

**USCC Regulation 420–1**

**Cadet Living Areas**

# **Guide to Standards of Cadet Living Areas and Barracks Arrangement**

**Headquarters  
United States Corps of Cadets  
West Point, NY  
16 June 2023**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

USCC PAM 420-1

Guide to Standards of Cadet Living Areas and Barracks Arrangement

This major revision, dated TBD —

Converts the USCC CADET SOP AY23 document into a USCC REG and USCC Pamphlets.

References to TAC responsibilities removed in bulk. Only remaining mentions are where it nests with the cadet chain of command responsibilities. TAC duties and responsibilities should be covered elsewhere and not in a cadet centric SOP.

Includes inspection checklists.

## Cadet Living Areas

# Guide to Standards of Cadet Living Areas and Barracks Arrangement

---

By Order of the Commandant of  
Cadets:

QUANDER.MARK.CH  
RISTOPHER.1019048  
736

Digitally signed by  
QUANDER.MARK.CH  
19048736  
Date: 2023.06.16 15:41:50 -0400

**MARK C. QUANDER**  
Brigadier General, United States Army  
Commandant of Cadets

Official:

**GINGER E. LEVINE**  
Administrative Assistant  
to the Commandant of Cadets

**History.** This is a new publication to replace elements of the former USCC Cadet SOP. This USCC Pamphlet has affiliated regulations and pamphlets. All previous versions of the Cadet SOP are now obsolete with the publication of this regulation and affiliated pamphlets.

**Summary.** This document establishes the USCC Pamphlet 600-20 to accompany USCC Regulation

600-20, USCC Pamphlet 670-1, and USCC Pamphlet 600-20.

**Applicability.** This regulation applies to all personnel under operational control of the United States Corps of Cadets at the United States Military Academy.

**Proponent and exception authority.** The proponent of this regulation is the Brigade Tactical Department. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations, except where otherwise specified within the pamphlet. Cadets, units, and leaders may request an exception or waiver to this regulation by providing justification that includes a full analysis of the expected benefits and risks. All requests for exceptions or waivers will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters

to the proponent or specified approval authority. Refer to AR 25–50 for specific guidance on how to submit memorandums THRU the appropriate agencies.

**Supplementation.**

Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval from the Commandant of the Corps of Cadets.

**Suggested improvements.**

Users are invited to submit comments and suggested improvements IAW USCC Regulation 600-20.

**Distribution.** This publication is available in electronic media and is intended for the United States Corps of Cadets at the United States Military Academy and affiliated USMA staff and faculty

---

---

## **Contents** (Listed by paragraph and page number)

### **Chapter 1**

#### **Introduction, page**

Purpose • 1–1, page 2

Scope • 1–2, page 2

Objectives • 1–3, page 2

Explanation of Abbreviations and Terms • 1–4, page 2

Responsibilities • 1–5, page 2

### **Chapter 2**

#### **Standards of Cadet Living Areas, page**

General • 2–1, page 3

Barracks Life • 2-2 page 3

Barracks Utilization • 2-3, page 3

Care and Maintenance of the Barracks • 2–4, page 4

Barracks Furniture • 2–5, page 4

### **Chapter 3**

#### **Standards for Components of Cadet Barracks Rooms, page**

Ceiling • 3–1, page 5

Walls • 3-2, page 5

Floor • 3-3, page 6

Switches/Outlets • 3–4, page 6

Medicine Cabinets • 3-5 page 6

Sink/Countertop (Including Fixtures) • 3-6, page 7

Laundry Bin • 3-7, page 7

Beds • 3-8, page 8

Dresser • 3-9, page 9

Wardrobes • 3-10, page 15

Coat Closet • 3-11, page 18

Rifle Rack • 3-12, page 20

HVAC • 3-13, page 23

Ventilation/Exhaust Fans • 3-14, page 23

Door (Including Locking Mechanism) • 3-15, page 23

Windows and Blinds • 3-16, page 24

Desk, Chair, and Bookshelf • 3-17, page 25

Trunk Rooms • 3-18, page 26

Miscellaneous Items • 3-19, page 26

### **Chapter 4**

#### **Visitors in Barracks, page 28**

### **Appendix A**

#### **Inspection Checklists, page**

A-1. AMI Checklist, page

A-2. Room Maintenance Checklist, page

A-3. SAMI Checklist, page

A-4. Common Area Checklist, page

## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This pamphlet provides policies and responsibilities for conduct and management of the Cadet Barracks at the United States Military Academy. This pamphlet will also be known as the Barracks Arrangement Guide (BAG).

#### **1-2. Scope.**

Provisions of this pamphlet apply to personnel assigned, attached, or under Operational Control (OPCON) of the United States Corps of Cadets (USCC). This pamphlet is punitive. Violations of the policies in this publication are punishable under the Uniform Code of Military Justice, Article 92, Failure to Obey Order or Regulation, AR 150-1 (Organization, Administration, and Operation), and USCC Regulation 351-1 located on the USMA G5 Publications Library page.

#### **1-3. Objectives**

The objectives of this publication are to—

- a. Provide clear instructions for the accountability, maintenance, and living standards for cadets areas.
- b. Mirror the Army's system of regulation and corresponding pamphlet formats to familiarize cadets with the process of locating, reading, and applying guidance and instructions found in standard publications.
- c. Standardize the location of the USCC Regulation and corresponding Pamphlet to [USMA G5 Publications Library](#).

#### **1-4. Explanation of abbreviations and terms**

See USCC Reg 600-20 located on [USMA G5 Publications Library](#) page.

#### **1-5. Responsibilities**

##### *a. Tactical Teams*

(1) The chain of command is responsible for the maintenance and stewardship of their assigned facilities. The chain of command is also responsible for providing cadets with a safe, secure, and healthy living environment in which they may develop.

(2) TAC Teams and Cadet Company Commanders will manage roommate changes and will ensure no Fourth-, Third- or Second-Class Cadets remain together for two consecutive semesters. The RTO retains authority to approve deviations from this standard.

(3) TAC Teams and Cadet Company Commanders will ensure that first line supervisors and their respective subordinates do not reside in the same room together during the rated period. Exceptions to this policy due to barracks constraints reside with the Tactical Team.

(4) Regimental Tactical Officers (RTO) designate company areas based on unit size and space available.

(5) TAC Teams will redistribute rooms as necessary to prevent over-billeting and to adjust for attrition.

##### *b. Building Commandants*

(1) Building Commandants are responsible for promulgation of maintenance processes and procedures for their respective areas and building of responsibility

(2) Building Commandants will maintain and manage work orders placed for their building and are responsible for following up on the work orders, as necessary.

(3) Building Commandants will attend required meetings as necessary and will interface with

the USCC facilities manager.

**c. Cadets**

(1) Each Cadet will sign a [DA Form 2062 \(Hand Receipt/Annex Number\)](#) within the first week of each semester to inventory, report and accept responsibility for their assigned space, furniture, and the condition of their space (i.e., configuration, bed, mattress, desk, chair, dresser, wardrobe, laundry bin).

(2) If a Cadet is over 6' 2" a special 84" bed and mattress may be requested through Facility manager/planner in coordination with TAC.

(3) The senior occupant will sign for all community items within the room: fixtures, HVAC, sink, weapons rack/lock, windows, blinds, wardrobes, doors/strike, CAC, general structure conditions within the space, etc. The Senior Occupant will be determined based on the "Sequence Number" sort in [AR 600-8-29 \(Officer Promotions\)](#), which determines seniority for rank. The following sort will be used to determine the Senior Occupant in order: Current Date of Rank (DOR), Previous Date of Rank (DOR), Active Federal Commissioned Service, Date of Appointment, Date of Birth (Earlier is Senior), and finally alphabetical order.

(4) Barracks furniture will not be reconfigured, rearranged, removed, thrown away or discarded without written permission from the Facility Manager or Facility Planner.

(5) Any damaged furniture will be immediately reported to the Senior Cadet and TAC chain of command.

(6) Cadets will report any damage or maintenance deficiencies IAW the procedures outlined in Chapter 2.

## **Chapter 2**

### **Standards of Cadet Living Areas**

#### **2-1. General**

This section establishes the standards for barracks living, inspections, and authorizations. This policy is intended to establish and enforce good order and discipline in cadet barracks. The pamphlet is designed to serve as an inspection standard. Cadets will live out of their drawers (not just meet the minimum number of required items) but will use the organization as a means of daily living and meet the minimum of items displayed (encourages proper laundry rotation).

#### **2-2. Barracks Life**

Principles of cadet barracks life common to all are:

*a. Military Transition.* To provide Cadets with a proper living environment where they can transition into and better understand military life and the living conditions of their future Soldiers.

*b. Academic Setting.* To provide Cadets with the academic setting to stimulate and enhance intellectual development.

*c. Diverse Environment.* To teach Cadets how to live in a diverse environment.

*d. Safety and Security.* To provide a safe, secure, and healthy living environment for USCC.

*e. Proper Habits.* To teach proper habits of cleanliness, organization, and the practice of inspecting and learning attention to detail.

#### **2-3. Barracks Utilization.**

*a.* Cadet companies will be billeted together to maintain integrity and to facilitate command and control.

*b.* When possible, all cadets will reside on the same floor. When not possible, TAC teams will do their best to reduce the amount of 4CL and 3CL rooms not within the company footprint.

#### **2-4. Care and Maintenance of the Barracks**

*a. Damage and Deficiencies.* Work orders include all cadet and community rooms within the barracks.

(1) Cadets are responsible for timely reporting and maintaining the PMCS ([DA Form 2404 \(Equipment Inspection and Maintenance Worksheet\)](#)) for each space and room they are assigned. Space and room allocations shall include but is not limited to cadet rooms, halls, restrooms, storage areas, trunk rooms, etc. If assigned a space, it is the cadet's responsibility to report and up channel breakage, damage, maintenance, and abuse in writing. Timely and accurate reporting ensures the building commandants the ability to inspect, track and close out all damage, maintenance, and repair service orders.

(2) [DA Form 2404 \(Equipment Inspection and Maintenance Worksheet\)](#) will be updated when a deficiency occurs.

(3) Should a room require a service work order cadets will report any damage or maintenance deficiencies to the company supply officers through their cadet chain of command. Company supply officers are responsible for consolidating all barracks deficiencies and reporting them to the TAC Team.

(4) Procedures for turning in work orders will be determined by the building commandants for each barracks in coordination with company TAC teams.

*b. Hallways, Common Areas, and Bathrooms.* Cadets are responsible for keeping hallways, common areas, and bathrooms in Cadet barracks clean, free of clutter, and debris. Bathrooms will be cleaned regularly. Personal doormats are not authorized within the barracks.

*c. Bulletin Boards.* Bulletin boards will be properly maintained, and items posted will be professional and in good taste. Cadets will not post images and/or messages depicting the following: slanderous statements, nudity, semi-nudity, racial, sexual, or religious bias or discrimination, and any material that encourages or appears to condone the use or abuse of alcohol, drug, or tobacco products. Fliers and signs must be removed no later than 2 days after they expire.

*d. TAPS Regulations, Door Lock, and Late Lights Out Policy.* It is the duty of the company leadership to enforce the late light and door lock policy at TAPS every night. Refer USCC Regulation 600-20 located on the [USMA G5 Publications Library](#) page for all TAPS policies and procedures.

*e. Full Pack-out.* All cadets will conduct a full pack-out of their rooms and of the Company Area prior to Summer Leave unless otherwise directed by the BTO and Cadet Chain of Command. A full pack-out is defined as removal of all personal items, to include by not limited to uniforms, academic material, cleaning supplies, and personal items, from a cadet room such that the only remaining items in the room are fixtures, furniture, and other items assigned to the room. The last cadet remaining in an assigned room prior to a departure period is the cadet ultimately responsible for assuring the entirety of the room meets the pack-out standard.

*f. Partial Pack-out.* When directed, a partial pack-out of cadet rooms can be utilized for intermittent absences, such as but not limited to Winter Break leave and/or Spring Break leave. During a partial pack-out, personal items may remain in the room but rooms will be in AMI standard prior to a cadet's departure. The last cadet remaining in an assigned room prior to a departure period is the cadet ultimately responsible for assuring the entirety of the room meets the pack-out standard.

## **2-5. Barracks Furniture**

*a.* Furniture is essential to maintaining the quality of life for current and future cadets within USCC. Barracks room configuration is extremely important in determining room assignments, capacity, sustainment, safety, and security.

*b.* All barracks rooms will be maintained in accordance with Appendices 1 and 2. No alterations to the rooms are authorized. This includes adding, removing, altering, or

reconfiguring of any furniture from Cadet, meeting, trunk, or janitorial rooms in the Cadet barracks without the written permission of the Facilities Manager or Facility Planner.

c. Collaboration and study rooms may be reconfigured; however, no furniture is to be removed, or displaced from said room.

d. Collaboration and study room furniture is not authorized for individual Cadet rooms. Personnel authorized additional furniture shall be issued required furniture and will be tracked and accounted for on the [DA Form 2062 \(Hand Receipt/Annex Number\)](#).

## **Chapter 3**

### **Standards for Components of Cadet Barracks Rooms**

#### **3-1. Ceiling**

a. In most Cadets rooms the typical items on the ceilings include:

- (1) Smoke/carbon monoxide detectors (Figure 3-1.A)
- (2) Overhead lights (Figure 3-1.B)
- (3) Motion sensors (Figure 3-1.C)
- (4) Fire suppression system sprinklers (Figure 3-1.D)
- (5) HVAC Vents (Figure 3-1.E)

b. Cadets will not add, hang, and tape any items to the ceiling. Cadets will not hang any items from any of the Ceiling components listed in paragraph 3-1.a.



**Figure 3-1: Cadet Room Ceiling in MacArthur Barracks**

#### **3-2. Walls**

a. Flags/Posters in Cadet Rooms. Cadets are authorized one flag per Cadet to be displayed on the inside of their room. Cadets are authorized to display a state, country, sports team, university flag, or an official “active” Army unit flag (i.e. 82ABN, 10MTN, 4ID, 101ABN). This standard includes exchange Cadets. Additionally, cadets are authorized one poster per cadet to be displayed on the inside of their room. This must not contain images and/or messages



depicting the following: slanderous statements, nudity, semi-nudity, racial, sexual, or religious bias or discrimination, and any material that encourages or appears to condone the use or abuse of alcohol, drug, or tobacco products.

### **3-3. Floor**

a. Cadets will maintain a floor that has a clean appearance. At a minimum, Cadets will sweep if needed prior to AMI for general cleanliness. Prior to SAMI Cadets will mop their floors.

b. Rugs. First Class Cadets are authorized one rug per a room. The rug must not detract from the military appearance of the room and must be one solid earth toned color (brown, green, yellow, orange, or gray).

### **3-4. Switches/Outlets**

a. Cadet rooms are mostly outfitted with overhead/sink light switches, outlets, and HVAC control. Refer to Chapter 3-21 for authorized devices that may use the outlets.

b. HVAC Control. See para 3-14.c. for instructions.



**Figure 3-4. Cadet Room light switch, thermostat, and outlet.**

### **3-5. Medicine Cabinets**

a. Mirrors. Mirrors will be clean, absent of streaks and marks.

b. Hygiene Items. Items will be displayed in a neat and professional manner and put in descending height order from left to right. The shelves should remain clean and orderly, their organization should not detract from the military appearance of the medicine cabinet. All gel and cream bottles or cans along with toothpaste tubes should be free of product on the exterior.



**Figure 3-5. Cadet Medicine Cabinet**

### **3-6. Sink/Countertop (Including Fixtures)**

a. Sink. Sink will be cleaned, to include faucet, around faucet, and around metallic stripping. Cadets will display miscellaneous items such as cleaning supplies, travel toiletry bag, paper towels, and shoe and brass shining materials under the sink. No uniform items will be displayed in this location. Items will be stored neatly, and the storage area will not be so cluttered that it detracts from the military appearance of the room.

b. Sink Lights. The sink light will work and must be clean of dust. Nothing will be hung from or placed on top of sink light.



**Figure 3-4. Sink**

### **3-7. Laundry Bin**

a. Every Cadet room has two laundry bins under the Cadet Sink. These bins will be utilized to collect soiled laundry by Cadets.

b. Cadets will utilize their “Barracks, Bag OD Green” (Laundry Bag) inside of the laundry bin to collect soiled laundry. When placed in the Laundry Bin, the Green Laundry Bag will be drawn completely closed.

c. Cadets are also issued laundry bags that may be white, brown, or yellow in color for different types of laundry in the Cadet Laundry and Drycleaning Services (CLADS) system. These bags may be used to separate soiled laundry prior to laundry pick-up and will always reside in the Green laundry bag.

d. Cadets are also issued a Blue Laundry Bag for Dry Clean type items. This bag may be placed in the Green Laundry bag or placed on top of the green laundry bag in the laundry bin.

e. In cases of three (3) cadets in a 2-person room or if there are only two laundry bins for three (3) Cadets, the third Cadet may utilize their bed post to hang their laundry bag on.



**Figure 3-5. Laundry Bin and Laundry Bag Components**

### **3-8. Beds (Frame & Mattress)**

#### *a. Bed Components.*

##### **(1) Gray USMA Blanket.**

(a) The gray blanket will be tucked with hospital corners with the USMA lettering facing down and appearance of yellow stripe flush to either top or bottom edge of the mattress without any yellow appearing on the top of the bed and parallel with the marching surface.

(b) Two hospital corners will be made at the foot of the bed.

(c) The fold near the head of the bed will be the width of an issued clipboard.

##### **(2) Green Comforter.**

(a) The green comforter will be folded at the foot of the bed, with the main fold facing the head of the bed and the quarter fold facing the inspector.



(3) Sheets.

(a) The bed will be made with two sheets that are tucked in with hospital corners. Hospital corners will be folded at a 45-degree angle.

(b) A mattress cover or additional sheet is optional.

(c) Fold near head of the bed will be the width of an issued clipboard.

(d) From edge of mattress to the fold will be the length of an issued clipboard.

(e) Pillow. The pillow will be folded once in the pillowcase and displayed at the head of the bed. The fold will face the foot of the bed.

(f) Fist Distance. Each side of the bed closest to a wall will be placed one fist distance away from the wall.



**Figure 3-6. Cadet Bed**

(4) Bed Head Orientation.

(a) If a room contains a bunk bed, the top and bottom beds will be made with the head of the beds on opposite ends.

(b) For bunk beds with beds with headboards, the bunk beds will be oriented so that both headboards are on one side and all the bars are on the other side.

(5) Bed Locker and Storage

(a) The bed locker must be neat and organized.

(b) All items must be stored in a bag or container with no loose items.

(c) Bed Storage. The items in the bed locker must be stored in a neat and professional manner. The neatness is determined by the discretion of the inspector and/or commander.

(6) OCIE/TA-50. The ruck sack will be packed and neatly placed on one side of the bed. The assault pack and camel back will be stored neatly next to the ruck sack as displayed in the picture above.

(7) Additional Bags.

(a) A cadet is authorized to store two civilian bags, one of which can be a corps squad or club squad bag.

(b) The civilian bags will be displayed in the space as shown in the picture above.

(c) A flight bag will be placed in the top right of the underneath storage and will be used to

store any extra uniforms such as ACUs that will not fit in the drawers.

(d) The garment bag will be stored as displayed in the picture above and will also be used to store any additional uniforms.

b. *Locking Beds.* Beds must be locked during AMI/PMI unless the Cadet is in the room. They will also be locked for leave periods including but not limited to Thanksgiving, Christmas, and Spring Leave.

c. *Field Equipment.* All items will be stored in the Third and Fourth-Class cadets' bed locker inside of the ruck, assault pack, or staged neatly beside the ruck. The chain of command will ensure it is properly secured in a bed locker during AMI and properly displayed during SAMI.



**Figure 3-7. Bed Locker/Bed Storage**

a. *Trunk.*

(1) Minimum standards include: all high-dollar-value items locked away trunks labeled with the owner's name and all items neat and organized.

b. *Underbed Items.* Shoes and trunks stored under the bed will be displayed neatly. Shoes will be in height order (tallest to shortest in order closest to the door). Items under the bed will be lined flush with the legs of the bed.

### **3-9. Dresser**

a. *Inspectable Drawers.*

(1) The dresser will be arranged as pictured to display four drawers for SAMI inspection. The top drawer will be opened to a fist's distance, and the following three drawers will be staggered at fist's distances unless this causes the dresser to collapse forward. In that case, the dresser drawers may remain closed but are still inspectable.

(2) The top drawer is inspectable for 1CL cadets, the top two drawers are inspectable for 2CL cadets, and the top three drawers are inspectable for 3-4CL cadets. Extra drawers are inspectable and can be used to the Cadet's preference but must be neat and orderly.

(3) Bottom Drawer. The bottom drawer of the dresser and the drawers beneath the wardrobe are inspectable and can be used to the Cadet's preference but must be neat and orderly.



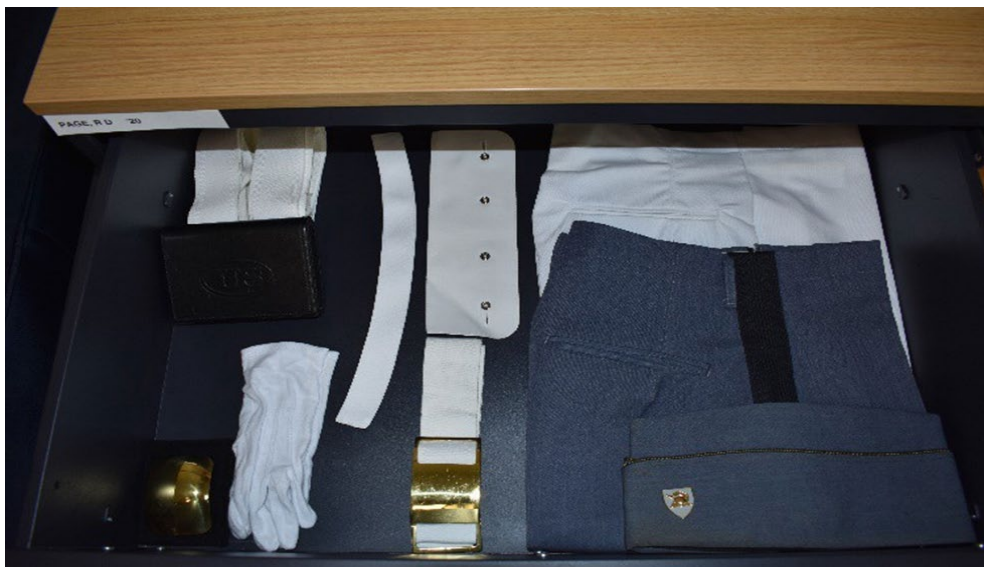
**Figure 3-8. Cadet Dresser Setup**

*b. Quantity of Items.* The items shown above are minimum quantity for inspection purposes. Additional number of authorized items are allowed if drawers maintain an organized and professional appearance.

*c. Nametape.* The nametape will be placed on the top left corner. Nametape will not be placed over any uneven surfaces or breaks in wood or metal.

*d. Top Dresser Drawer Standard*

(1) Second Class (2CL) – Fourth Class (4CL) will adhere the following standards



**Figure 3-9. Underclass (2CL-4CL) Top Dresser Drawer Standard**

(a) Under-Class Cadets will display the following as pictured: ammo box, breast plate with felt

cover, white gloves, one collar and two cuff inserts, chapel belt, and white pants, winter pants, and garrison cap.

(b) The straps of the ammo box will be flush with the top of the dresser and will be rolled and folded.

(c) The ammo box will also be flush with the left side of the drawer and will sit on the bottom of the folds of the straps.

(d) The Full Dress/Dress Gray collar will be flush with the top of the dresser drawer.

(e) The Full Dress/Dress Gray cuffs will be flush with the top of the dresser drawer with the snaps displayed to the inspectors right.

(f) The felt cover will be flush with the bottom and left of the dresser.

(g) The Breast plate will be centered on felt cover.

(h) The chapel belt will be flush with the bottom of the dresser drawer.

(i) One finger slot of the gloves will touch the bottom of the dresser. Gloves will be clean when presented.

(j) White pants do not require a button displayed on the waist and will be placed below the winter pants and flush with the top right corner of the dresser. White Pants will be folded in thirds.

(k) Winter pants will be placed above the white pants and flush with the bottom right corner. Winter pants will be folded in thirds.

(l) The garrison cap will be placed above the winter pants and flush with the bottom right corner of the dresser. The class crest (2CL-3CL) will be to the inspectors left.

(m) If the cadet does not have any of the listed items, the cadet will write a notecard stating their deficiency.

(2) First Class (1CL) will adhere to the following standards:



**Figure 3-10. First Class Top Dresser Drawer Standard**

(a) First-Class Cadets will display the following as pictured: red sash, chest plate with felt cover, white gloves, one collar and two cuff inserts, leather belt, and white pants, winter pants, and



garrison cap.

(b) The waist band of the red sash will be folded once and be flush with the top left corner. The tassels of the red sash will be flush with the front edge of the drawer.

(c) One finger slot of the gloves will touch the bottom of the dresser.

(d) The Full Dress/Dress Gray collar will be flush with the top of the dresser drawer.

(e) The felt cover will be flush with the bottom and left of the dresser.

(f) The Breast plate will be centered on felt cover.

(g) The Full Dress/Dress Gray cuffs will be flush with the top of the dresser drawer with the snaps displayed to the inspectors right.

(h) The Leather Sword Belt will be flush with the top of the dresser drawer.

(i) White pants do not require a button displayed on the waist and will be placed below the winter pants and flush with the top right corner of the dresser. White Pants will be folded in thirds.

(j) Winter pants will be placed above the white pants and flush with the bottom right corner. Winter pants will be folded in thirds.

(k) The garrison cap will be placed above the winter pants and flush with the bottom right corner of the dresser with the Class Crest to the inspectors left.

(l) If the cadet does not have any of the listed items, the cadet will write a notecard stating their deficiency.

**e. Second Dresser Drawer Standards**

(1) First Class Cadets (1CL) will adhere to the following standards:

(a) Drawer is inspectable and will be neat and orderly.

(b) First Class Cadets can determine what clothing items are included in this drawer.

(2) Second Class through Fourth Class Cadets (2CL-4CL) will adhere to the following standards:



**Figure 3-11. Underclass (2CL-4CL) Second Dresser Drawer Standard**

(a) Cadets will display the following as pictured: White Undershirt, ACU Undershirt, APFU or GYM-A Shirt, APFU Shorts/Trunks, ACU Boot Socks, Black Dress Socks, Reflective Belt.

(b) Shirts. Two white undershirts, Two ACU undershirts, and Two Gym-A shirts will be displayed as show above. All shirts will be clean and folded 8 in. across with no seams showing (collar or



sleeve). Shirts will lay flush to the far frame of the dresser.

(c) Shorts. One pair of APFU shorts, and one reflective belt will be displayed as shown above. APFU shorts will be folded approximately 8 in. across (Due to fabric material) and lay flush with the bottom of the Gym-A shirt; no seam from the waistband will show. The reflective belt will be folded neatly below the shorts.

(d) Socks. Six pairs of socks (4 pairs black dress socks, 2 pairs boot socks) IAW AR 670-1 will be displayed as shown above. Socks will be placed below the shirts and to the left of the shorts. All socks must be rolled and “smiling” with the opening of the roll facing away from the inspector.

(e) If the cadet does not have any of the listed items, the cadet will write a notecard stating their deficiency.

*f. Third Dresser Drawer Standard*

(1) First Class Cadets (1CL) will adhere to the following standards:

(a) Drawer is inspectable and will be neat and orderly.

(b) First Class Cadets can determine what clothing items are included in this drawer.

(2) Second Class through Fourth Class Cadets (2CL-4CL) will adhere to the following standards:



**Figure 3-12. Underclass (2CL-4CL) Third Dresser Drawer Standard**

(a) Cadets will display the following as pictured: ACU Blouse and ACU Trousers.

(b) ACU Blouses. One ACU blouse will be clean and sterile with no rank, folded as pictured. They will be folded in half and lay flush with the bottom, top, and right frames of the drawer.

(c) ACU Pants. One pair of ACU pants will be folded and be centered in the middle of the remaining space in the drawer. They will be folded twice widthwise and displayed with the left front pocket shown. No boot blouse strings will be shown. Buttons will be buttoned as worn.

(d) If the cadet does not have any of the listed items, the cadet will write a notecard stating their deficiency.

*g. Fourth Dresser Drawer Standard*

(1) First Class Cadets (1CL) will adhere to the following standards:

(a) Drawer is inspectable and will be neat and orderly.

(b) First Class Cadets can determine what clothing items are included in this drawer.

(2) Second Class through Fourth Class Cadets (2CL-4CL)



**Figure 3-13. Underclass (2CL-4CL) Fourth Dresser Drawer Standard**

(a) Cadets will display the following as pictured: As for Class Shirt and White over Gray Shirt.

(b) As for Class Shirt. One As for Class shirt with the top of the collar flush with the left side of the drawer and folded in half, meeting flush at the middle of the drawer." The shirts will be clean and sterile as shown.

(c) White over Gray Shirt. One White over Gray with the top of the collar flush with the right side of the drawer and folded in half, meeting flush at the middle of the drawer."

(d) The shirts will be clean and sterile as shown.

(e) If the cadet does not have any of the listed items, the cadet will write a notecard stating their deficiency.

### **3-10. Wardrobes**

*a. General Items.*

(1) Wardrobe Drawers. The top and bottom drawers of the wardrobe can be used to the Cadet's preference.

(2) Rank. Rank on uniforms will correspond to that of the Cadet.

(3) Hangers. The uniforms will hang from issued wooden hangers only. The front of all uniforms will be oriented to face towards the entrance door to the room. All uniforms will be

evenly spaced and canted at a forty-five-degree angle with the concave portion of the hanger and the curved portion of the hanger's hook facing the door.

(4) Civilian Clothes. First-Class Cadets are authorized to hang two pairs of civilian pants, shirts, or dresses in a professional manner to the right of their ACUs.

(5) Footwear.

(a) Shoe Order. Shoes will be displayed in the following order from left to right: combat boots, low quarters, and pumps (optional for Female Cadets). The shoes listed above will be displayed year-round.

(b) Shoe Display. The first pair of shoes displayed will be flush against the wall with the toes flush against the edge of the wardrobe. Boots and low quarters will be displayed with laces pulled tight, tucked in, and without socks in them. All boots and low quarters will be displayed in a clean, polished, or buffed, and serviceable manner. Boots that are muddy/dirty will be cleaned and then kept in the hallway on a sheet of newspaper until they are dry, after which they will be returned to their proper place.

(c) Shower Shoes. When looking into the wardrobe, shower shoes will be in the back left of wardrobe with heels against the wall.

*b. Wardrobe Orientation for Two Cadets in a Two Person Room*

(1) Nametapes. Nametapes will be cut to fit widthwise; length will remain the same. Nametapes will be centered on the wardrobe shelf.

(2) Uniform Order. The chest of the uniforms will be facing the door in the following order from left to right: Full Dress, India Whites, Dress Gray, White Over Gray, sweater (Optional), Long-Sleeve As-For-Class with tie, Short Sleeve As- For-Class and ACUs. All uniforms and shoes will be displayed as worn. All uniform items will be displayed year-round.

(3) Head Gear. Head gear will be displayed in the following order from left to right: White Over Gray cover, As-For-Class cover, and Tar Bucket. The plume or feathers will be stored to the right of the tar bucket when viewed by the inspector or directly behind it due to hat sizes or space restrictions. The hat brass will be shined with the tar bucket free of fingerprints.



**Figure 3-14. Upper-Class (1CL-3CL) Wardrobe/Two-Person Room**



**Figure 3-15. Fourth Class (4CL) Wardrobe/Two-Person Room**

*c. Wardrobe Orientation for Three Cadets in Two-Person Room.*

(1) Nametapes. Nametapes will be cut to fit widthwise; length will remain the same. Nametapes will be centered on the wardrobe shelf.

(2) Uniform Order. The chest of the uniforms will face the door. The left wardrobe will contain uniforms of the first Cadet alphabetically and the Full Dress, India Whites, and Dress Gray of the second Cadet. The wardrobe on the right will contain the sweater (Optional), Long-Sleeve As for Class, Short Sleeve As for Class and the ACU's of the second Cadet and the uniforms of the third Cadet. All uniforms will be evenly spaced and canted at a forty-five-degree angle with the concave portion of the hanger and the curved portion of the hanger's hook facing the door.

(3) Headgear. The second cadet will display his/her head gear on the shelf in the coat closet.

(4) Footwear. The second Cadet will display his/her footwear on the right-side of the first Cadet's wardrobe (left wardrobe) in the same order as detailed above. The first Cadet's shower shoes will occupy the back left of the wardrobe, the second Cadet's shower shoes in the back right of the same wardrobe, and the third Cadet's shower shoes will be in the back left of the right wardrobe.





**Figure 3-16. All Classes Wardrobe - Three Cadets in a Two-Person Room**

*d. Wardrobe Orientation for Four Cadets in Three-Person Room.*

(1) Uniforms. The left wardrobe will contain uniforms of the first Cadet and the Full Dress, India Whites, and Dress Gray of the second Cadet. The wardrobe in the middle will contain the sweater (Optional), Long-Sleeve As-For-Class, Short Sleeve As-For-Class and the ACU's of the second Cadet and the uniforms of the third Cadet. The third wardrobe will contain the uniforms of the fourth Cadet.

(2) Headgear. The second cadet will display his/her head gear on the shelf in the coat closet in the same order described above.

(3) Footgear. The second Cadet will display his/ her footgear on the right-side of the first Cadet's wardrobe (left wardrobe). The first Cadet's shower shoes will occupy the back left of the wardrobe, the second Cadet's shower shoes in the back right of the same wardrobe, and the third Cadet's shower shoes will be in the back left of the middle wardrobe. The fourth Cadet's shower shoes will be in the back left of the right wardrobe.

### **3-11. Coat Closet**

*a. Coat Closet, General.*

(1) Storage. Cadets may store miscellaneous items in rooms with the overhead storage.

(2) Brooms. One per room positioned in the coat closet on the side of the closet nearest the doors.

(3) Storage. Cadets can store miscellaneous items in rooms with the overhead storage compartment above the coat closet.

*b. Coat Closet – Two-Person Room*

(1) Nametapes. Nametapes will be cut to fit widthwise; length will remain the same. Nametapes will be centered on the wardrobe shelf in alphabetical order.

(2) Uniforms

(a) Uniforms left to right: Raincoat, Long-O, Parka with knitted cap in pocket nearest to center of the room, Black Jacket, Gore-Tex, Fleece, APFU Jacket with APFU Pants underneath, and Bathrobe. All uniforms will be oriented so that front is facing the entrance to the room door. Running shoes will be displayed as pictured above.

(b) All uniforms and shoes will be displayed as worn.

(c) The hooks of the hangers will be canted 45 degrees with the concave portion of the hanger and the curved part of the hook facing the entrance of the door.

(3) Headgear

(a) For this room configuration, no head gear will be displayed on overhead shelf of coat closet.

(b) Knit Cap. Neatly stored in pocket of parka nearest the center of the room.



**Figure 3-17. Coat Closet: Two Cadets in Two-person room**

c. Coat Closet – Three Cadets in Two-Person Room

(1) Nametapes. Nametapes will be cut to fit widthwise; length will remain the same. Nametapes will be centered on the wardrobe shelf.

(2) Uniforms.

(a) Uniforms left to right: Raincoat, Long-O, Parka with knitted cap in pocket nearest to center of the room, Black Jacket, Gore-Tex, Fleece, APFU Jacket with APFU Pants underneath, and Bathrobe.

(b) All uniforms will be oriented so that front is facing the entrance to the room door. Running shoes will be displayed as pictured above.

(c) All uniforms and shoes will be displayed as worn.

(d) The hooks of the hangers will be canted 45 degrees with the concave portion of the hanger and the curved part of the hook facing the entrance of the door.

(3) Headgear.

(a) Head Gear left to right: White Cover, Gray Cover and Tar Bucket.

(b) Knit Cap. Neatly stored in pocket of parka nearest the center of the room.



**Figure 3-18. Coat Closet: Three Cadets in Two-person room**

### **3-12. Rifle Rack**

#### *a. Rifle Rack, General.*

- (1) Rifle Rack. Rifles will always be secured using a T-bar and lock and will not be charged.
- (2) Sabers. For authorized Cadets, display in rifle rack in lieu of rifle with complete assembly. The crest on the saber's hilt will face the inspector. The saber will be on the side of the lock bar nearest the inspector.

#### *b. Under-Class Rifle Rack – Two-Person Room*

- (1) Nametapes. Nametapes will be cut to fit widthwise; length will remain the same. Nametapes will be placed in alphabetical order from left to right, centered on each rifle.
- (2) Rifles. Rifles will be displayed as shown above for a two-person room. They will be placed in alphabetical order from left to right.



**Figure 3-19. Rifle Rack: Two Cadets in Two-person room Rifle Storage**

c. Under-Class Rifle Rack – Three-Person Room

- (1) Nametapes. Nametapes will be cut to fit widthwise; length will remain the same. Nametapes will be placed in alphabetical order from left to right, centered on each rifle.
- (2) Rifles. Rifles will be displayed as shown above for a three-person room. They will be placed in alphabetical order from left to right.



**Figure 3-20. Rifle Rack: Three Cadets in Two-person room Rifle Storage**



*d. First-Class Sabers – Two-Person Room*

(1) Nametapes. Nametapes will be cut to fit widthwise; length will remain the same. Nametapes will be placed in alphabetical order from left to right, centered on each saber.

(2) Sabers. Sabers will be displayed as shown above for a two-person room. They will be placed in alphabetical order from left to right. The crest on the saber's hilt will face the inspector. The saber will be on the side of the lock bar nearest the inspector.



**Figure 3-21. Two Cadets in Two Person Room Saber Storage**

*e. First-Class Sabers – Three-Person Room*

(1) Nametapes. Nametapes will be cut to fit widthwise; length will remain the same. Nametapes will be placed in alphabetical order from left to right, centered on each saber.

(2) Sabers. Sabers will be displayed as shown above for a three-person room. They will be placed in alphabetical order from left to right. The crest on the saber's hilt will face the inspector. The saber will be on the side of the lock bar nearest the inspector.



**Figure 3-22. Three Cadets in Two Person Room Saber Storage**

### 3-13. HVAC

a. *HVAC in Cadet Rooms.* Cadets have multiple vents within their room for airflow from the HVAC system (Air Conditioning/Heat). Cadets are prohibited from hanging any items from any vents.

b. Cadet rooms have a Gray Colored HVAC Panel within their rooms. Cadets will ensure that there are no items within a 2' foot distance from the panel to allow maintenance personnel to access the panel.

c. *HVAC Control.* The dial is used for temperature control. The button to the right of the dial is used to turn the fan on and off for Cadet's preferences.



**Figure 3-23. HVAC Panel and Thermostat.**

### 3-14. Ventilation/Exhaust Fans

Cadets are authorized to have one fan per person in their room. This fan may be of the desktop variety or a box fan. The box fan will be located on the windowsill when in use. For SAMI, the box fan will be stored in the trunk room or in the shelving above the Wardrobe.

### 3-15. Door (Including Locking Mechanism)

a. *Appearance of Room Doors.*

(1) Only SHARP Resource, Active Shooter Resource, and Mental Health cards will be taped to the back of doors in barracks without doormirrors.

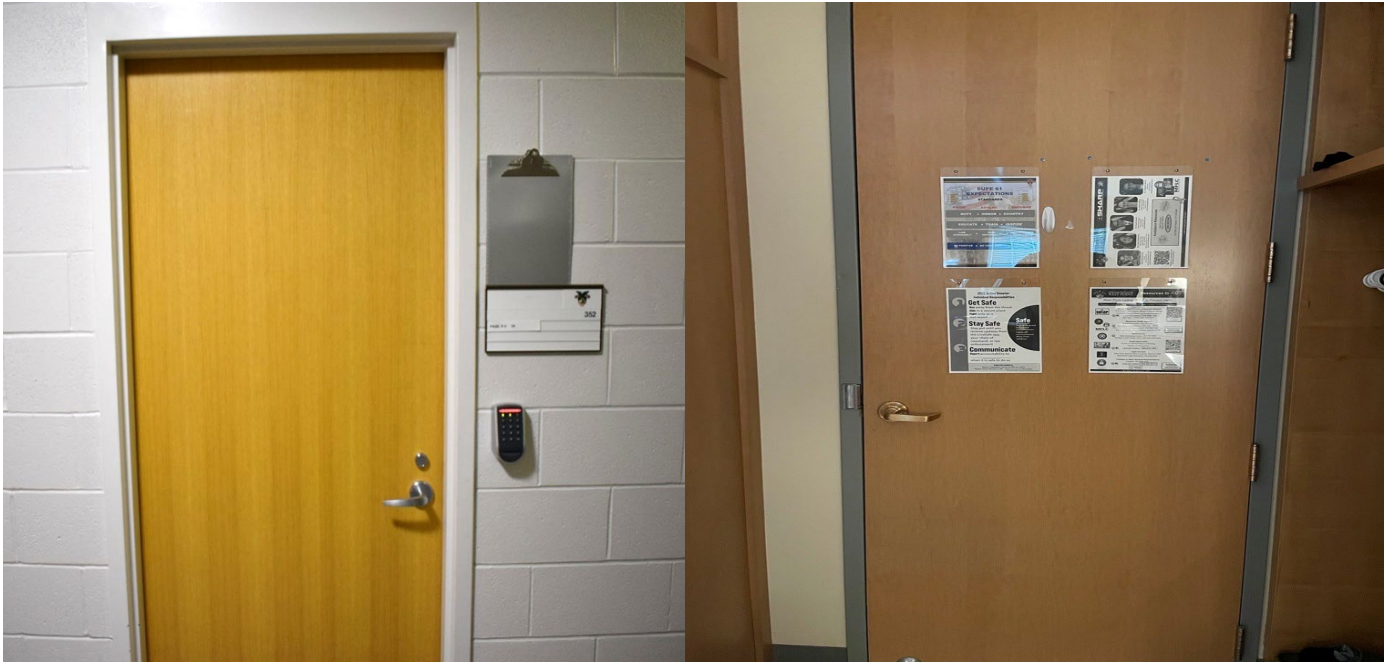
(2) Barracks with door mirrors will place these cards over the rifle rack.

(3) Holiday decorations may be placed on the inside or outside of doors in the barracks area during the month of December at the TAC Team's discretion and will be removed prior to departure on Winter Leave.

b. *Nametapes.* Nametapes will be displayed outside the door in the nametape bracket and descend in alphabetical order according to last name. Nametapes will be flush to the left of the nametape bracket.

c. *Clipboard.* Inspection sheets will be displayed on the clipboard hanging outside the door. If no clipboard hook is present, the clipboard will be located on top of the door nametape or the rifle rack.

d. *Authorization for changes.* Company TACs are the approval authority for any changes to the standards within this paragraph.



**Figure 3-24. Exterior and Interior Door.**

### **3-16. Windows and Blinds**

*a. Window operation.* Cadets will keep windows closed all times. During the summer and winter months, Cadets will keep windows closed to maintain the integrity of the HVAC system. Keeping windows open during warmer or cooler weather can de-regulate temperatures within the barracks causing unnecessary and wasteful use of the HVAC System. If the HVAC system within the barracks is not working, Cadets are authorized to open windows to provide for proper temperature regulation within their barracks rooms.

*b. Windows during Inspection Periods.*

(1) Shades will be rolled up completely during Saturday Morning Inspections (SAMI) and the morning inspection period (AMI).

(2) During AMI and PMI, windows can remain open in barracks when Air Conditioning is not operational in Barracks. Otherwise, windows will remain closed to prevent wasteful heating and cooling of the barracks.

(3) During SAMI, all occupants' backpacks will be stored in the windowsill.

*c. Windows during Parades.* During parades and ceremonies, all windows visible to the ceremony will be closed completely and the shades of those windows will be down.

*d. Window Ledges (Exterior).*

(1) Cadets are not authorized to display or store anything on the outside of windows or window ledges.

(2) Appropriate spirit posters may be displayed from windows up to one week prior to the event but must be removed no later than the day following the event.

(3) In addition, Cadets may not throw anything out of their window for any reason.

*e. Windowsill (Interior).* If three Cadets are in a two-person room, the third Cadet will display his/her books on the windowsill in height order from left to right.



**Figure 3-25. Windowsill (Left) and Windowsill for SAMI (Right)**

### **3-17. Desk, Chair, and Bookshelf**

*a. Monitors in Cadet Rooms.* Two monitors are allowed per Cadet. The one additional monitor will not be more than 28" diagonally.

*b. Drawers and Surface.* Desk drawers and desk surface will be neatly organized, and knickknacks will not detract from the room's military appearance.

*c. Drawers.* Drawers are authorized to contain small articles that are neatly arranged. Small boxes may be used to keep miscellaneous items organized within the drawers.

*d. Books/Bookshelves.*



**Figure 3-26. Proper Book Storage on Cadet Bookshelf**

(1) Books. Books will be placed in descending height order from left to right See figure above for the proper display of books on the bookshelf. Cadets without a bookshelf will display their books on the windowsill in the same manner.

(2) Bookshelves. For the storage of books and other study materials not capable of being

placed in drawer. Calendars and other items will not be affixed to the front or sides of the bookshelves.

### **3-18. Trunk Rooms**

a. Companies will arrange trunk rooms in accordance with their Regimental policies. Minimum standards include: all high-dollar-value items locked away, lockers and trunks labeled with the owner's name, and all items neat and organized. Items will be stored on pallets whenever possible to preclude water damage. The chain of command will ensure that there are no loose OCIE/TA-50 items in the trunk room unsecured.

b. The trunk rooms will remain locked and only be opened with the authorization and supervision of the company chain of command. Supervision process will be the CCQ issuing out and have the Cadet sign out/ sign in the trunk rooms keys on an official DA Form 5513 (Key Issue and Turn In).

### **3-19. Miscellaneous Items**

a. *Food Storage in Rooms.* Cadets may remove take-out meals, fresh fruit, cookies, pastries, sandwiches, and beverages after meals in the mess hall if the food is for immediate consumption or storage in the company/staff refrigerator. Perishable items will be immediately consumed or stored in the refrigerator; nonperishable items can be stored and displayed in a sealable food storage container in the Cadet's room. Cadets may also take dairy items for immediate consumption or for storage in an authorized company/staff refrigerator. Cadets are not authorized to remove condiments, tableware, utensils, or other items from the mess hall. Proper storage, and disposal, of food in the barracks is mandatory to prevent rodent problems.

b. *Nametapes.* Nametapes are only required on the name plate located outside the door, dressers, desks, rifle racks, beds, and bathroom locker. They will be made using Arial font, size 24, bold, uppercase, aligned left on a 5"x1" strip of paper. The standard is last name, first and middle initial, and class year. See figure below for an example of a properly formatted nametape. The nametapes on the dressers, desks, and beds will be placed on the top left most corner on the metal frame when viewed from the front by the inspector. Nametapes will not span over uneven surfaces. If a furniture item blocks the left most corner, the nametape will be shifted right from the corner until in view of the inspector. The nametape for the rifle racks will be evenly spaced over the rifle or saber, in alphabetical order from left to right when viewed by the inspector and cut to fit. The nametape on the bathroom locker will be centered and cut to fit.

#### *c. Authorized Items.*

(1) Devices. The electrical appliances that a Cadet may keep in their room is at the discretion of company TAC Teams and they must be properly maintained and turned off or unplugged when not in use.

(2) Authorized Extension Cords. An extension cord may be used but must be kept out of view during an inspection. It is unauthorized to plug a power strip into an extension cord.

(3) Authorized Power Strips. A power strip may be used to facilitate the use of a Cadet computer and necessary devices such as a monitor. It must be kept beneath the desk and out of view. A power strip must also be surge protected, and it is unauthorized to add additional cords that increase the number of outlets on a power strip, such as plugging in an additional power strip into the one authorized power strip.

(4) Electrical Appliances and Power Strips. Each Cadet in a room is authorized one power strip and one extension cord. A power strip or extension cord is only authorized to be plugged into its own wall socket, as any other arrangement poses a safety risk and fire hazard.

(5) Lights in Cadet Rooms. Cadets are authorized one set of decorative lights (string lights) per cadet not exceeding 10 feet in length. Lights must not be hung on walls using adhesive to prevent damage to paint.



(6) Backpack/Book Bag. All black without a logo. If it has identifiable logo, it needs to be blacked out with a black marker. During AMI, the backpack can be stored under its respective Cadet's desk or on the windowsill. During SAMI, all occupants' backpacks will be stored in the windowsill.

(7) Projectors. A projector is classified as any device that displays a screen on a wall or sheet. First-, Second, and Third-Class cadets are authorized to have a projector. Third-Class cadets are prohibited from using personal projectors in their rooms during Evening Study Period (ESP).

(8) Speakers. Only upper-three classes are authorized to have speakers. Each person is only authorized two speakers. Speakers larger than the volume of a 12" x 12" x 12" speaker are not authorized.

(9) Candles. Candles may be warmed using an electric candle warmer and will not be lit with an open flame under any circumstances.

(10) Non-issued Furniture. Only First-Class Cadets are authorized one additional furniture piece (couches, non-office chairs, shelving systems, etc.) per room. Non-issued furniture pieces must be neutral in color, should not over-clutter rooms, and must be regularly cleaned. The only authorized neutral colors are gray, tan, brown, black, white, beige, OD Green, and navy blue.

(11) Plants. Each Cadet is authorized one small potted plant so long as it is maintained and the general area around the plant is cleaned.

(12) Towels. Each cadet is authorized one solid white or earth toned color towel to be hung on the towel racks within a Cadet room to be used at the Cadet's discretion. Cadets must wash this towel once a week if displayed. Cadets are not required to hang or display a washcloth.

(13) Video Game Systems. Only First-, Second-, and Third-Class cadets are authorized to have video game systems. Video game systems may not be used by Third- Class cadets during ESP.

(14) Bayonets. The bayonet will be secured in the individual's lock box or footlocker when not in use.

(15) Beverage Containers. Containers will always be kept inside on the windowsills and will be clean when not in use.

(16) Boodle Box. Metal or plastic with sealable cover. Such storage boxes must be stored in overhead cabinets or in the bottom desk drawer. They will not be displayed in any other part of the room.

(17) Prescription Medication. Cadets with prescription medication must lock it in their lock box when they return to quarters. Prescription medication must always be locked away when not in use by or in the possession of the prescribed Cadet.

*d. Unauthorized Items/Locations.*

(1) Devices. Cooking appliances such as hot plates, electric frying pans, toasters or toaster ovens, waffle makers, electric grills, crockpots, popcorn poppers, rice cookers, and any other electrical appliances for cooking purposes are not permitted. In addition, large appliances such as air conditioners and refrigerators are not authorized.

(2) Pets. Cadets are not authorized to keep any animals as pets in the Cadet barracks.

(3) Drug Paraphernalia. Cadets are not authorized to possess, maintain, or use drug paraphernalia to include hookah pipes in the barracks or anywhere on the West Point Military Reservation. In accordance with federal law, all forms of tobacco are strictly prohibited inside government buildings, including the barracks. Use of electronic cigarettes and electronic hookah pens are also not authorized in the barracks or any other government building.

(4) Weapons. Knives over three inches in blade length (excluding the issue bayonet and saber), switchblades of any length and martial arts style weaponry are prohibited in the barracks.

(5) Barracks Rooftops. Cadet barracks rooftops are always off limits for Cadets.



**Figure 3-27. Properly Formatted Nametape**

#### **Chapter 4**

#### **Visitors in Barracks**

See USCC Pamphlet 600-20 on the [USMA G5 Publications Library](#) page for guidance regarding visitors in the barracks.

## Appendix A. Inspection Checklists

### A-1.

#### Morning Inspection (AMI) Checklist

Barracks and Room: \_\_\_\_\_

Inspector/Position: \_\_\_\_\_

Company/REGT: \_\_\_\_\_

Date: \_\_\_\_\_

#### Inspection Guidelines

- a. Major Inspection Items: 4
- b. Minor Inspection Items: 34
- c. **RED Box**= **Major Gig**, **WHITE Box** = **Minor Gig**
- d. **1 Major** and more than **2 minors** per category result in AMI failure
- e. AMI Intent: For cadets to maintain general room cleanliness, to prepare for SAMI inspections, and to report deficiencies early to fix them before the SAMI inspection.

Administrative	Pass	Gig	Comment
Nametapes neatly cut to size (5"x1"), formatted (ALL CAPS, Arial font, size 24), and located outside the door, dressers, desks, rifle racks, beds, and bathroom locker.			
Work orders submitted and labeled with a 3x5 notecard.			
Notecards for deficient items (Minor Gig given if deficiency was preventable, no gig if unpreventable).			
Doors open.			
Excessive failure of minor inspection item or general apathy towards inspection.			
General	Pass	Gig	Comment
Floor swept, to include under furniture.			
All surfaces clean and dusted.			
No air conditioning units or space heaters present.			
Uniform footwear displayed IAW USCC Pam 420-1. Boots clean and low quarters highly shined with edge dressing.			
Coat Closet	Pass	Gig	Comment
Overhead storage compartment organized.			
Athletic shoes organized with laces tucked in.			
All uniforms displayed in order, as worn, and clean without wrinkles (civilian coats IAW class privileges in IAW USCC Pam 420-1).			
Wardrobe	Pass	Gig	Comment
Dresser: Clothing folded and arranged neatly in drawers.			
Covers: White, Gray, Parade. Clean, dusted, and brass shined.			
Wooden hangers evenly spaced and oriented at 45 degrees.			
All uniforms displayed in order, as worn, and clean without wrinkles (duplicate uniforms missing rank, name, insignia authorized).			
Civilian clothes: 1CL: 2, 2CL: 2, 3CL: 0, 4CL: 0			
Inspectable BAG drawer in 1 <sup>st</sup> dresser drawer (ALL).			
All other drawers not specified neatly organized in a military manner.			



Sink Area	Pass	Gig	Comment
Storage space open (medicine cabinets, laundry bins, beneath sink).			
Mirror cleaned with no streaks/smudges.			
Metal surfaces shined.			
Medicine cabinet items height ordered IAW USCC Pam 420-1			
Coffee pot cleaned with filter open (if displayed).			
Faucet/sink clean and dry, free of smudges, no dirt/grime in crevices, stopper shut.			
Laundry in green bag, tied, less than half-full, opening facing up.			
Items/area under sink cleaned and neatly organized.			
No trash or recycling in room.			
Beds	Pass	Gig	Comment
Blanket and sheets are tucked in tightly and hospital corners are folded at 45 degrees.			
Only issued linens used.			
Pillow folded in half in clean pillowcase, corners tucked-in, main folding facing foot of the bed.			
Green comforter folded IAW USCC Pam 420-1.			
Bed is made with 2 or more clean sheets and gray blanket. Bunks are made opposite of each other.			

Desk Area	Pass	Gig	Comment
Windows clean and streak-free with blinds up.			
Books in height order IAW USCC Pam 420-1			
Knickknacks do not detract from military appearance of the room with no large leisure items.			
Authorized electronics only, clean, and neat.			
Items in drawers neatly organized.			

Comments:

**A-2.**  
**Room Maintenance Checklist**

<b>Location</b>	<b>Status</b>	<b>Comments</b>
<b>Door</b>	<b>Go/ No-Go</b>	
<b>Door Lock</b>	<b>Go/ No-Go</b>	
<b>Overhead Storage Areas</b>	<b>Go/ No-Go</b>	
<b>Wardrobes</b>	<b>Go/ No-Go</b>	
<b>Wardrobe Drawers</b>	<b>Go/ No-Go</b>	
<b>Coat Closet</b>	<b>Go/ No-Go</b>	
<b>Weapons Rack</b>	<b>Go/ No-Go</b>	
<b>Sink Light</b>	<b>Go/ No-Go</b>	
<b>Medicine Cabinet</b>	<b>Go/ No-Go</b>	
<b>Sink</b>	<b>Go/ No-Go</b>	
<b>Laundry Bins</b>	<b>Go/ No-Go</b>	
<b>Towel Racks</b>	<b>Go/ No-Go</b>	
<b>Ceiling Lights</b>	<b>Go/ No-Go</b>	
<b>Floor</b>	<b>Go/ No-Go</b>	
<b>Ceiling</b>	<b>Go/ No-Go</b>	
<b>Wall</b>	<b>Go/ No-Go</b>	
<b>Desk Lights</b>	<b>Go/ No-Go</b>	
<b>Electrical Covers &amp; Outlets</b>	<b>Go/ No-Go</b>	
<b>Light Switch &amp; Cover</b>	<b>Go/ No-Go</b>	
<b>Heater</b>	<b>Go/ No-Go</b>	
<b>Window(s)</b>	<b>Go/ No-Go</b>	
<b>Window Shades</b>	<b>Go/ No-Go</b>	
<b>Other</b>	<b>Go/ No-Go</b>	

**A-3.****Saturday Morning Inspection (SAMI) Checklist****Barracks and Room:** \_\_\_\_\_**Inspector/Position:** \_\_\_\_\_**Company/REGT:** \_\_\_\_\_**Date:** \_\_\_\_\_

<b>Minor Gigs:</b>	<b>Pass / Fail</b>
<b>Major Gigs:</b>	<b>(Circle One)</b>

**Inspection Guidelines**

a. Reporting Procedure: Cadets may sit and utilize a computer (no music, movies, entertainment). Upon entry of inspector, ranking cadet stands to attention, calls room to "Attention!" or "At ease!", then reports: Sir/Ma'am/Sergeant Major/Sergeant, CDT\_, two levels down (i.e. \_squad, platoon for a Company Commander), reports. (End with unit greeting) [Cadets remain at parade rest/attention during inspection]

b. Major Gig Allowance: 1/2/3/4CL: 0

c. Minor Inspection Items: 8 Categories with 41 total inspectable items

(1) Number of allowable minor gigs per category: 2

(2) If the total minor gigs in a category surpass the category limit (More than 2), a major gig is incurred.

(3) The inspector may choose to redeem 1 minor gig for open, neat, and clean trunks (1 per room)

d. RED Box= Major Gig, WHITE Box = Minor Gig:

e. Add up gigs in far-right column. Post final numbers in box on top right of 1st page.

<b>Administrative</b>	<b>Pass</b>	<b>Gig</b>	<b>Comment</b>
Nametapes neatly cut to size, formatted (ALL CAPS, Arial font, size 24), and displayed (door display, desk, bed, rifle rack, and bureau. Displayed IAW USCC Pam 420-1.			
Work orders submitted			
Notecards for deficient items (Minor Gig given if deficiency was preventable, no gig if unpreventable)			
Current ACT Poster, SHARP, and Active Shooter Guidance displayed on the back of door.			
<b>Doors open. Cadets pass uniform inspection</b>			
Ranking CDT properly reports in proper uniform and rank			
Adequate effort to prepare room for inspection			
No 100MPH Tape on Front of Door or Walls			
<b>Total Pass/Gigs</b>			
<b>General Appearance and Set Up</b>	<b>Pass</b>	<b>Gig</b>	<b>Comment</b>
<b>Floor swept and mopped, to include under furniture</b>			
All surfaces clean and dusted			
All furniture is one-fist distance from the wall			
No cooking equipment in the room (hotplates, frying pans, etc.			
No air conditioning units or space heaters present			
Uniform footwear displayed IAW USCC Pam 420-1. Boots clean and low quarters highly shined.			
<b>Total Pass/Gigs</b>			

Coat Closet	Pass	Gig	Comment
Overhead storage compartment open 90 degrees.			
Athletic shoes organized and displayed as worn.			
All uniforms displayed in order, as worn, labeled, and clean without wrinkles (civilian coats IAW class privileges in USCC Pam 420-1			
Broom and dustpan stored neatly on the side closest to the door (if applicable)			
<b>Total Pass/Gigs</b>			

Beds	Pass	Gig	Comment
Bed made, Blanket and sheets are tucked in tightly, and hospital corners are folded at 45 degrees			
Pillow folded in half in clean pillowcase, corners tucked in, main folding facing foot of the bed			
Green comforter folded IAW USCC PAM 420-1			
Bed unlocked with storage neat and with no loose items IAW USCC PAM 420-1 (1 <sup>st</sup> -2 <sup>nd</sup> Class)			
TA-50 in bed storage is clean and serviceable IAW USCC PAM 420-1 picture (3 <sup>rd</sup> -4 <sup>th</sup> Class)			
<b>Total Pass/Gigs</b>			

Wardrobe	Pass	Gig	Comment
Overhead storage open 90 degrees with items neatly organize			
Covers: White, Gray, Parade. Clean, dusted, labeled, and brass shined			
Wooden hangers evenly spaced and canted 45 degrees with the curved part of the hook facing the entrance of the room.			
All uniforms displayed in order, as worn, labeled, and clean without wrinkles (Duplicated uniforms are authorized to be missing rank and name)			
Bottom drawers neat and organized			
Maximum of 2 civilian clothes hanging per wardrobe (1CL & 2CL)			
<b>Total Pass/Gigs</b>			

Bureau	Pass	Gig	Comment
Inspectable BAG drawer in 1 <sup>st</sup> dresser drawer IAW USCC PAM 420-1 (All Classes)			
Inspectable uniform drawer in 2 <sup>nd</sup> dresser drawer USCC PAM 420-1 (2-4 <sup>th</sup> Class) / Neat and organized (1 <sup>st</sup> Class)			
Inspectable uniform drawer in 3 <sup>rd</sup> dresser drawer USCC PAM 420-1 (3-4 <sup>th</sup> Class) / Neat and organized (1-2 <sup>nd</sup> Class)			
Inspectable uniform drawer in 4 <sup>th</sup> dresser drawer USCC PAM 420-1 (3-4 <sup>th</sup> Class) / Neat and organized (1-2 <sup>nd</sup> Class)			
All other drawers neat and organized (All Classes)			
<b>Total Pass/Gigs</b>			
Sink Area	Pass	Gig	Comment
Storage space open (medicine cabinets open 90 degrees, laundry bins open a fist-distance, cabinet under sink open 90 degrees)			
Mirror cleaned with no streaks/smudges			
Items in medicine cabinet height ordered IAW USCC PAM 420-1			
Coffee pot cleaned with filter open (if displayed)			
Faucet/sink clean and dry, free of smudges, no dirt/grime in crevices, stopper shut			
Laundry in green bag, tied, less than half-full, opening facing up (tied to bed post in Scott Barracks)			
Items/area under sink cleaned and neatly organized			
Trashcan & Recycle Bin clean, empty, displayed on sink counter			
<b>Total Pass/Gigs</b>			
Desk Area	Pass	Gig	Comment
Windows clean and streak-free (inside glass) with blinds entirely up			
Books in height order IAW USCC PAM 420-1			
Knickknacks and extraneous items do not detract from military appearance of the room.			
Authorized electronics only, clean, and neat			
USCC PAM 420-1 open on computer			
Items in desk drawers neatly organized			
One black backpack per person (logos subdued) displayed on the windowsill			
<b>Total Pass/Gigs</b>			
Comments:			

**A-4.****Common Area Checklist**

Inspector/Position: \_\_\_\_\_

<b>Bathrooms</b>	<b>Pass</b>	<b>Gig</b>	<b>Comment</b>
All lockers neat and organized			
All drying items on hangers			
Free of trash and debris			
Work orders identified with an index card			
<b>Total Pass/Gigs</b>			
<b>Hallways / Stairwells</b>	<b>Pass</b>	<b>Gig</b>	<b>Comment</b>
Clear of Trash			
Floors Swept			
Clutter free (except DPW supplies and work carts)			
All doors with uniform nametapes			
CoC signs displayed			
Display cases, CoC tables, etc. dusted			
Work orders identified with an index card			
<b>Total Pass/Gigs</b>			
<b>Cadet Charge of Quarters (CCQ)</b>	<b>Pass</b>	<b>Gig</b>	<b>Comment</b>
Neat and Professional in appearance			
All items in the company fridge labeled with name and date			
Sign out book present			
Floors swept and mopped			
Shelves dusted			
Most updated SOP and policy letters readily available via laptop			
No storage of miscellaneous items			
Work order identified and marked with an index card			
<b>Total Pass/Gigs</b>			
<b>Study Room</b>	<b>Pass</b>	<b>Gig</b>	<b>Comment</b>
Neat and military in appearance			
Floors swept and mopped			
Shelves dusted			
No excess storage of miscellaneous items			
Work order identified and marked with an index card			
<b>Total Pass/Gigs</b>			
<b>Trunk Rooms</b>	<b>Pass</b>	<b>Gig</b>	<b>Comment</b>
Hallways clear of all items			
Swept/Free of Trash			
Neat and Organized with HVI Secured			
<b>Total Pass/Gigs</b>			
Comments:			