

Inspection Guidelines

Guidelines for the Inspection Team

- A. Begin by leading by example. Cadet staff should informally spot check one another's uniform before setting out to inspect others.
- B. Review the CAP Uniform Manual. Inspectors must be experts in the wear of the uniform.
- C. Conduct the inspection as described in AFMAN 36-2203, *Drill & Ceremonies Manual*, paragraph 5.5, available at cap.gov/drill.
- D. Spend about 15 seconds inspecting each cadet.
- E. Visually evaluate whether the cadet's appearance meets CAP standards (it is not necessary to use a ruler to check the placement of insignia).
- F. Proceed through each of the five evaluation items listed below, one at a time.
- G. Flight staff should spot check cadets prior to inspection and help them correct any errors noted during the inspection. The inspection should be a learning experience.
- H. Inspections are a formal event. The cadets should be organized by flight. After the flight is inspected by the flight commander and flight sergeant the flight staff will be inspected by the Cadet Commander with assistance of the 1st Sergeant. They will in turn be inspected by the DCC or C/P staff member.
- I. Inspections will be held twice a month – 2nd week in BDU's and the 4th week in blues.
- J. New cadets should be wearing the alternative uniform and will be inspected.
- K. Give feedback to your cadets after the inspection or by e-mail. Tell the cadet what aspects of their uniform look good and what aspects need improvement.
- L. Cadets that are not in the UOD of the day will have 2 points deducted from their score if they have their Curry Achievement or have been members more than 3 months.

Evaluation Items: The inspecting officer grades each cadet's performance in 5 categories:

- A. Personal Appearance - Haircut, general cleanliness, cosmetics or shave
- B. Garments - Cleanliness, sizing, press, lint, strings, shirt tuck
- C. Footwear - Shine, boot blousing
- D. Accouterments - Placement of patches and insignia, order of ribbons, alignment of gig line, etc.
- E. Military Bearing - Posture, military courtesy, focus and attitude

Ratings

The inspecting officer uses the three ratings described below in making their evaluations.

Ratings are shorthand for describing each cadet's performance. Moreover, they provide cadets with a goal to aim for and can generate a healthy spirit of competition.

Needs Improvement: *0 points*

- A. Multiple and obvious deficiencies
- B. Appearance suggests cadet may not understand CAP standards
- C. Appearance requires the cadet's and the leader's attention

Satisfactory: *1 point*

- A. Appearance generally meets basic CAP requirements
- B. Minor deficiencies may exist, but are not glaring
- C. Appearance indicates the cadet understands CAP standards
- D. Overall appearance brings credit to self and CAP

Excellent: *2 points*

- A. Deficiencies, if any, are few and very minor
- B. Appearance clearly demonstrates the cadet pays attention to detail
- C. Appearance signals personal pride and confidence
- D. Overall appearance sets a great example for fellow cadets

Overall Rating

In addition to being rated in the five categories described above, cadets also receive an overall rating, which is determined mathematically. Recognizing that Phase I cadets are still learning how to wear the uniform properly, while Phase II, III, and IV cadets should be held to a higher standard, there are two sets of scoring guidelines: one for cadet airmen and one for NCOs and officers

Overall Rating	Phase I Cadets	Phase II, III & IV Cadets
Excellent	6-10 points	8-10 points
Satisfactory	4-5	5-7
Needs Improvement	0-3	0-4