

CHECK LIST AND INSTRUCTIONS FOR FEDERAL INSPECTION, 1962

Sunday - 4:00 pm Inspection of Armory and Ordnance Property
 4:25 pm Battalion Assembly - Escort to The Colors
 4:30 pm Formation of Troops on the Parade Ground - Dress Parade - etc

Monday All Calls 15 minutes earlier than usual up to and including breakfast at 7:30 am
 Adams Hall & Phelps Hall send off laundry at 7:20 am laundry & cleaning formation
 Barrack Areas to be "policed" before and after breakfast

9:15 am INSPECTION OF BARRACKS
 Adams Hall & Phelps Hall:- Formal Saturday morning inspection
 All other Barracks:- Informal Inspection (lockers to be inspected)
 Inspecting Officers will visit Adams Hall & Phelps Hall
 Faculty Officers will be assigned to inspect all other barracks.

9:45 am BATTALION ASSEMBLY PRIOR TO INSPECTION IN RANKS
 Note: Cadets will already have their rifles in barracks (in order to
 clean them Sunday night and early Monday morning). At "pst Call"
 all cadets will go directly and very orderly manner to their assigned
 places in drill platoons---no talking---no confusion---etc.

BARRACK CHECK LISTS - Things to be done prior to the Inspection

- (1) AREA - To be thoroughly policed Sunday and Monday. Trim or pull tall grass and weeds close to buildings.
- (2) STEPS - To be clean. No lint or paper scraps bedise steps. Mats to be clean and neatly arranged.
- (3) BARRACK DOORS - Inside and Outside Barracks- Cleaned of fingermarks and scuffmarks. Dbor glass all doors to be clean.
- (4) HALLS. Do not mop or polish without special permission.
 (*) Wash blackmarks off walls
 Arrange bulletin board neatly. Wash glass to bulletin board.
- (5) BEDS. Beds in Adams Hall and Phelps Hall to be made up as prescribed for formal Saturday inspection. Beds in other barracks to be made up as for weekday inspection. Lockers in all barracks to be as prescribed for Saturday inspection.
- (6) LAUNDRY. All barracks will send off laundry as usual on Saturday morning, except Adams & Phelps Halls. They will not change to clean sheets, pillow cases, etc. until Monday morning, and will send off their laundry bundles on Monday morning.
- (7) DUST rooms, tables, etc. thoroughly. Inspectors have a "cute" habit of looking for flust on window ledges, inside ~~lodge~~ ledge over inside of lockers, etc.
- (8) Clean scuff marks off wooden beds. Clean wall around light switches.
- (9) All desks and tables to be clean and neatly arranged.
- (10) Rifles and Bugles to be displayed as follows: Drums?
- (11) RUGS AND MATS. To be clean and in good repair; remove all torn or discolored mats.
- (12) WINDOWS:- Do not try to wash widdows, but wipe them off as best you can.
 Windows in Adams and Phelps Hall:- Both upper and lower sash to be in down position;
 that is, the upper half of the windows "clear" with both sash in lower sash spot.
- (13) DO NOT REMOVE WINDOW SCREENS for any purpose.
- (14) Window sills in all rooms, bathrooms, etc. to be clean and free of dust.
- (15) Showers and bathrooms to be clean; shine metal work with damp cloth.

PERSONAL ITEMS

- (1) All rifles to be clean and dry for Monday. Check receivers carefully.
- (2) All white belts and gloves to be checked and washed(if needed) before Sunday.
- (3) Shoes to be well-shined both Sunday and Monday.

UNIFORM FOR MONDAY BARRACK INSPECTION AND INSPECTION IN RANKS:

Class "C" (gray trousers, gray shirt, dress coat, dress cap)

Be sure trousers in good condition---no torn pockets, etc. and properly fitting.

Be sure all pockets buttoned. Do not wear medals or ribbons on Monday; also no whistles

ALL CADETS TO WEAR NAME TAGS MONDAY---for no shoulder cords or fourregeres.

CONCLUSION:- This is just an extra good Saturday morning barrack inspection. Absolutely no need to stay up later than 10:30 pm Sunday night; except Officers may remain up until 11:00 pm ~~Mon~~ Sunday night. Officers will "check" all rifles Sunday night and will check them again for lint, dust, etc, Monday morning.