



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 5040.2B
2 Feb 09

COMMANDANT OF MIDSHIPMEN INSTRUCTION 5040.2B

Subj: COMPANY ASSESSMENT PROGRAM

Encl: (1) CAP Inspection Checklists
(2) Seasonal Seabag Inspection Checklist

1. Purpose. To assess the efficiency of companies in the Brigade of Midshipmen and assign responsibility for inspections under the Company Assessment Program.

2. Cancellation. COMDTMIDNINST 5040.2A

3. Background. Assessment is a function of command. Inspections and evaluations are used to ensure the readiness, effectiveness, and efficiency of individual units within the command.

4. Policy

a. The Company Assessment Program provides for inspections of vital functions, records, and procedures as they exist in daily use.

b. Inspections are conducted by subject matter experts who are members of the Battalion and/or Regimental and/or Brigade Staffs.

c. Companies will be inspected at least twice per academic semester to include at least one surprise courtesy inspection and one formal inspection.

d. Both the surprise courtesy inspections and the formal inspection will be conducted on a Battalion-wide scale over a time period of 5-10 days to allow enough time for proper assessment of every aspect of the companies.

e. The Regimental Executive Officer will work with the Brigade Staff program managers to co-ordinate the schedules of surprise courtesy inspections and a formal CAP inspection. The schedule of the courtesy inspections and formal inspections

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shall be complete within two weeks after the Reform of the Brigade at the beginning of each semester.

f. The surprise courtesy inspection will not begin prior to twenty (20) days after the Reform of the Brigade. A Company Commander may request additional courtesy inspections to further assess his/her company.

g. The Brigade Staff program managers will incorporate one formal CAP inspection to be held at least twenty (20) days after the initial courtesy inspection.

h. Battalion and Company Staffs shall not know the dates of their appointed courtesy inspection until notification three days beforehand, but will receive notification of the date of the formal CAP inspection within two weeks after the Reform of the Brigade.

i. Companies will be inspected per this instruction and such other procedures as the Commandant may prescribe.

j. Analysis of trends based on these measures provides inspectors and commanders quantitative information on effectiveness over time. Such data is essential in determining performance, identifying systemic problems, and assessing the inspection system.

k. Regimental Executive Officers will control, within the policy and procedural guidelines contained in this instruction, their inspections, scheduling of inspections, and the scope of the inspections. They will conduct only those inspections necessary for management oversight and eliminate or consolidate inspection requirements whenever possible.

l. Reports of findings by other evaluation authorities such as Alpha and Zone Inspections may be accepted for appropriate company inspection areas.

m. Inspecting officials will make written reports after the formal inspection. Reports shall contain the scores for each position and should detail any discrepancies during the inspection process. Regimental Executive Officers will ensure findings and recommendations of significance to the inspecting or higher authority are contained in inspection reports. These reports will be utilized in the formal debrief after the formal inspection's conclusion.

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n. The inspecting Battalion staff will hold a debrief within one week following the conclusion of the courtesy and formal inspection with the Company Commanders, Executive Officers, Company Officers, and Senior Enlisted whose companies were inspected to provide and receive verbal feedback and to allow the company to attain a comprehensive understanding of how efficiently their company is running.

o. Regimental Executive Officers will ensure approved recommendations are carried out by responsible authorities.

p. If certain elements of the CAP inspection are transcribed to electronic formats, this instruction will allow for those proper revisions at that time.

5. Action

a. The Regimental Executive Officers will exercise overall coordination of the Company Assessment Program, as directed by the Deputy Commandant. In carrying out this function, the Regimental Executive Officers will:

(1) Oversee inspections, area visits, surveys, and investigations throughout the Brigade.

(2) Consolidate a projected schedule of inspections of subordinate commands for the semester within thirty (30) days after the Reform of the Brigade.

(3) Conduct follow-up. Incentives for good performance shall be set by the Commandant and ensured by the Regimental Commander.

(4) Track systemic problems reported by lower unit commanders to ensure appropriate action is taken by Company Commanders.

(5) If necessary, request the aid of the Brigade Chief of Staff (COS) in conducting inspections. Should this occur, the Brigade COS will head an independent inspecting party consisting of members of the Brigade Staff.

b. Battalion Commanders will:

(1) Aid in conducting the courtesy and formal inspections of battalions other than their own.

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(2) Submit newly proposed or modified inspection requirements to the Regimental Executive Officers for coordination and inclusion in the yearly turn-over brief.

c. Company Commanders will:

(1) Review inspection requirements under their cognizance to consolidate and reduce administrative requirements.

(2) Submit newly proposed or modified inspection requirements to the Battalion Commanders for coordination and review with appropriate commanders.

6. Procedures. Company Inspections will be conducted according to the following guidelines:

a. Three days prior to a surprise courtesy inspection, the company will be contacted by the Regimental Executive Officer to explain the details of the inspection. Courtesy inspections will last no longer than five business days.

b. The Battalion Staffs will conduct the inspections only in other battalions and those respective companies to ensure impartiality and per the procedures outlined in Enclosure (1).

c. On the morning of the inspection, the Company Commander will receive a list of midshipmen randomly selected for the Seasonal Uniform Inspection (SUI) from a Senior Enlisted from their company. That Senior Enlisted and the Company Executive Officer will carry out the SUI. Enclosure (2) will specify the uniform items to be inspected.

d. Five midshipmen from each class will participate in the SUI. These midshipmen will be notified by 0800 of the day they are to be inspected.

e. SUIs will only occur during the formal administrative inspection at the end of the semester. They shall not be included in the courtesy inspections.

7. Grading

a. Companies will be assessed with a grade of Satisfactory or Unsatisfactory. At the end of the inspection period,

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companies will be ranked within their regiment based on points earned.

b. The inspection checklists are divided into subject areas as denoted in Encl (1).

d. Any subject area receiving a grade of 'unsat' will have a full re-inspection by the inspecting Battalion Executive Officer and the Senior Enlisted from the company of the billet holder responsible for that subject area within twenty (20) days of the conclusion of the formal inspection.

e. If a subject area receives an unsatisfactory grade after the formal inspection at the end of the year, the company billet holder responsible for that subject area will receive a negative Form 1 and formal counseling at the Company level by the Company Executive Officer.

f. If the same billet holder fails the re-inspection, he/she shall be charged with the primary Conduct Offense 0604 (4k Major Offense) for failing to properly perform duties through negligence. The secondary Conduct Offense 1303 (2k Minor Offense) involving the billet-holder's unpreparedness for an inspection may also be included.

g. If a company receives a grade of unsatisfactory for more than half of the subject areas within a main area, the company will receive a grade of unsatisfactory for that area and the company will be held accountable per measures decided by the Commandant.

h. The Regimental Executive Officers may, with concurrence from the Deputy Commandant, change the grading scale as necessary per semester. Changes to the grading scale must be promulgated at least twenty (20) days prior to the beginning of the inspection period.

8. Reports. A final consolidated written report of assessment will be submitted by the Regimental Commander to the Deputy Commandant via the Performance Officer within two weeks of the conclusion of the inspection.


MATTHEW L. KLUNDER

OPERATIONS CAP INSPECTION

Inspecting Official: MIDN 1/C
 Battalion Operations Officer

Date: _____

Battalion: _____

Company: _____

Person Inspected: MIDN 1/C
 Company Operations Officer

Criteria		Points	Score
Plan of the Days			
	Visible in company area	3	
	Weekly POD for Company included	3	
	Semester schedule for Company (major events) included	2	
Properly maintain the Operations Binder			
	Neat and organized	5	
	Print out portion of COMDTMIDNINST1601.12B that details role of Company Operations Officer	2	
	Operations correspondence documented (i.e. emails)	2	
	Company evolutions documented (i.e. tailgaters)	3	
TO PASS: AT LEAST 17/20		TOTAL	_____/20
		PASS	Y / N

IF FAIL, REINSPECTION DATE: _____

Inspecting Official
 X

 Battalion Operations Officer
 MIDN USN

Person Inspected
 X

 Company Operations Officer
 MIDN USN

ACADEMIC OFFICER

Inspecting Officer: MIDN 1/C

Date: _____

Battalion: _____

Company: _____

Person Inspected: MIDN 1/C

Company Academic Officer

Criteria		Points	Score
Properly maintain the Academics Binder			
	Neat and organized	2	
	Contains portion of COMDTMIDNINST1601.12B that details role of Company Academics Officer	2	
	at end of the semester and from current semester at 6 weeks, 12 weeks, and end of the semester.	3	
	Records of counseling for UNSAT Mids and a plan of action included	3	
	Keep records of consequences for unexcused tardies and absences	5	
	Oversight of weekly academic tracking for UNSAT mids	3	
	Semester plan reviewed and approved by CO.	5	
	briefed Company on proper academic accountability procedures, and academic resources at USNA	5	
	Printed copy of Brigade, Battalion and Company academic policies	2	
Proper information posted in Company Area to include:			
	MGSP hours, locations, and courses offered	2	
	Academic Center information	2	
	List of Mids in company available to tutor in various subjects and majors	2	
	Information on upcoming academic-related lectures	2	
	Nimitz library resources and information	2	
TO PASS: AT LEAST 32/40		TOTAL	<u> </u> / 40
		PASS	Y / N

IF FAIL, REINSPECTION DATE: _____

Inspecting Official

X _____

MIDN USN

Person Inspected

X _____

Company Academic Officer

MIDN USN

TRAINING CAP INSPECTION

Inspecting Official: MIDN 1/C
 Battalion Training Officer

Date: _____

Battalion: _____

Company: _____

Person Inspected: MIDN 1/C
 Company Training Officer

Criteria		Points	Score
Training Continuum			
	Detailed plan to implement monthly training topics for each class reviewed and approved by CO.	5	
	Complete and current record of training accomplished.	5	
	Accurate attendance records for each training session with list of those midshipmen required to attend a make-up session if missed.	5	
Saturday Morning Training			
	Semester plan reviewed and approved by CO.	5	
	Copies of weekly plans and associated ORM sheets for Saturday morning events already occurred reviewed and approved by CO.	5	
	Accurate attendance records (by class) for each SMT.	5	
4/C Professional Knowledge Program			
	Record of all pro-quiz scores (highlight failures).	3	
	Company failure policy posted in company area.	2	
Evaluations of all training sergeants and corporals:			
	Intitial	5	
	Mid-term	5	
	Final	5	
	Information presented in organized fasion	5	
TO PASS: AT LEAST 45 / 55		TOTAL	_____/55
		PASS	Y / N

IF FAIL, REINSPECTION DATE: _____

Inspecting Official
 X _____
 Battalion Training Officer
 MIDN USN

Person Inspected
 X _____
 Company Training Officer
 MIDN USN

ADMIN/1ST LT CAP INSPECTION

Inspecting Official: MIDN 1/C
 Battalion Admin/1st LT Officer

Date: _____

Battalion: _____

Company: _____

Person Inspected: MIDN 1/C
 Company Admin/1st LT Officer

Criteria	Points	Score
ADMINISTRATIVE		
Weekend List properly maintained		
Posted in Company Area	1	
Number of weekends taken and eligibility documented	1	
Company Weekend Policy posted in company area	1	
Performance Jackets properly maintained		
Performance Jackets locked in Company Officer's office	5	
Performance Jackets are neat and orderly	5	
Performance Jackets contain:		
Emergency Data and SGLI	3	
Midshipman name on record of disclosure	3	
Oath of Office	2	
Commitment to Serve (1/c and 2/c)	2	
Agreement to Serve (3/c and 4/c)	1	
Watch qualifications	2	
Signed Motorcycle Affidavit	3	
Adequate Bravo Room Inspection Chits Present on Mate's Desk	3	
Familiar with and properly process leave requests	3	
TO PASS: AT LEAST 30/35	TOTAL	_____/35
	PASS	Y / N

1ST LIEUTENANT		
Company performed adequately in semesterly Alpha Inspection	PASS <10 FAILURES	
Company performed adequately in semesterly Zone Inspection	PASS <10 FAILURES	
1st LT self-help Storage Room properly maintained		
Neat and organized	2	
Has adequate cleaning supplies	5	
1st LT Binder properly maintained		
Neat and organized	2	
Print out portion of CDMTIDNINST1601.12B that details role of Company 1st LT Officer	2	
Company Self-help items catalogued	5	
Pending, current, and past work orders documented	5	
Check in/Check out sheets for company rooms	2	
List of rooms and occupants in company	2	
Company Area appears clean and orderly upon walk-through	5	
TO PASS: AT LEAST 24/30 AND LESS THAN 10 FAILURES ON THE ALPHA INSPECTION AND LESS THAN 10 FAILURES ON THE ZONE INSPECTION	TOTAL	_____/30
	PASS	Y / N

IF FAIL, REINSPECTION DATE: _____

Inspecting Official
 X

 Battalion Admin/1st LT Officer
 MIDN USN

Person Inspected
 X

 Company Admin/1st LT Officer
 MIDN USN

WARDROOM CAP INSPECTION

Inspecting Official: MIDN 1/C
 Battalion Operations Officer

Date: _____

Battalion: _____

Company: _____

Person Inspected: MIDN 1/C
 Company Wardroom Officer

Criteria		Points	Score
Record of monthly report posted in company area		2	
Wardroom binder properly maintained			
	Neat and organized	1	
	Print out portion of COMDTMIDNINST1601.12B that details role of Company Wardroom Officer	2	
	Wardroom fund status denoted	2	
	Record of receipts and expenditures	3	
TO PASS: AT LEAST 8/10		TOTAL	_____/10
		PASS	Y / N

IF FAIL, REINSPECTION DATE: _____

Inspecting Official
X
 Battalion Operations Officer
 MIDN USN

Person Inspected
X
 Company Wardroom Officer
 MIDN USN

PMO CAP INSPECTION

Inspecting Official: MIDN 1/C
 Battalion Physical Missions Officer

Date: _____

Battalion: _____

Company: _____

Person Inspected: MIDN 1/C
 Company Physical Missions Officer

Criteria	Points	Score
Information on PRT/PE Tests and Regulations posted in company area	3	
Intramural, club, and varsity company rosters posted in company area	2	
Properly maintain PMO Binder		
Neat and Organized	2	
Print out portion of COMDTMIDNINST1601.12B that details role of Company PMO	2	
List of PRT deficiencies	3	
Persons on remedial program and level	1	
List of Category V midshipmen and progress	1	
Record of individual remediation programs	1	
TO PASS: AT LEAST 12/15		TOTAL _____/15
		PASS Y / N

IF FAIL, REINSPECTION DATE: _____

Inspecting Official
X
 Battalion PMO
 MIDN USN

Person Inspected
X
 Company PMO
 MIDN USN

SAFETY CAP INSPECTION

Inspecting Official: MIDN 1/C
 Battalion Safety Officer

Date: _____

Battalion: _____

Company: _____

Person Inspected: MIDN 1/C
 Company Safety Officer

Criteria	Points	Score
Example of ORM Template chits posted in company area	1	
Record of company dissemination of ORM chits	1	
All Motorcycle Affidavits are signed and properly maintained in the company Performance Jackets	5	
Weekly safety and liberty brief to company recorded	5	
Safety posters posted in company area	3	
TO PASS: AT LEAST 12/15	TOTAL	_____/15
	PASS	Y / N

IF FAIL, REINSPECTION DATE: _____

Inspecting Official
 X

 Battalion Safety Officer
 MIDN USN

Person Inspected
 X

 Company Safety Officer
 MIDN USN

LEAVE / LIBERTY ORM WORKSHEET

Version 18.05.2007 NCV

Fill in all gray areas

Name:		Leave Address:
Date Of Departure:	Date of Return	
Phone Number:		
Total Days of Leave:		
Total Days of Travel:		Method of Travel (Include all that Apply):
Travel Ratio:	0	
Your Travel Ratio should not be more than 1/2 of your total leave period. If it is, you need to replan your activities.		

Place an X in the column next to activities you are planning to participate

Method of Travel ORM

Activity		RAC
POV: 0-4 hrs		5
POV: 5-10 hrs		4
POV: 11-15 hrs		2
POV: 15+ hrs		1
Air		4
Train		5
Bus		5

Leisure Activities ORM Cont

Activity		RAC
Sailing		3
Scuba Diving		2
Skiing		2
Sky Diving		1
Snorkeling		4
Snow Boarding		3
Surfing		3
Target Shooting		3
Wake Boarding		2
Water Skiing		2
Yard Work		4

Leisure Activities ORM

Activity		RAC
Base Jumping		1
Bonfires		2
Camping		3
Car Racing		1
Construction		3
Contact Sports		3
Fishing: Deep Sea		3
Fishing: River/Lake		4
Hiking		3
Home repairs		4
Hunting		2
Jet Skiing		2
Motor Cycling		1
Normal Sports		4
Overseas travel		3
Painting		3
Private Flight		2
Rock Climbing		3

Other ORM

Write anything else you are planning to do on leave/liberty, Assign a RAC.

Activity		RAC

Highest Travel RAC	N/A
Highest Leisure RAC	N/A
Highest Other RAC	N/A
Total Days Travel	0
Highest RAC for Leave	N/A

Personal Risk Mitigation Plan - What are you going to do to mitigate the risks involved?

Squad Leader Counseling

***I acknowledge that I understand the risks associated with my leave period and will do my best to plan ways to minimize the risks of doing harm to myself or others.**

Signature (Midshipman)/Date				COC Comments
SIGNATURE	DATE	PPROVE	DISAPPR'D	
Squad Leader				
Platoon Commander				
Company Safety Officer				
Company Commander				
Company Enlisted Adv				
Company Officer				

Risk Matrix

Risk Assessment Code

- 1 = Critical
- 2 = Serious
- 3 = Moderate
- 4 = Minor
- 5 = Negligible

		Probability			
		A	B	C	D
Severity	I	1	1	2	3
	II	1	2	3	4
	III	2	3	4	5
	IV	3	4	5	5

Probability

- A - Likely to occur immediately or within a short period of time.
- B - Probably will occur in time.
- C - May occur in time.
- D - Unlikely to occur.

Severity

- I - May cause death, loss of facility/asset.
- II - May cause severe injury, illness, property damage.
- III - May cause minor injury, illness, property damage.
- IV - Minimal threat.

PERFORMANCE CAP INSPECTION

Inspecting Official: MIDN 1/C
 Battalion Performance Officer

Date: _____

Battalion: _____

Company: _____

Person Inspected: MIDN 1/C
 Company Performance Officer

Criteria	Points	Score
Demonstrate ability to locate the online Performance Manual	5	
Have system to inform new restrictees of restriction policy	5	
Explain procedures for conducting a formal adjudication	3	
Post restriction policy in company area	2	
Properly maintain the Performance Binder		
Neat and organized	2	
Print out portion of CMDTMIDNINST1601.12B that details role of Company Performance Officer	2	
Documented use of the Form 1 system (at least 1 per week)	3	
Record of training with each class on Performance System	3	
Record of persons currently in conduct trouble and remediation	3	
Document how conduct offenses are being prevented	2	
TO PASS: AT LEAST 25/30		
	TOTAL	____/30
	PASS	Y / N

IF FAIL, REINSPECTION DATE: _____

Inspecting Official
 X

 Battalion Performance Officer
 MIDN USN

Person Inspected
 X

 Company Performance Officer
 MIDN USN

Form-1 Counseling Form

Counseling Type:

Positive	Negative

Alpha:

--

Name:

--

Company:

--

Ac Yr:

--

Commit Date:

--

Reason (Circle 1)

APPEARANCE
BEARING
MOTIVATION
COMPETENCE
PROFESSIONALISM
PHYSICAL ABILITY
DECISION MAKING
COMMITMENT
MORAL

Comment

--

Counseled By:

Chain of Command	Outside Chain of Command						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Officer</td> <td style="width: 33%; padding: 2px;">MIDN</td> <td style="width: 33%; padding: 2px;">Enlisted</td> </tr> </table>	Officer	MIDN	Enlisted	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Officer</td> <td style="width: 33%; padding: 2px;">Enlisted</td> <td style="width: 33%; padding: 2px;">Faculty</td> </tr> </table>	Officer	Enlisted	Faculty
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Counseled	EMI awarded (non-punitive)						
Fwd for Commendation							
Fwd for Adjudication							

Resolution:

Name and Rank:

--

Billet:

--

Turn this form into the Conduct Office, it will eventually be electronically filed

ADJUTANT CAP INSPECTION

COMDTMIDNINST 5040.2B

Inspecting Officer: MIDN 1/C
 Battalion Adjutant Officer

Date: _____

Battalion: _____

Company: _____

Person Inspected: MIDN 1/C
 Company Adjutant Officer

Criteria	Points	Score
Bancroft Hall Watch Organization Binder present	5	
Professional Chalkboard updated on a daily basis and show CDO, ACDO, MOOW and OOW and the day's duty section midshipmen	2	
Have watchbill initialed by duty section at reveille	5	
CDO binder properly maintained		
CDO checklist is present	2	
The previous day's 0800 is present	2	
Blank TAPS sheet present with correct numbers	2	
Bravo chits from past 1 day are present	2	
Log Books are properly maintained		
Date at top of every page of each Log Book	2	
CMODs make proper entries and signatures	2	
Writing is legible and neat	2	
Weekly check by Company Adjutant properly denoted and highlighted	2	
Duty Section personnel properly signed in and out	2	
Proper Personnel respond to random duty muster	5	
CMOD conducted in proper manner		
Proper turnovers conducted	5	
Request and record non-midshipmen IDs	5	
Good uniform and proper military bearing	5	
Adjutant Board properly maintained		
Semester Duty Roster Posted	5	
Monthly watchbills posted to include CMOD, Main Office, Ac Watch and RMOD	3	
Weekend Accountability sheets present and include number of weekends taken	2	
Company's Mate's Desk is properly maintained		
Tidy and neat with working Phone	2	
Firebill Procedures posted behind Mate's desk	3	
Bomb Threat Procedures posted behind Mate's desk	3	
Those qualified for watches knowledgeable about watches		
CMOD knowledgeable about his/her watch	PASS/FAIL	
CDO knowledgeable about his/her watch	PASS/FAIL	
Watch quals are present and updated in company Performance Jackets	2	
TO PASS: SCORE AT LEAST 57/70 AND PASS WATCH KNOWLEDGE INSPECTIONS	TOTAL	____/70
	PASS	Y / N

IF FAIL, REINSPECTION DATE: _____

Inspecting Official
X
 Battalion Adjutant Officer
 MIDN USN

Person Inspected
X
 Company Adjutant Officer
 MIDN USN

1ST SERGEANT CAP INSPECTION

Inspecting Official: MIDN 2/C
 Battalion Sergeant Major

Date: _____

Battalion: _____

Company: _____

Person Inspected: MIDN 2/C
 Company 1st Sergeant

Criteria		Points	Score
Record of UA policy posted in company area		5	
Latest Feeddown posted in company area		3	
Method of gathering feedback discussed		3	
Record of how/when Proposal Template disseminated to company		5	
1st Sergeant Binder			
	Neat and organized	2	
	Print out portion of COMDTMIDNINST1601.12B that details role of Company 1st Sergeant	2	
	All muster sheets present from parades, marchovers, Forrestals, and major away games (Notre Dame, Army)	5	
TO PASS: AT LEAST 21/25		TOTAL	_____/25
		PASS	Y / N

IF FAIL, REINSPECTION DATE: _____

Inspecting Official
 X

 Battalion Sergeant Major
 MIDN USN

Person Inspected
 X

 Company 1st Sergeant
 MIDN USN

DD Mmm YY

MEMORANDUM

From: MIDN 2/C Name, USN, Brigade Sergeant Major
To: CAPT Name, USN, Commandant of Midshipmen
Via: (1) MIDN SGT 1st SGT Name, USN, # Company 1st SGT
(2) MIDN SMAJ Batt SMAJ Name, USN, # Battalion SMAJ
(3) MIDN SMAJ Reg SMAJ Name, USN, # Regiment SMAJ
(4) MIDN SMAJ Name, USN, Brigade Sergeant Major
(5) MIDN CDR Name, USN, Brigade Chief of Staff
(6) MIDN CAPT Name, USN, Brigade Commander
(7) CAPT Name, USN, Deputy Commandant

Subj: TITLE IN ALL CAPITAL LETTERS

1. Background (provide a general purpose)
2. Discussion (give facts, pros, cons in bulletized format)
3. Recommendation (type your concise explanation here)
 - a. Possible sub-point
 - b. Possible sub-point

Very Respectfully,

Your Name
MIDN USN

PLATOON COMMANDER CAP INSPECTION

Inspecting Official: MIDN 1/C
 Battalion Commander

Date: _____

Battalion: _____

Company: _____

Person Inspected: MIDN 1/C
 Platoon Commander

Criteria		Points	Score
Platoon Commander Notebook			
	Binder neat and organized	2	
	Print out portion of COMDTMIDNINST1601.12B that details role of Platoon Commander	2	
	Record of Inspections Present (MIN: one per week)	3	
	Weekly Muster Sheets (MON-SUN of present week)	3	
Platoon Room Standards			
	Bravo Room Inspection of one (1) 1/C in Platoon	PASS/FAIL	
	Bravo Room Inspection of one (1) 2/C in Platoon	PASS/FAIL	
	Bravo Room Inspection of one (1) 3/C in Platoon	PASS/FAIL	
	Bravo Room Inspection of one (1) 4/C in Platoon	PASS/FAIL	
Platoon Uniform Standards			
	1st Squad Uniform Inspection (all squad members must pass)	PASS/FAIL	
	2nd Squad Uniform Inspection (all squad members must pass)	PASS/FAIL	
	3rd Squad Uniform Inspection (all squad members must pass)	PASS/FAIL	
Squad Leader Standards			
	1st Squad Leader Notebook	PASS/FAIL	
	2nd Squad Leader Notebook	PASS/FAIL	
	3rd Squad Leader Notebook	PASS/FAIL	
TO PASS: AT LEAST 8/10 AND ALL S.L. NOTEBOOKS, UNIFORM INSPECTIONS AND ROOM INSPECTIONS MUST PASS.		TOTAL	____/10
		PASS	Y / N

IF FAIL, REINSPECTION DATE: _____

Inspecting Official
 X

 Battalion Commander
 MIDN USN

Person Inspected
 X

 Platoon Commander
 MIDN USN

SQUAD LEADER CAP INSPECTION

Inspecting Official: MIDN 1/C
 Battalion Commander

Date: _____

Battalion: _____

Company: _____

Person Inspected: MIDN 1/C
 Squad Leader

Criteria	Points	Score
Squad binder properly maintained		
Neat and organized	2	
Print out portion of COMDTMIDNINST1601.12B that details role of Squad Leader	2	
Autobiography of squad members	1	
MIDPERF and MIDGRADES- SSN and personal info with exception of name, alpha, company blacked out.	4	
Squad leader expectations for squad members with plan to remediate poor performers	4	
Proper counseling for squad members to include:		
Initial counseling	10	
6-week counseling	10	
12-week counseling	10	
Conduct and Performance, if necessary.	PASS/FAIL	
Weekly reports from each squad member.	2	
Squad leader turnover document (Aptitude for Commissioning)	5	
Squad maintains proper military appearances		
Bravo Room Inspection of one member of the squad	PASS/FAIL	
Uniform Inspection of Squad (all members must pass)	PASS/FAIL	
TO PASS: AT LEAST 40/50 AND ALL INSPECTIONS MUST PASS	TOTAL	____/50
	PASS	Y / N

IF FAIL, REINSPECTION DATE: _____

Inspecting Official
X
 Battalion Commander
 MIDN USN

Person Inspected
X
 Squad Leader
 MIDN USN

DD-Mmm-YY

MEMORANDUM

FROM: MIDN **W. T. Door**, USN, Squad #-#
TO: MIDN LT **Kapsten**, USN, ##th COMPANY COMMANDER
VIA: MIDN ENS **Shipman**, USN, #-# SQUAD LEADER
MIDN LTJG **Boats**, USN, # PLATOON COMMANDER
MIDN LTJG **Anchor**, USN, ## COMPANY EXECUTIVE OFFICER

SUBJ: WEEKLY REPORT FOR WEEK OF SUNDAY **DD-MON-YY**

1. GOOD
2. BAD
3. WEEKEND PLANS

Very respectfully,
W. T. DOOR

MIDN USN

1/c Seasonal Uniform Inspection- Fall Semester			
Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trousers	1		
Dinner Dress Blue Jacket	1		
White Dress Shirt	1		
Service Dress Blue Jacket	2		
Service Dress Blue Trousers	2		
White Shirt	2		
Khaki Shirt	2		
Khaki Trousers	2		
Raincoat	1		
Reefer	1		
Camouflage Blouse	1		
Camouflage Trouser	1		
Combination Cover +	1		
Camouflage Cover +	1		
Black Belt *	1		
Khaki Belt *	1		
Watch Belt *	1		
Black Gloves *	1		
White Gloves *	1		
Soft Shoulder Boards *	1 set		
Stud Set (1 Gold/1 Black) *	2 set		
Cuff Links *	1 set		
Bowtie (male)*	1		
Suspenders (white) (male)*	1		
Gold Cumberbund *	1		
White Scarf *	1		
Black Tie (male)*	1		
Neck Tab (female)*	1		
Boot Bands *	1		
Nametags *	1		
FDB Cuff and Collar Set *	1		
Insignia as Required *	1 set		
Black Leather Shoes	1 pair		
Black Corfram Shoes	1 pair		
Combat Boots	1 pair		
Brown T-Shirt	2		
Blue Rim T-Shirts	2		
Issue Blue Shorts	1		
Swimsuit	1		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Black Socks	6 pair		
Boot Socks	1 pair		

* = in box on desk

+ = on desk

unmarked= in closet

1/c Seasonal Uniform Inspection- Spring Semester			
Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trousers	1		
White Hi-Rise Trousers	1		
Dinner Dress White Jacket	1		
White Dress Shirt	1		
Service Dress White Top	1		
Service Dress White Trousers	1		
Raincoat	1		
Khaki Shirt	2		
Khaki Trousers	2		
Camouflage Blouse	1		
Camouflage Trouser	1		
Summer White Shirts	2		
Summer White Trousers	2		
Combination Cover +	1		
Camouflage Cover +	1		
Black Belt *	1		
Khaki Belt *	1		
White Belt *	1		
Watch Belt *	1		
White Gloves *	1		
Soft Shoulder Boards *	1 set		
Boot Bands *	2		
Nametags *	1		
FDB Cuff and Collar Set *	1		
Bow Tie (male)*	1		
Dress Neck Tab (female)*	1		
Gold Cumberbund *	1		
Suspenders (white) (male)*	1		
Stud Set (1 Gold/1 Black) *	1		
Cuff Links *	1 set		
Insignia as Required *	1 set		
Black Leather Shoes	1 pair		
Black Corfram Shoes	1 pair		
White Shoes	1 pair		
Combat Boots	1 pair		
Brown T-Shirt	2		
Blue Rim T-Shirts	2		
Issue Blue Shorts	1		
Swimsuit	1		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Black Socks	6 pair		
Boot Socks	1 pair		
White Socks	3 pair		

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2/c Seasonal Uniform Inspection- Fall Semester			
Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trousers	1		
Dinner Dress Blue Jacket	1		
White Dress Shirt	1		
Service Dress Blue Jacket	2		
Service Dress Blue Trousers	3		
White Shirt	2		
Winter Working Blue Shirts	3		
Raincoat	1		
Reefer	1		
Camouflage Blouse	1		
Camouflage Trouser	1		
Combination Cover +	1		
Camouflage Cover +	1		
Black Belt *	1		
Khaki Belt *	1		
Watch Belt *	1		
Black Gloves *	1		
White Gloves *	1		
Soft Shoulder Boards *	1 set		
Eisenhower Jacket	1		
Stud Set (1 Gold/1 Black) *	2		
Cuff Links *	1 set		
Bowtie (male)*	1		
Suspenders (white) (male)*	1		
Gold Cumberbund *	1		
White Scarf *	1		
Black Tie (male)*	1		
Neck Tab (female)*	1		
Boot Bands *	2		
Nametags *	1		
FDB Cuff and Collar Set *	1		
Insignia as Required *	1 set		
Black Leather Shoes	1 pair		
Black Corfram Shoes	1 pair		
Combat Boots	1 pair		
Reversible Jersey	1		
Brown T-Shirt	3		
Blue Rim T-Shirts	2		
Issue Blue Shorts	1		
Swimsuit	1		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Black Socks	6 pair		
Boot Socks	1 pair		

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2/c Seasonal Uniform Inspection- Spring Semester			
Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trousers	1		
White Hi-Rise Trousers	1		
Dinner Dress White Jacket	1		
White Dress Shirt	1		
Service Dress White Top	1		
Service Dress White Trousers	1		
Raincoat	1		
Summer Working Blue Shirts	3		
Blue Trousers	3		
Camouflage Blouse	1		
Camouflage Trouser	1		
Summer White Shirts	2		
Summer White Trousers	2		
Combination Cover +	1		
Camouflage Cover +	1		
Black Belt *	1		
Khaki Belt *	1		
White Belt *	1		
Watch Belt *	1		
White Gloves *	1		
Soft Shoulder Boards *	1 set		
Eisenhower Jacket	1		
Boot Bands *	2		
Nametags *	1		
FDB Cuff and Collar Set *	1		
Bow Tie (male)*	1		
Dress Neck Tab (female)*	1		
Gold Cumberbund *	1		
Suspenders (white) (male)*	1		
Stud Set (1 Gold/1 Black) *	1		
Cuff Links *	1 set		
Insignia as Required *	1 set		
Black Leather Shoes	1 pair		
Black Corfram Shoes	1 pair		
White Shoes	1 pair		
Combat Boots	1 pair		
Reversible Jersey	1		
Brown T-Shirt	3		
Blue Rim T-Shirts	2		
Issue Blue Shorts	1		
Swimsuit	1		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Black Socks	6 pair		
Boot Socks	1 pair		
White Socks	3 pair		

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3/c Seasonal Uniform Inspection- Fall Semester			
Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trousers	1		
Dinner Dress Blue Jacket	1		
White Dress Shirt	1		
Service Dress Blue Jacket	2		
Service Dress Blue Trousers	3		
White Shirt	2		
Winter Working Blue Shirts	3		
Raincoat	1		
Reefer	1		
Camouflage Blouse	1		
Camouflage Trouser	1		
Combination Cover +	1		
Camouflage Cover +	1		
Black Belt *	1		
Khaki Belt *	1		
Watch Belt *	1		
Black Gloves *	1		
White Gloves *	1		
Soft Shoulder Boards *	1 set		
Eisenhower Jacket	1		
Stud Set (1 Gold/1 Black) *	2		
Cuff Links *	1 set		
Bowtie (male)*	1		
Suspenders (white) (male)*	1		
Gold Cumberbund *	1		
White Scarf *	1		
Black Tie (male)*	1		
Neck Tab (female)*	1		
Boot Bands *	2		
Nametags *	1		
FDB Cuff and Collar Set *	1		
Insignia as Required *	1 set		
Black Leather Shoes	1 pair		
Black Corfram Shoes	1 pair		
Combat Boots	1 pair		
Reversible Jersey	1		
Brown T-Shirt	3		
Blue Rim T-Shirts	2		
Issue Blue Shorts	1		
Swimsuit	1		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Black Socks	6 pair		
Boot Socks	1 pair		

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3/c Seasonal Uniform Inspection- Spring Semester			
Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trousers	1		
White Hi-Rise Trousers	1		
Service Dress White Top	1		
Service Dress White Trousers	1		
Raincoat	1		
Summer Working Blue Shirts	3		
Blue Trousers	3		
Camouflage Blouse	1		
Camouflage Trouser	1		
Summer White Shirts	3		
Summer White Trousers	3		
Combination Cover +	1		
Camouflage Cover +	1		
Black Belt *	1		
Khaki Belt *	1		
White Belt *	1		
Watch Belt *	1		
White Gloves *	1		
Soft Shoulder Boards *	1 set		
Eisenhower Jacket	1		
Boot Bands *	2		
Nametags *	1		
FDB Cuff and Collar Set *	1		
Insignia as Required *	1 set		
Black Leather Shoes	1 pair		
Black Corfram Shoes	1 pair		
White Shoes	1 pair		
Combat Boots	1 pair		
Reversible Jersey	1		
Brown T-Shirt	3		
Blue Rim T-Shirts	2		
Issue Blue Shorts	1		
Swimsuit	1		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Black Socks	6 pair		
Boot Socks	1 pair		
White Socks	3 pair		

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4/c Seasonal Uniform Inspection- Fall Semester			
Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trousers	1		
Dinner Dress Blue Jacket	1		
White Dress Shirt	1		
Service Dress Blue Jacket	2		
Service Dress Blue Trousers	3		
White Shirt	2		
Winter Working Blue Shirts	3		
Raincoat	1		
Reefer	1		
Camouflage Blouse	1		
Camouflage Trouser	1		
Combination Cover +	1		
Camouflage Cover +	1		
Black Belt *	1		
Khaki Belt *	1		
Watch Belt *	1		
Black Gloves *	1		
White Gloves *	1		
Soft Shoulder Boards *	1 set		
Eisenhower Jacket	1		
Stud Set (1 Gold/1 Black) *	2		
Cuff Links *	1 set		
Bowtie (male)*	1		
Suspenders (white) (male)*	1		
Gold Cumberbund *	1		
White Scarf *	1		
Black Tie (male)*	1		
Neck Tabs (female)*	1		
Boot Bands *	2		
Nametags *	1		
FDB Cuff and Collar Set *	1		
Insignia as Required *	1 set		
Black Leather Shoes	1 pair		
Black Corfram Shoes	1 pair		
Combat Boots	1 pair		
Reversible Jersey	1		
Brown T-Shirt	3		
Blue Rim T-Shirts	2		
Issue Blue Shorts	1		
Swimsuit	1		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Black Socks	6 pair		
Boot Socks	1 pair		

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4/c Seasonal Uniform Inspection- Spring Semester			
Uniform Item	Quantity	Serviceable	Discrepancies
Full Dress Blue Jacket	1		
Black Hi-Rise Trousers	1		
White Hi-Rise Trousers	1		
Service Dress White Top	1		
Service Dress White Trousers	1		
Raincoat	1		
Summer Working Blue Shirts	2		
Blue Trousers	3		
Camouflage Blouse	1		
Camouflage Trouser	1		
Summer White Shirts	3		
Summer White Trousers	3		
Combination Cover +	1		
Camouflage Cover +	1		
Black Belt *	1		
Khaki Belt *	1		
White Belt *	1		
Watch Belt *	1		
White Gloves *	1		
Soft Shoulder Boards *	1 set		
Eisenhower Jacket	1		
Boot Bands *	2		
Nametags *	1		
FDB Cuff and Collar Set *	1		
Insignia as Required *	1 set		
Black Leather Shoes	1 pair		
Black Corfram Shoes	1 pair		
White Shoes	1 pair		
Combat Boots	1 pair		
Reversible Jersey	1		
Brown T-Shirt	3		
Blue Rim T-Shirts	2		
Issue Blue Shorts	1		
Swimsuit	1		
Jogging Suit Jacket	1		
Jogging Suit Pants	1		
Black Socks	6 pair		
Boot Socks	1 pair		
White Socks	3 pair		

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