UNIFORM INSPECTION AND GRADING PROCEDURES FOR

FLIGHT COMMANDERS

1. It is the responsibility of all of us to be the best we can be. One of the most important measures of our unit is appearance, and this is the most obvious when the uniform is worn each week.
2. It is also a matter of great importance that we do all possible to ensure standardization of uniform inspections and grades, to be as fair as possible to each cadet. While it is impossible to make every judgment call exactly the same with different persons wearing the uniform, there are some steps we can take to bring us closer to that goal.
3. Inspection procedures:
	1. Flight Commanders will exercise the inspection procedures as outlined in the Drill and Ceremony book (V-2627T).
	2. **First year commanders** – the instructor will conduct the first couple of inspections with you assisting. This will allow for you to see what kind of discrepancies they are looking for and for them to correct the cadet. **All other flight commanders** – you will conduct the inspection with the assistance of your flight sergeant.
4. All cadets should review the uniform grade sheet and the form that outlines the maximum deductions for each area. Flight commanders should be completely familiar with these standards.
5. All cadets are taught how to wear the uniform during the first weeks of the first year. The standards are stressed in the handbook review, and repeatedly during uniform inspection. Therefore, gross violations of uniform wear are inexcusable! It can only be concluded that cadets who make gross violations of uniforms rules are doing so knowingly, intentionally, and rebelliously. And, gross violations of uniform wear will not be tolerated.
6. You should be able to distinguish what is referred to as “gross” violations from “minor” deviations from correct uniform wear. Anyone who is grossly out of standards will not be scored on individual grade areas, and will be given a grade of “0”.  **An entry will be made in the remarks sections for any deviations from correct wear, so the instructor is aware that you saw and deducted for that item.**  The items listed below are considered “gross” violations; however others may be included if clearly they are (1) intentional, and (2) bring discredit upon the unit of the Air Force uniform.
	1. Males wearing earrings of any sort, anywhere
	2. Females wearing nose-rings or tongues pierced
	3. Rings, hoops, etc., visible on the body, other than those legally described in Air Force Instructions; this specifically refers to rings or piercings through the lips, tongue, eye brow, or locations other than the **earlobe**.
	4. Male hair which is completely out of standards; the grading scale is to be used for hair infractions which range from ideal to borderline
	5. Male facial hair completely out of standards; the grading scale is to be used for hair infractions which range from ideal to borderline
	6. Female hair that is so bulky it precludes proper wear of the hat, or hair that is of faddish color; this particularly refers to multicolor hair, hair color that is not appropriate for one’s race, or outlandish, unnatural colors; it is especially unsatisfactory if the problematic hair is not the person’s own hair, since this means it is unnecessary, intentional and could easily have been avoided.
	7. Failure to wear the uniform during the entire school day without instructor permission.
7. Those involved in uniform grading will inform the cadet being graded of violations/point deductions, so they can be corrected prior to the next uniform grading period. If the same infraction recurs, increasing number of points will be deducted the following grading period. Graders should use the behavior block for behavior during the class period, but may also use the military image/behavior block for disregard of instructions previously given regarding uniform wear.
8. We are an Honor Unit. We should all want to stay an Honor Unit. Those who do not want to work toward that goal are a problem, and not part of the solution. The bottom line is that we will all conform to standards. All will be graded equitably and will receive the grade they have truly earned.

PROCEDURES FOR UNIFORM INSPECTION

1. Have yourself ready for uniform inspection at or before the scheduled time. Make sure your personal appearance and uniform wear are perfect!
2. Do not socialize with the cadets in the flight. Be professional and business-like.
3. Use correct inspection procedures.
4. Maintain military bearing at all times before, during and after the inspections. Use crisp facing movements.
5. Have a clipboard and pencil.
6. Limit your time in front of each cadet to approximately one minute.
7. Write each discrepancy in the remarks block (one word will do). There **must** be a remark for every point deducted.
8. After you have inspected the cadets, use the guide to determine the number of points to deducted.
9. Total the points deducted and subtract that number from 100 to get the grade.
10. Make sure all cadets have a grade, an “E” for excused, with excused slip, or an “A” for absent.
11. Turn the completed form in to your instructor or place in their box.

Uniform inspection Problem/Discrepancy: Points to be deducted –

1. Position of Attention (15 max points)

 Hands not cupped -1

 Thumbs not along seams of trousers -1

 Posture not correct -1

 Feet not forming 45 degree angle -1

 Eyes not straight ahead (each occurrence) -1

 Moving (each occurrence) -2

Talking (each occurrence) -1

2. Headgear (10 max points)

 No hat -10

Improper hat wear -1

Hat insignia incorrect (officers) -1

No hat insignia (officers) -5

Hat dirty -1

Hat wrinkled -1

3. Grooming/ Uniform cleanliness (15 max points)

 Shirt dirty (each spot or place) -1

 Trousers/slacks dirty (each spot or place) -1

 Personal Grooming

 Marginal shave -1

No shave -3

Marginal haircut -1

Needs haircut -5

Sideburns too long -1

Improper mustache -1

Improper nail polish -5

Fingernails too long -1

Hair too long -1

Improper hair color -10

Improper hair style -5

Hair band/clasp improper color -3

Improper hair ornament -1

5. Accoutrements (10 max points)

 No ribbons -3

 Ribbons dirty -1

 Ribbons out of order -1

Ribbons misaligned -1

No nametag -3

Nametag misaligned -1

No rank -3

Rank misaligned -1

Badge misaligned (each) -1

6. Uniform Wear (15 max points)

 Trousers/slacks too big/small -1

Shirt too big/small -1

T-shirt not V/U neck -1

 Trousers/slacks damaged (hole, tear, etc) -1

 Trousers/slacks wrinkled -1

 No belt -10

Shirt damaged (hole, tear, etc) -1

 Shirt wrinkled -1

Zipper not zipped -1

Button not buttoned (each) -1

 Gigline not straight -1

 Strings (each) -1

7. Shoes (10 max points)

 Incorrect type shoes -10

First year cadets with poromeric shoes -5

 Dirty soles -1

Very dirty soles -2

Shoes scratched -1

Shoes not highly polished -1

Shoes not well polished -2

Shoes not polished at all -5

8. Military Image (10 max points)

Socks not black -1

Item protruding from pocket -1

Wearing sunglasses -1

Too much jewelry (each piece) -2

Improper ear rings -10

Military image not perfect -1

Military image fair -2

Military image marginal -5

Military image poor -10

9. Behavior (15 max points)

 Disrupting formation (each occurrence) -5

Horseplay (each occurrence) -10