHELF</b> - T-shirts are all folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T-shirts arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pairs of underwear are folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underwear arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks are rolled tightly into a smiley (no tadpole socks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks arranged per OI + and smiley facing upward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPPER SHELF</b> - All items grounded to front (rear if additional needed)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All items evenly spaced and centered left-right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PERSONAL ITEMS</b> - Personal items arranged neatly (0 or 3)	<b>0 3</b>	<b>0 3</b>	<b>0 3</b>	<b>0 3</b>
<b>TOTAL SCORE BY CADET</b>				
<b>BONUS ITEMS</b> - Bed passes "ruler test"* (+2 pts only)				
<b>TOTAL BONUS BY CADET</b>				
	+	+	+	+
<b>PENALTY ITEMS</b> - Hiding items under sheets/mattress (-2 pts)*				
Intentionally hiding items in laundry bag (-4 pts)*				
Items attached to shirt (cutouts, ribbons) -1 pts, -2 max*				
<b>TOTAL PENALTY BY CADET</b>				
	-	-	-	-
<b>1. TOTAL+BONUS-PENALTY /FIXED MAX SCORE</b>	<b>/28</b>	<b>/28</b>	<b>/28</b>	<b>/28</b>
<b>FLIGHT COMMON AREAS (ITEMS IN ITALICS ARE BONUS SCORES)</b>				
Floor Cleanliness*	<b>0 1 2 3 4 5</b>	<i>Floors pass white glove inspection (+3 pts)</i>		
Locker/Clothing storage unit cleanliness*	<b>0 1 2 3 4 5</b>	<i>Lockers pass white glove inspection (+1 pts)</i>		
General Appearance	<input type="checkbox"/>	<i>Furniture arr. is standardized/per OI (+1 pts)</i>		
Window Cleanliness*	<b>-2 -1 0 1 2 3</b>	<i>Windows are standardized/ per OI* (+1 pts)</i>		
Hallway Walls clean (+1 pts)		<i>Windows pass white glove inspection (+1 pts)</i>		
Room Doors Clean, standard per OI (+1 pts)				
<b>2. COMMON AREA TOTAL</b>			<b>/11</b>	
Take the average score of the cadets (total / # of cadets inspected), then add the common area score total. Last box is barracks score.				
<b>3. SUM ROW # 1</b>		<b>4. DIVIDE # 3 BY # INSPECTED</b>		<b>#4 + #2 = BARRACKS SCORE</b>
			<b>/39</b>	
INSPECTOR'S LAST NAME, FIRST NAME, MI		RANK/GRADE	INSPECTOR'S SIGNATURE	

NYWG Encampment Inspection Standard

**Attachment 3c – CLOSED BAY BARRACKS INSPECTION SCORESHEET**

(Inspecting toiletries and not inspecting personal items - option 3)

**Flight:** \_\_\_\_\_ **Squadron:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Instructions: Enter in at the top of the columns the roll call numbers being inspected (three is recommended per day); if the whole flight is being inspected, use multiple forms to cover the whole flight. Circle the score given. Add up the numbers by cadet, then add the sum column to get the flight score. (\*) - An asterisk is to alert the user to check the inspection standard for scoring criteria.

ITEM TO BE INSPECTED (see inspection standard for scoring guidelines)	CADET #	CADET #	CADET #	CADET #
<b>BUNK</b> - Collar of bunk is 6" +/- 1/8" measured in 3 spots*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edge of collar is 18" +/- 3/8" from top of bunk (meas. 3 spots*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on L side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on R side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow Centered on bunk and centered between top and collar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow case has smiley + smiley faces side of bunk w/shoes*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheets tucked in completely and smooth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b> -Laundry Bag displayed properly per OI (0 or 2 pts only)	0 2	0 2	0 2	0 2
Shoe alignment (alignment with foot of bunk)*	0 1 2	0 1 2	0 1 2	0 1 2
Shoe arrangement (order of appearance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cadet name card placed properly and has correct info per OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HANGING CLOTHES</b> - All buttons buttoned, all zippers zipped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pant seats on hanger correctly, L shirt sleeves facing out*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hangers are evenly spaced across the bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garments in closet are in prescribed order in OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LOWER SHELF</b> - T-shirts are all folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T-shirts arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pairs of underwear are folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underwear arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks are rolled tightly into a smiley (no tadpole socks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks arranged per OI + and smiley facing upward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPPER SHELF</b> - All items grounded to front (rear if additional needed)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All items evenly spaced and centered left-right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOILETRIES</b> - Soap dish clean and arranged per OI* (0 or 2)	0 2	0 2	0 2	0 2
Toothpaste and toothbrush arranged per OI (0 or 2)	0 2	0 2	0 2	0 2
Shaving kit/feminine items arranged per OI (0 or 2)	0 2	0 2	0 2	0 2
<b>TOTAL SCORE BY CADET</b>				
<b>BONUS ITEMS</b> - Bed passes "ruler test"* (+2 pts only)				
<b>TOTAL BONUS BY CADET</b>				
	+	+	+	+
<b>PENALTY ITEMS</b> - Hiding items under sheets/mattress (-2 pts)*				
Intentionally hiding items in laundry bag (-4 pts)*				
Items attached to shirt (cutouts, ribbons) -1 pts, -2 max*				
<b>TOTAL PENALTY BY CADET</b>				
	-	-	-	-
<b>1. TOTAL+BONUS-PENALTY /FIXED MAX SCORE</b>	<b>/30</b>	<b>/30</b>	<b>/30</b>	<b>/30</b>
<b>FLIGHT COMMON AREAS (ITEMS IN ITALICS ARE BONUS SCORES)</b>				
Floor Cleanliness*	0 1 2 3 4 5	<i>Floors pass white glove inspection (+3 pts)</i>		
Locker/Clothing storage unit cleanliness*	0 1 2 3 4 5	<i>Lockers pass white glove inspection (+1 pts)</i>		
General Appearance	<input type="checkbox"/>	<i>Furniture arr. is standardized/per OI (+1 pts)</i>		
Window Cleanliness*	-2 -1 0 1 2 3	<i>Windows are standardized/per OI* (+1 pts)</i>		
Hallway Walls clean (+1 pts)		<i>Windows pass white glove inspection (+1 pts)</i>		
Room Doors Clean, standard per OI (+1 pts)		<b>2. COMMON AREA TOTAL</b>		<b>/11</b>
Take the average score of the cadets (total / # of cadets inspected), then add the common area score total. Last box is barracks score.				
<b>3. SUM ROW # 1</b>		<b>4. DIVIDE # 3 BY # INSPECTED</b>	<b>#4 + #2 = BARRACKS SCORE</b>	<b>/41</b>
INSPECTOR'S LAST NAME, FIRST NAME, MI		RANK/GRADE	INSPECTOR'S SIGNATURE	

NYWG Encampment Inspection Standard

**Attachment 3d – CLOSED BAY BARRACKS INSPECTION SCORESHEET**

(Inspecting toiletries and inspecting personal items - option 4)

**Flight:** \_\_\_\_\_ **Squadron:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Instructions: Enter in at the top of the columns the roll call numbers being inspected (three is recommended per day); if the whole flight is being inspected, use multiple forms to cover the whole flight. Circle the score given. Add up the numbers by cadet, then add the sum column to get the flight score. (\*) - An asterisk is to alert the user to check the inspection standard for scoring criteria.

ITEM TO BE INSPECTED (see inspection standard for scoring guidelines)	CADET #	CADET #	CADET #	CADET #
<b>BUNK</b> - Collar of bunk is 6" +/- 1/8" measured in 3 spots*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edge of collar is 18" +/- 3/8" from top of bunk (meas. 3 spots*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on L side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital Corners on R side of bunk properly folded and flat*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow Centered on bunk and centered between top and collar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pillow case has smiley + smiley faces side of bunk w/shoes*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheets tucked in completely and smooth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b> -Laundry Bag displayed properly per OI (0 or 2 pts only)	0 2	0 2	0 2	0 2
Shoe alignment (alignment with foot of bunk)*	0 1 2	0 1 2	0 1 2	0 1 2
Shoe arrangement (order of appearance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cadet name card placed properly and has correct info per OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HANGING CLOTHES</b> - All buttons buttoned, all zippers zipped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pant seats on hanger correctly, L shirt sleeves facing out*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hangers are evenly spaced across the bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garments in closet are in prescribed order in OI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LOWER SHELF</b> - T-shirts are all folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T-shirts arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pairs of underwear are folded correctly*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underwear arranged correctly per OI + are stacked evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks are rolled tightly into a smiley (no tadpole socks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All socks arranged per OI + and smiley facing upward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPPER SHELF</b> - All items grounded to front (rear if additional needed)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All items evenly spaced and centered left-right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOILETRIES</b> - Soap dish clean and arranged per OI* (0 or 2)	0 2	0 2	0 2	0 2
Toothpaste and toothbrush arranged per OI (0 or 2)	0 2	0 2	0 2	0 2
Shaving kit/feminine items arranged per OI (0 or 2)	0 2	0 2	0 2	0 2
<b>PERSONAL ITEMS</b> - Personal items arranged neatly (0 or 3)	0 3	0 3	0 3	0 3
<b>TOTAL SCORE BY CADET</b>				
<b>BONUS ITEMS</b> - Bed passes "ruler test"* (+2 pts only)				
<b>TOTAL BONUS BY CADET</b>				
	+	+	+	+
<b>PENALTY ITEMS</b> - Hiding items under sheets/mattress (-2 pts)*				
Intentionally hiding items in laundry bag (-4 pts)*				
Items attached to shirt (cutouts, ribbons) -1 pts, -2 max*				
<b>TOTAL PENALTY BY CADET</b>				
	-	-	-	-
<b>1. TOTAL+BONUS-PENALTY /FIXED MAX SCORE</b>	<b>/33</b>	<b>/33</b>	<b>/33</b>	<b>/33</b>
<b>FLIGHT COMMON AREAS (ITEMS IN ITALICS ARE BONUS SCORES)</b>				
Floor Cleanliness*	0 1 2 3 4 5	<i>Floors pass white glove inspection (+3 pts)</i>		
Locker/Clothing storage unit cleanliness*	0 1 2 3 4 5	<i>Lockers pass white glove inspection (+1 pts)</i>		
General Appearance	<input type="checkbox"/>	<i>Furniture arr. is standardized/per OI (+1 pts)</i>		
Window Cleanliness*	-2 -1 0 1 2 3	<i>Windows are standardized/ per OI* (+1 pts)</i>		
Hallway Walls clean (+1 pts)		<i>Windows pass white glove inspection (+1 pts)</i>		
Room Doors Clean, standard per OI (+1 pts)		<b>2. COMMON AREA TOTAL</b>		<b>/11</b>
Take the average score of the cadets (total / # of cadets inspected), then add the common area score total. Last box is barracks score.				
<b>3. SUM ROW # 1</b>		<b>4. DIVIDE # 3 BY # INSPECTED</b>	<b>#4 + #2 = BARRACKS SCORE</b>	<b>/44</b>
INSPECTOR'S LAST NAME, FIRST NAME, MI		RANK/GRADE	INSPECTOR'S SIGNATURE	

**Attachment 4 – GENERAL KNOWLEDGE INSPECTION SCORESHEET**

Flight: \_\_\_\_\_

Squadron: \_\_\_\_\_

Date: \_\_\_\_\_

Instructions: Circle 0 if the cadet did not answer the question correctly. Circle 1 if the cadet answered correctly. Total the 0's and 1's, then multiply that total by 5 to get the final score. See the inspection standard for add'l info and criteria for correctness.

	Cadet #		Cadet #		Cadet #		Cadet #		Cadet #	
QUESTION 1	0	1	0	1	0	1	0	1	0	1
QUESTION 2	0	1	0	1	0	1	0	1	0	1
QUESTION 3	0	1	0	1	0	1	0	1	0	1
QUESTION 4	0	1	0	1	0	1	0	1	0	1
QUESTION 5	0	1	0	1	0	1	0	1	0	1
QUESTION 6	0	1	0	1	0	1	0	1	0	1
<b>TOTAL (sum each column)</b>										
<b>MULTIPLY BY 5</b>	<b>X 5</b>		<b>X 5</b>		<b>X 5</b>		<b>X 5</b>		<b>X 5</b>	
<b>(TOTAL X 5) /FIXED MAXIMUM SCORE (30)</b>	<b>/30</b>		<b>/30</b>		<b>/30</b>		<b>/30</b>		<b>/30</b>	
INSPECTOR'S LAST NAME, FIRST NAME, MI			RANK/GRADE		INSPECTOR'S SIGNATURE					

TOTAL FOR FLIGHT:            /



Flight: \_\_\_\_\_

Squadron: \_\_\_\_\_

Date: \_\_\_\_\_

Instructions: Circle 0 if the cadet did not answer the question correctly. Circle 1 if the cadet answered correctly. Total the 0's and 1's, then multiply that total by 5 to get the final score. See the inspection standard for add'l info and criteria for correctness.

	Cadet #		Cadet #		Cadet #		Cadet #		Cadet #	
QUESTION 1	0	1	0	1	0	1	0	1	0	1
QUESTION 2	0	1	0	1	0	1	0	1	0	1
QUESTION 3	0	1	0	1	0	1	0	1	0	1
QUESTION 4	0	1	0	1	0	1	0	1	0	1
QUESTION 5	0	1	0	1	0	1	0	1	0	1
QUESTION 6	0	1	0	1	0	1	0	1	0	1
<b>TOTAL (sum each column)</b>										
<b>MULTIPLY BY 5</b>	<b>X 5</b>		<b>X 5</b>		<b>X 5</b>		<b>X 5</b>		<b>X 5</b>	
<b>(TOTAL X 5) /FIXED MAXIMUM SCORE (30)</b>	<b>/30</b>		<b>/30</b>		<b>/30</b>		<b>/30</b>		<b>/30</b>	
INSPECTOR'S LAST NAME, FIRST NAME, MI			RANK/GRADE		INSPECTOR'S SIGNATURE					

TOTAL FOR FLIGHT:            /

**Attachment 5 – Drill Card Inspection Scoresheet**

Flight: \_\_\_\_\_

Squadron: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Signature: \_\_\_\_\_

Command				Score				Command				Score			
1	0	1	2	2	0	1	2	9	0	1	2	10	0	1	2
2	0	1	2	3	0	1	2	11	0	1	2	12	0	1	2
3	0	1	2	4	0	1	2	13	0	1	2	14	0	1	2
4	0	1	2	5	0	1	2	15	0	1	2	16	0	1	2
5	0	1	2	6	0	1	2								
6	0	1	2	7	0	1	2								
7	0	1	2	8	0	1	2								
8	0	1	2												

Note: Skipped commands count as a zero.

**Column 1 Total:** \_\_\_\_\_ **Column 2 Total:** \_\_\_\_\_

Evaluators score the drill movement on the drill card +1 point for correctness of movement and +1 point for flight unity.

Penalties:	
# of Boundary Violations:	_____
# Of 30 second inter-vals past 3 minutes:	_____
<b>Total Penalty points:</b>	- _____

Bonus Points:	
Commander's Evaluation:	0 1 2
Guidon Bearer Evaluation:	0 1 2
<b>Total Bonus points:</b>	+ _____

Evaluators will subtract one point for each boundary violation, and one point for each 30 second interval past 3 minutes. Commander's evaluation will give +1 point for clarity of commands and +1 point for poise and positioning. Guidon bearer's evaluation will give +1 point for correctness of movements specific to the Guidon, and +1 point for correct positioning relative to the flight.

**Sum Total Score:**  
 (Col 1 + Col 2 + Bonuses - Penalties)/ Fixed Maximum Score  
**/36**

**Attachment 6 -SQUADRON SCORESHEETS**

<b>SQUADRON/MULTIPLE FLT BARRACKS COMMON AREAS</b> <i>(ITEMS IN ITALICS ARE BONUS SCORES)</i>								
Floor Cleanliness*	0	1	2	3	4	5	Mirrors, windows and fixtures in latrine clean	<input type="checkbox"/>
Trash Cans emptied and located per OI			<input type="checkbox"/>				General latrine appearance, supplies put away, no personal items left behind	<input type="checkbox"/>
<b>Latrine Sinks clean, faucets off, dry*</b>			<input type="checkbox"/>				Latrine floor is dirt and shoe print free	<input type="checkbox"/>
Shower stalls/floors clean, faucets off*			<input type="checkbox"/>				<i>Floors pass white glove inspection (+3 pts)</i>	<input type="checkbox"/>
Toilet stalls/urinals cleaned, flushed			<input type="checkbox"/>				<i>Latrines pass white glove insp. (+3 pts)</i>	<input type="checkbox"/>
<b>SQUADRON/MULTIPLE FLIGHT BARRACKS COMMON AREA SCORE TOTAL:</b>								

**SQUADRON:** \_\_\_\_\_

***Honor Squadron Barracks Score calculation:***

This form assumes at most 6 flights per squadron. The common area scores recorded are for all common areas that are used by the honor squadron (e.g. two male flights in two buildings = 2 scores plus female = 3)

Flight Barracks Score		Flight Barracks Score	
Flight Barracks Score		Flight Barracks Score	
Flight Barracks Score		Flight Barracks Score	
Common area score		Common area score	
Common area score		Common area score	
<b>SQUADRON BARRACKS SCORE TOTAL:</b>			

***HONOR SQUADRON SCORE CALCULATION:***

This form assumes at most 6 flts/sq. Write in the flight scores for general knowledge, drill, uniforms and the squadron score for barracks.

Flight	Uniform	General Knowledge	Standard Drill	Innovative Drill	Row Total
<b>SUBTOTAL:</b>					
<b>SQUADRON BARRACKS SCORE</b>					+
<b>HONOR SQUADRON SCORE</b>					