

## Sample SOP

### FOURTH CLASS SYSTEM – INSPECTION STANDARD OPERATING PROCEDURES (I-SOP)

1. The purpose of inspections is to assess, assist, and enhance the ability of a cadet to prepare for and perform assigned tasks without fail.

2. Personal Appearance Inspection (PAI). The purpose of the Personal Appearance Inspection is to ensure cadets know how to prepare and wear The Citadel uniform and **maintain personal appearance standards**. Personal appearance is an often-disregarded part of communication and presentation skills. When cadets are out in public, they are representing The Citadel, their battalion, and most importantly, their self. **First impressions are very important**. Visual impact is as important as verbal impact. People will very quickly make assumptions based on a cadet's personal appearance, including his or her appearance in uniform, how well-groomed s/he is and the way s/he carries them self. In accordance with the Personal Appearance Inspection Checklist, enclosure (1), this Fourth-Class System I-SOP provides unit leaders and cadets with the specifics regarding personal appearance and room inspections.

a. Movement. Once the platoon has opened ranks, the platoon sergeant will instruct the squad leaders to conduct a personal appearance inspection on their squad of cadets. Squad leaders will move in the most direct manner to a position directly in front and 2-paces away from the first freshman cadet to their left. The squad corporal, equipped with a pen, clipboard, and Personal Appearance Inspection Sheet, enclosure (1), will take one-step forward, face about, and standby to annotate any/all comments from the squad leader. Once in front of the cadet the squad leader will inspect the cadet from head-to-toe, as described in paragraph 2.b.1 through 6, below. Once the squad leader finishes his or her inspection of a cadet, s/he will give the command, "Ready, STEP", at which time the squad leader and squad corporal will pivot on the ball of the right foot while crossing the left foot over the right. The two will take one or two-steps, halt at the position of attention and execute a left face. They will repeat this process until all cadets in the squad are inspected. Once they have inspected the last cadet in the squad, the squad leader will pivot at a 30-degree angle to the right by pivoting on the ball of the right foot and stepping off with the left. The squad leader and squad corporal will move behind the squad and inspect them from head-to-toe, again, looking at the haircut, personal hygiene, uniform preparation, wear of the soles on the shoes or boots, rips, tears, stains on the uniform, etc. Once all cadets are inspected, the squad leader and squad corporal will return to their position in the squad. Squad leaders are reminded that this is an inspection and they have a timeline to adhere to. It should take squad leaders no more than 30-45 seconds to inspect each cadet in their squad.

b. Conduct

1) The PAI is conducted in a professional manner. The PAI of freshman cadets will occur a minimum of four times per week from Matriculation to Parents Weekend.

2) A sergeant or above, from the cadet's chain of command will inspect the squad. A squad corporal, positioned to the left of the squad leader will assist.

3) After Winter Furlough, a proficient Squad Corporal can inspect the squad.

4) The squad leader will act as the scribe and will assist during the process.

5) The PAI of freshman cadets will occur no more than three times per week.

6) The inspector will inspect each cadet from head-to-toe. The inspector will begin by inspecting the cadets' head/cover. S/he will inspect the following items of the cadet:

- a) Brass
- b) Cover insignia
- c) Cover
- d) Name tape (OCP/ACU cover)
- e) Haircut
- f) Shave

7) The inspector will inspect the cadet's upper torso. S/he will inspect the following items of the cadet's upper torso:

- a) Name tag/tapes, collar insignia, and/or patches
- b) Cleanliness of Duty shirt or OCP/ACU blouse
- c) Finger nails
- d) One Card in left breast pocket
- e) Creases in Duty shirt
- f) Irish pennants on Duty shirt or OCP/ACU blouse

8) The inspector will inspect the cadet's lower torso. S/he will inspect the following items of the cadet's lower torso:

- a) Brass
- b) Cleanliness of Duty trouser or OCP/ACU trouser
- c) Creases in Duty trouser
- d) Length of trouser legs
- e) Irish pennants on Duty trouser or OCP/ACU trouser

9) The inspector will inspect the cadet's shoes. S/he will inspect the following items of the cadet's shoes:

- a) Shoes (shine)
- b) Shoes (serviceability)
- c) Boots (serviceability)

c. Grading

1) The grading system is as follows:

a) There are (10) items that are inspectable per enclosure (1).

b) Each Inspectable Item has a corresponding Code Number.

c) The word 'Go' placed in an Inspectable Item Code Number block signifies that the Inspectable Item was to the inspector's satisfaction.

d) The word 'No Go' placed in an Inspectable Item Code Number block signifies that the Inspectable Item was not to the inspector's satisfaction and a notation of the discrepancy is placed in the "Remarks" section of the checklist.

e) The letters 'NA' placed in an Inspectable Item Code Number block signifies that the Inspectable Item was not graded. For instance, if cadets are wearing the ACU/OCP then the "Improperly Shined Shoes" block would be marked as 'NA' and would not count as an inspectable item or a discrepancy.

f) The scoring system is as follows:

0 – 1 discrepancy = Outstanding Personal Appearance (warrants merits)

2 discrepancies = Above Average Personal Appearance

3 discrepancies = Average Personal Appearance

4 discrepancies = Below Average Personal Appearance

5 discrepancies = Fail

6 or more discrepancies = Gross

#### d. Consequences

1) Prior to Parents Weekend, a cadet recruit will be inspected a minimum of four times per week, not counting Saturday or Sunday.

a) A cadet recruit who has five discrepancies with his/her uniform failed the PAI. The cadet recruit will receive the following consequence:

i. Extra Military Instruction (EMI) – Used primarily to correct the behavior of a cadet recruit who is deficient in their military duties regarding uniform preparation and/or wear. EMI is a legitimate training device intended to improve skill and efficiency of cadet recruits.

ii. The commander will assign cadet recruits to EMI in writing.

iii. A Sergeant or above within the cadet recruits chain of command will supervise his/her cadet recruit.

iv. EMI will last no longer than 1-hour. EMI will begin after the last duty of the day, for both the cadet recruit and the Sergeant or above.

v. Immediately following EMI, the Sergeant or above will reinspect the cadet recruit in the appropriate uniform to ensure that s/he has learned basic skills needed to meet or exceed The Citadel personal appearance standards.

2) Prior to Parents Weekend, a cadet recruit who has six or more discrepancies with his/her uniform is considered to have “Gross” personal appearance. The cadet recruit will receive the following consequences:

- a) Counseling (Written by Squad Leader)
- b) Extra Military Instruction (EMI)

3) **Cadet recruits who pass 70 percent of the PAI’s they stand from Training Day 1 to the Wednesday prior to Parents Weekend may be recommended for promotion to Cadet Private.**

4) From Parents Weekend to Winter Furlough, a freshman cadet will be inspected no more than three times per week, not counting Saturday or Sunday. A freshman cadet who has five discrepancies or more on any PAI after Parent’s Weekend will receive two of the following:

- a) Counseling (Written by Squad Leader)
- b) Extra Military Instruction (EMI)
- c) Performance Report for “Improper Uniform Minor”, or “Gross Personal Appearance” depending on the number of discrepancies on subsequent inspections.

5) From the Wednesday after Winter Furlough until Recognition Day, a freshman cadet will be inspected no more than two times per week, not counting Saturday or Sunday. A freshman cadet who has five discrepancies or more on any PAI after Winter Furlough will receive the following:

- a) Extra Military Instruction (EMI)
- b) Performance Report for “Improper Uniform Minor”, or “Gross Personal Appearance” depending on the number of discrepancies on subsequent inspections.

6) A freshman cadet who has five discrepancies or more on any PAI and is assigned EMI by the commander will be considered “**Deficient**” in the Cadet Accountability System (CAS).

- a) Deficient cadets are restricted to campus until the ordered punishment is served.
- b) If a freshman cadet is assigned EMI by the commander, the commander will access the cadet’s account in the CAS and change the color of the ‘Military’ button to ‘RED’. This

change in the color of the military button signifies that the cadet is restricted to campus until his/her EMI is completed.

c) Military deficient cadets, like conduct deficient cadets, are not authorized Charleston Passes, Overnight Leave, or Weekend Leave.

d) After the freshman cadet has successfully completed his/her required EMI, the commander will again access the cadet's account in the CAS and change the color of the 'Military' button back to 'GREEN'.

7) The platoon leader will observe and assess a Cadet Squad Leader on the execution and effectiveness of the Personal Appearance Inspection **once each week**. A Cadet Squad Leader who scores 14 points or less on their Inspector Evaluation Sheet, enclosure (3) will receive the following:

a) Counseling (Written by Platoon Leader)

e. Tracking. Once the formation is dismissed, the squad leader will retrieve the Personal Appearance Inspection Checklist, enclosure (1), from the squad corporal.

1) S/he will review the results along with comments and consider consequences, if applicable.

2) The squad leader will maintain enclosure (1).

3) Recommended consequences will be forwarded to the Platoon Sergeant and Platoon Leader.

4) The Squad Leader will use enclosure (1) to update the Personal Appearance Inspection Tracker, enclosure (2).

5) The squad leader maintains the Personal Appearance Inspection Checklists in each cadets training folder.

6) Enclosures (2) and (3) may be used during Rank Board's or when selecting a suitable cadet to promote/fill a needed billet within the company/battalion.

3. Morning Room Inspection (MRI). The purpose of the Morning Room Inspection is to ensure freshmen cadets **know how to arrange, clean, and maintain their room to standards**. There are standards that freshmen cadets need to follow in order to maintain the cleanliness of their room on a daily basis.

a. Conduct

1) A sergeant or above from the cadet recruits chain of command will inspect the room **no more than four times per week from Training Day 1 to Parents Weekend**.

- a) The MRI of a cadet recruit room will be conducted in a professional manner.
- b) The sergeant or above, using enclosure (4), attached to the door, will inspect each room from front-to-rear.
- c) Upon completion of the inspection, the sergeant or above will sign off on the checklist annotating that the room was inspected and by whom.

2) A sergeant or above from the cadet's chain of command will inspect a freshman cadets room no more than three times per week from Parents Weekend to Winter Furlough.

3) A sergeant or above from the freshman cadets chain of command will inspect a cadets room no more than two times per week from the return from Winter Furlough to Recognition Weekend.

4) A squad corporal, assisted by a sergeant or above from the freshmen cadet's chain of command can inspect a cadet's room no more than one time per week from Recognition Weekend to Commencement.

5) The inspector will inspect each room looking for the following items:

- a) Name placard(s) on front door
- b) Door locked
- c) Lights turned off
- d) Room orderly designated; nametape posted
- e) Trashcan(s) empty
- f) Deck swept/clean of trash or debris
- g) Mirror clean
- h) Sink and faucet clean/dry
- i) Towel/washcloth displayed IAW Ch. 5, Sect. 4 of the White Book
- j) Rifle(s) locked
- k) Shoe display in full press IAW Ch. 5, Sect. 4 of the White Book
- l) Covers displayed in full press IAW Ch. 5 Sect. 4 of the White Book
- m) Citadel blanket rolled and displayed in full press IAW Ch. 5, Sect. 4 of the White Book
- n) Half press locked
- o) One appliance or less on each half press
- p) Appliances on half press are off
- q) Desk is clean/dusted and free of clutter
- r) Shelves of desk organized IAW Ch. 5, Sect. 4 of the White Book
- s) Bed is tight; top white sheet forms 6-inch collar with Citadel bedspread
- t) Top of pillow flush w/top of bed, opening of pillowcase facing wall and folded under pillow
- u) Items under bed are neat/orderly

b. Grading

1) The grading system is as follows:

a) There are (21) items that are inspectable per enclosure (4).

b) An 'X' placed in the 'GO' block signifies that that inspectable item was completed to the inspector's satisfaction.

c) A check mark placed in the 'NO GO' block signifies that that inspectable item was not to the inspector's satisfaction and a notation of the discrepancy is placed in the "Remarks" section of the checklist.

d) A check mark placed in the 'N/A' block signifies that that inspectable item was not graded. For instance, if the hatch is not locked because a cadet was in the room during the MRI, then the "Hatch is locked" block would be marked as 'N/A' and would not count as an inspectable item or a discrepancy.

e) The scoring system is as follows:

0 – 1 discrepancy = Outstanding Room (warrants merits)

2 discrepancies = Above Average Room

3 discrepancies = Average Room

4 discrepancies = Below Average Room

5 discrepancies = Fail

6 or more discrepancies = Gross Room

c. Consequences

1) Prior to Parents Weekend, a cadet recruit room that has five discrepancies "Failed" the inspection and both cadets will receive the following consequence:

a) Extra Military Instruction (EMI) – A legitimate training device used primarily to correct behavior, improve skill, and efficiency of a cadet recruit who is deficient in their military duties of arranging, cleaning, and/or maintaining their room per The Citadel standards.

b) The commander will assign cadets recruits to EMI in writing.

c) A sergeant or above from the cadet recruits chain of command will supervise cadet recruit(s).

d) EMI will last no longer than 1-hour. EMI will begin after the last duty of the day for both the cadet recruits and his/her sergeant or above.

e) Immediately following EMI, the sergeant or above will reinspect the room to ensure that s/he has learned the basic skills needed to meet or exceed The Citadel morning room inspection standards.

2) Prior to Parents Weekend, a cadet recruit room that has six discrepancies or more is “Gross” and both cadets will receive the following consequences:

- a) Counseling (Written by the Squad Leader)
- b) Extra Military Instruction (EMI)

**3) Cadet recruits who pass 70 percent of the MRI’s they stand from Training Day 1 to the Wednesday prior to Parents Weekend may be recommended for promotion to Cadet Private.**

4) From Parents Weekend to Winter Furlough, if a freshman cadet fails an MRI; both cadets will receive one of the following two consequences:

- a) Counseling
- b) Performance Report for “Room in Disorder” or “Room in Gross Disorder”, depending on the number of discrepancies in the room.

5) **Once per week**, the platoon leader will observe and assess a cadet enlisted leader on the execution and effectiveness of the Morning Room Inspection. A cadet enlisted leader who scores 14 points or less on their Inspector Evaluation Sheet, enclosure (3) will receive the following:

- a) Counseling (Written by Platoon Leader)

d. **Tracking**. Once the inspection is completed, the platoon leader will discuss the results with the inspector.

- 1) The platoon leader will maintain enclosure (3).
- 2) If warranted, a counseling will be prepared and executed.
- 3) The Platoon Leader will use enclosure (3) to update the Morning Room Inspection Tracker, enclosure (5).
- 4) The Platoon Leader maintains enclosure (3) in each inspectors training folder.
- 5) Enclosures (3) and (5) may be used during Rank Board’s or when selecting a suitable cadet to promote/fill a needed billet within the company/battalion.