

PERSONNEL INSPECTION

1. **Inspection Formation.** All cadets participating in the field day shall be inspected (maximum of 47). Any cadet not inspected shall not participate in any judged activity that counts towards overall score. Cadets of each unit will form in one platoon with a platoon commander and FIVE (5) RANKS. The platoon commander is also to be inspected.
2. **Inspection Area.** The Inspection area may be grass or paved surface (preferred) and shall be in close proximity to the drill areas.
3. **Judges.** Five (5) judges are the recommended for the Personnel Inspection. Each judge shall inspect the same squad of each participating school. Once inspections have begun, judges shall not be changed or replaced.
4. **Platoon Presentation.** Using the “**Unit / Commander Overall Evaluation**” section of the score sheet, all judges will grade the platoon on their impression of the platoon’s execution of the following sequence of commands used to march the unit onto the inspection field, maneuver during the inspection and then exit the field:

PLATOON, HALT (wait for the Head Judge to give the command “carry on”)

LEFT, FACE

OPEN RANKS, MARCH

READY, FRONT, COVER

Company Commander reports in (should be 3 paces in front of the Guide, facing forward), inspection begins.

Once all judges have made their initial inspection and are positioned next to the last cadet in their squad, the Head Judge will give the Company Command the command “**carry on**” to proceed with the next command.

UNCOVER, TWO (faces left to give this command, then returns to front position) Judges will walk behind their squad and check haircuts.

Once all judges have checked the haircuts of the cadets in their squad, the Head Judge will give the Company Command the command “**carry on**” to proceed with the next command.

COVER, TWO (faces left to give this command, then returns to front position)

Head Judge will state: “**Inspection complete, carry on**”. Company Commander salutes the Head Judge.

CLOSE RANKS, MARCH

RIGHT, FACE

FORWARD, MARCH

5. **Inspection Uniform.** The authorized uniform for the Personnel Inspection will be either regulation Summer Blue or Winter Blue. Uniform composition shall be per the Cadet Field Manual. The following information is provided to assist judging, but shall not take precedence over details specified in the Cadet Field Manual:

Garrison Cap: Clean, correct fit; insignia clean and in proper position. Properly worn.

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Hair: Regulation cut for males. Mustaches are permitted, but must conform to Navy standards. Female hair may touch, but not fall below lower edge of collar.

Earrings: Female cadets may wear small gold/silver ball earrings with their uniform (Only one earring per ear).

Shirt or blouse: Proper fit, clean and pressed.

Devices and awards: Clean and properly placed; all earned JROTC ribbons with devices must be worn (not just the 3 highest ribbons). Devices are not to be polished as this removes the gold plating. Class designator stars must be 1/4" above ribbons, centered, and 1/4" apart, with two points down. Class designator stars, if earned, are required. Each one represents completion of one year of NJROTC, thus a cadet in his third year of NJROTC should have two stars. NJROTC collar insignia worn on the left collar and rating/rank insignia on the right collar.

Cords: Only the silver leadership aiguillette is authorized.

Nametags: A nametag is required. It must match the cadet's name.

NJROTC patch must be worn on the left sleeve, centered midway between the front and rear areas, top edge one inch below the shoulder seam.

Tie: Only worn with winter blues. Must be clean, properly tied and centered. NJROTC Tie Bars may be worn per the Cadet Field Manual. If worn by one cadet in the unit, then all male cadets shall wear them.

Jacket: A relaxed fit jacket is authorized for wear during the Field Day, however, as a minimum, the jacket must be removed during the period of time the individual is personally being inspected. The NJROTC patch must be worn on the left sleeve, centered midway between the front and rear areas, top edge one inch below the shoulder seam.

Trouser/Slacks: Clean and pressed. Proper fit and length by Navy standards. Trousers should cover the top of the shoe by approximately one inch at the heel.

Skirts: Only if required for religious purposes, individual female cadets may wear the blue skirt instead of slacks. In this case the individual would also wear flesh colored nylons. All females in a unit are not to wear skirts due to the religious preference of others in the unit.

Belt: The standard, plain brass buckle (no anodized or lacquered belt buckles authorized) with brass belt tip shall be worn; all brass including belt tip highly polished, belt clean; cut end of belt cut clean and not frayed. Belt buckle will be worn with clip touching the buckle.

Shoes: Regulation NJROTC issued oxford style leather shoes for both male and female (no pumps authorized), highly shined. Synthetic materials are NOT authorized. Shoes shall be laced per the Cadet Field Manual, from the bottom up through all eyelets. Laces should not be bridged.

Socks: Male - Black. Female stockings - Flesh colored, seamless, and made of nylon type material. As an option, all females in the unit may wear black socks at the discretion of the unit NSI. Whatever the decision, all must be uniform.

Overall Appearance: Neat, clean, smart appearance with proper uniform composition and arrangement of devices.

6. **Personnel Inspection.** Procedures for preparing the platoon for Personnel Inspection will be per the Cadet Field Manual. When reporting in, the Platoon Commander will say, "**(school's name) NJROTC Unit reporting for Personnel Inspection, Sir.**" The Platoon Commander will hand the Head Judge the roster of cadets and have his platoon uncover/cover as directed. Judging will commence upon entry into the inspection area.

7. **Scoring:**

a. Each team can score a total of 1500 points. This is determined by adding up the total points earned, dividing that number by the number of cadets inspected (including CO and Guidon), multiplying the result by 54 (1,350 Maximum Score), and adding the Unit/Commander Overall Evaluation points from each judge (maximum of 150). Refer to the score sheets at the end of this enclosure for specific details.

b. It is most important that each cadet be graded using the same criteria. The team judged at 1130 must be graded with the same standards as the team judged at 0800.

c. Each cadet is assigned a grade from 0 to 5 in 5 different categories, for a total possible score of 25. A specific standard should not be assigned to any specific area such as hair, clean hat cover, shined shoes, etc., since the degree of each infraction must also be considered.

d. Each judge should inspect only one squad of each platoon and assign a grade to each cadet in that squad. Judges shall not spend more than 60 seconds per cadet. Every cadet shall be asked two questions. It is recommended that judges be provided cards that indicate approved questions and acceptable answers.

8. **Penalties:**

a. Late:

(1) If a unit arrives later than scheduled for the PI and the event is progressing as scheduled, the unit will be assessed a 25 point penalty for each minute or fraction thereof beyond the scheduled start time, up to ten minutes. If not ready within 10 minutes of their start time, to allow other units to remain on schedule, the next scheduled unit will be inspected at its scheduled time and the offending unit will be assessed a **250-point** penalty and will be inspected as the last unit.

(2) If the PI is running more than 10 minutes behind schedule, and a unit is not ready when their turn arrives, that unit will be immediately assessed a **250** point penalty and moved to the last position for the PI. The next scheduled unit will immediately fall in for inspection in an attempt to get back on schedule.

(3) If the PI is ahead of schedule, the unit which is next on the schedule may, at the SNSI/NSI option with the PI Head Judge's concurrence, move their unit to the PI area and be inspected ahead of schedule. However, no unit shall be forced to be inspected before the published PI schedule.

b. Wrong Uniform: For the wrong uniform, cadets will be scored "0" in the 2nd of the 5 scored categories.

9. QUESTIONS AND ANSWERS:

a. Questions and answers are a part of the personnel inspection process, as a means of judging cadet poise and confidence. Remember, not more than 60 seconds should be spent inspecting any one cadet.

b. There are limits to the knowledge of cadets and, in keeping with the spirit of the NJROTC Program, it is not our intent to embarrass them. Accordingly, a specific list of questions that may be asked by inspectors is limited in scope and does include some standard items such as the General Orders of a Sentry. There is, however, plenty of room for variation within these questions. Inspectors should confine their questions within the limits provided. Judges must be consistent in their asking of questions from the Cadet Field Manual.

c. Cadets are to begin each response with "Sir" or "Ma'am" as appropriate. Sir or Ma'am is not to be repeated again at the end of the response. For instance, if asked "Who is the Secretary of the Navy?" the cadet should respond, "Sir (or Ma'am), the Secretary of the Navy is the (current)." A cadet who does not know the answer to a question should respond, "Sir (or Ma'am), I do not know the answer but I will find out and get back to you if desired." The inspector should then respond, "That won't be necessary," or something to that effect.

d. Questions specified below (in addition to the Cadet Field Manual) may be asked of cadets. A standard set of questions – with answers – should be provided to judges prior to the PI event. Judges will select from the question bank provided and, once selected, ask the exact same questions of every school inspected. Judges are asked to "shuffle" questions between schools inspected to avoid predictability. Cadets should be able to respond to the specified questions in a clear, confident and proper manner.

(1) Chain of Command. Cadets should know the chain of command by both title and by name. If asked for the chain of command, cadets should respond with titles only unless otherwise specified by the inspector. Cadets may be asked, "Who is (title)?" or "Who is (name)?" The chain of command for cadets is specified as follows:

Commander-in-Chief (President of U.S.)
Secretary of Defense

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Secretary of the Navy
Chief of Naval Operations
Commander, Naval Education and Training Command
Commander, Naval Service Training Command
NJROTC Area 7 Manager

(2) Day and Date. "Sir/Ma'am, today is Saturday, 1 February 2008."

(3) Cadet Name and Rank/Rate. "Ma'am, I am Cadet Ensign Bea Sharp." Name should match nametag, rank or rate should match devices worn.

(4) Age. "Sir, I am sixteen years old."

(5) Years in Unit/NJROTC. "Ma'am, this is my third year in NJROTC. Cadets in third year should be wearing two class designator stars for two years of NJROTC completed.

(6) Year/Class in School. "Sir, I am in eleventh grade." "Ma'am, I am a Junior." "Sir, I am in the graduating class of 2009."

(7) Ribbons. Cadets must be able to correctly identify each ribbon worn. All earned JROTC ribbons with devices MUST be worn.

(8) Clarifying Questions. If the questions above disclose a discrepancy such as name given does not match nametag, rank does not match insignia, and etc. then clarifying questions may be asked of cadets.

e. Other Questions. Other questions such as "where do you desire to attend college?", etc, that are not specifically included in the Question and Answers above are not to be asked. Other questions should also be avoided, particularly questions that cause cadets confusion such as "Do you want to be a Marine?" or questions that are derogatory in nature such as "Why do your shoes look like you just walked through a cow pasture?" These shall not be asked.

NJROTC INSPECTION PLATOON

GUIDE

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PLATOON
LEADER

I certify the _____ (number) cadets named above are the persons who will compete for this NJROTC Unit in today's competition. I further certify that all the above are properly enrolled in the CNET approved course of instruction in NJROTC during this semester and that all are fully eligible for interscholastic competition per school, district, and state regulations.

NJROTC Instructor

Name of Unit

PERSONNEL INSPECTION UNIT TALLEY SHEET

UNIT: _____ TEAM NO. _____

5 th SQUAD	<u>SQUAD POINTS</u>
4 th SQUAD	
3 rd SQUAD	
2 nd SQUAD	
1 st SQUAD	
TOTAL POINTS	_____ (includes Platoon Leader and Guide)

Total points from above: _____
 Divided by the number of cadets inspected: _____ (47 maximum)

 Equals average cadet PI score: _____
 Multiply time 54: _____ X 54

 Subtotal: _____ (1350 maximum)
 Add Unit/Commander Overall Evaluation scores: _____ (150 maximum)

 Equals unit PI score: _____ (1500 maximum)

 Minus penalties (if an) _____

 Equals adjusted unit PI score: _____