DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 1010.1F CH-1
002
29 MAR 1996

NAS LEMOORE INSTRUCTION 1010.1F CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: PROCEDURES FOR PERSONNEL INSPECTION

1. Purpose. To issue change transmittal to the basic instruction.

2. Action

a. Enclosure (2), paragraph 5, change to read "Chief Petty officers will form a seperate division. The senior CPO will be in charge of the division."

b. Enclosure (4), paragraph 1, line 2, change to read "...and November or as deemed necessary due to uniform changes and will normally..."

G. C. Wooldridge

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Distribution: (NASLEMINST 5215.2U)
List C

DEPARTMENT OF THE NAVY
NAVAL AIR STATION
LEMOORE, CALIFORNIA 93248-5001

IN REPLY REFER TO:
NASLEMINST 1010.1F
002
10 MAR 1993

NAS LEMOORE INSTRUCTION 1010.1F

From: Commanding Officer, Naval Air Station, Lemoore

Subj: PROCEDURES FOR PERSONNEL INSPECTION

Ref: (a) COMNAVAIRPACINST 5440.15H
(b) U.S. Navy Uniform Regulations (NAVPERS 15665H)

Encl: (1) Detailed procedures for Command/Change of Command Inspections
(2) Detailed procedures for Departmental Inspections
(3) Diagram of formation for Command Inspection
(4) Schedule of Inspections

1. Purpose. To reiterate the procedures and policy for standardization and to delineate responsibilities for inspection of military personnel attached to NAS Lemoore.

2. Cancellation. NASLEMINST 1010.1E

3. Responsibilities

a. Command Inspections

(1) The senior department head, unless assigned other duties, shall be the commander of the formation.

(2) The Security Officer shall be responsible for control of private vehicle traffic in the inspection area and shall coordinate entry of official guests to the station.

(3) The Administrative Officer shall ensure the presence of adequate emergency medical personnel and equipment in the inspection area; ensure that any awards to be given are delivered to the inspection site and the commanding or senior inspecting officer is notified, and will act as overall coordinator for command inspection.

(4) The Public Works Officer shall arrange for an adequate public address system, including appropriate recorded music when required.

(5) The Air Operations Officer shall request squadrons to suppress aircraft noise to operational minimums in the inspection area.

b. Department Inspection

(1) Not less than two weeks prior to the inspection, the department head whose department is to be inspected will coordinate detailed arrangements and plans for departmental personnel inspection. Not less than one week prior to the date of the inspection, he/she will prepare an item for the Plan of the Day announcing the date, time, location, uniform and any other pertinent details to ensure that all hands are advised of its content.

(2) Departmental inspections will be conducted in the following places: Air Operations/Weapons on the ramp adjacent to Building 1; AIMD on the aircraft parking ramp outside Building 180; all other departmental inspections will be conducted in front of Building 700. In the event of inclement weather, those departments inspected in the Operations area will be inspected inside of Building 180, and all other departments will be inspected inside the station gymnasium.

c. Change of Command Ceremonies. The Administrative Officer will be the overall coordinator for NAS Lemoore change of command ceremonies. He/she will be guided by the provisions of reference (a) in preparing for the change of command ceremony at NAS Lemoore.

4. Attendance. Department heads will ensure attendance of all personnel except those personnel required to conduct essential operations, on the sick list, or specifically excused by competent authority.

5. Procedure. Personnel inspections will be conducted utilizing enclosures (1) through (4). Uniforms will be prescribed following reference (b).

A. R. GORTHY

Distribution (NASLEMINST 5215.2S)
List C

DETAILED PROCEDURES FOR COMMAND INSPECTION

1. Personnel will fall in at close interval in open ranks 20 minutes prior to the scheduled time for inspection. Division officers will hold muster and prepare the division for inspection.

2. Each division will consist of a 10-man front of three ranks. Personnel will form in descending order of height from right to left. The department heads, division officers and division will dress from right to left.

3. Officers call will be 15 minutes prior to the scheduled inspection. The senior officer present in the officer's division will be in charge of the division.

4. Chief petty officers will form a separate division. The senior CPO present will be in charge of the division.

5. Upon approach to the formation by the inspecting party, the commander of the formation shall order "Naval Air Station, Attention. Division officers prepare for inspection". The division officer will then proceed to front and right of their division.

6. When the inspection party approaches within five paces of the commander of the formation, he/she will render a salute and report, "Good morning, Captain (or rank of inspecting officer), Naval Air Station Lemoore standing by for inspection, Sir/Ma'am."

7. After the commander of the formation has been inspected, he/she remains in position during the inspection.

8. When the inspection party approaches within five paces, the department head will render a salute and report, "Good morning, Captain (or rank of inspecting officer), _____ Department standing by for inspection, Sir/Ma'am". When he/she has been inspected, he/she shall proceed with the inspection party.

9. When the inspection party approaches within five paces, the division officer will render a salute and report, "Good morning, Captain (or rank of inspecting officer), _____ Division standing by for inspection, _____ personnel assigned, _____ personnel present, Sir/Ma'am." When he/she has been inspected, he/she shall fall in directly after the inspection officer and accompany him/her during the inspection of the division.

10. The inspection is made from the division's right to left in front and from left to right in the rear of each rank. When inspection of the division is complete, the division officer shall render a salute after comments by the inspecting officer. He/she shall then proceed to his/her original position. As the inspection party approaches the second division, within five paces, the division officer shall make his/her report. When inspection of the department is complete, the head of the department shall, after comments by the inspecting officer, render a salute and proceed to his/her original position. Division officer shall order "close ranks" and "parade rest" when inspection of his/her division is complete.

11. Prior to being inspected, the department head may order "parade rest". As inspection of the last division of the adjacent department nears completion, the department head shall order "_____ Department, attention" and proceed to meet the inspecting officer at the perimeter of the department.

12. When inspection of personnel is completed, and as the inspection party approaches the reviewing stand, the commander of the formation will order, "Naval Air Station, attention."

13. When the inspection officer has completed his/her remarks, and the inspection party has departed the area, the commander of the formation shall order "Department heads, take charge and dismiss your departments".

DETAILED PROCEDURES FOR DEPARTMENTAL INSPECTION

1. Personnel will fall in at close interval in open ranks 20 minutes prior to the scheduled time for inspection. Division officers will ensure muster is held.

2. Division personnel will form in descending order of height from right to left. The division and division officers will dress from right to left.

3. Division officers will position themselves front and center of the division. Upon the command "prepare for inspection" by the commander of the formation, the division officers will move so as to position themselves at the right front of their division.

4. Officers other than those assigned specific duties will form a separate division. The senior officer present will be in charge of the division.

5. Chief petty officers will form the last rank of their respective divisions.

6. Upon approach to the formation by the inspection party, the commander of the formation shall order "_____ Department, attention".

7. When the inspection party approaches within five paces, the department head will render a salute and report, "Good morning, Captain (or rank of inspecting officer), _____ Department standing by for inspection, Sir/Ma'am".

8. The department head shall proceed with the inspection party.

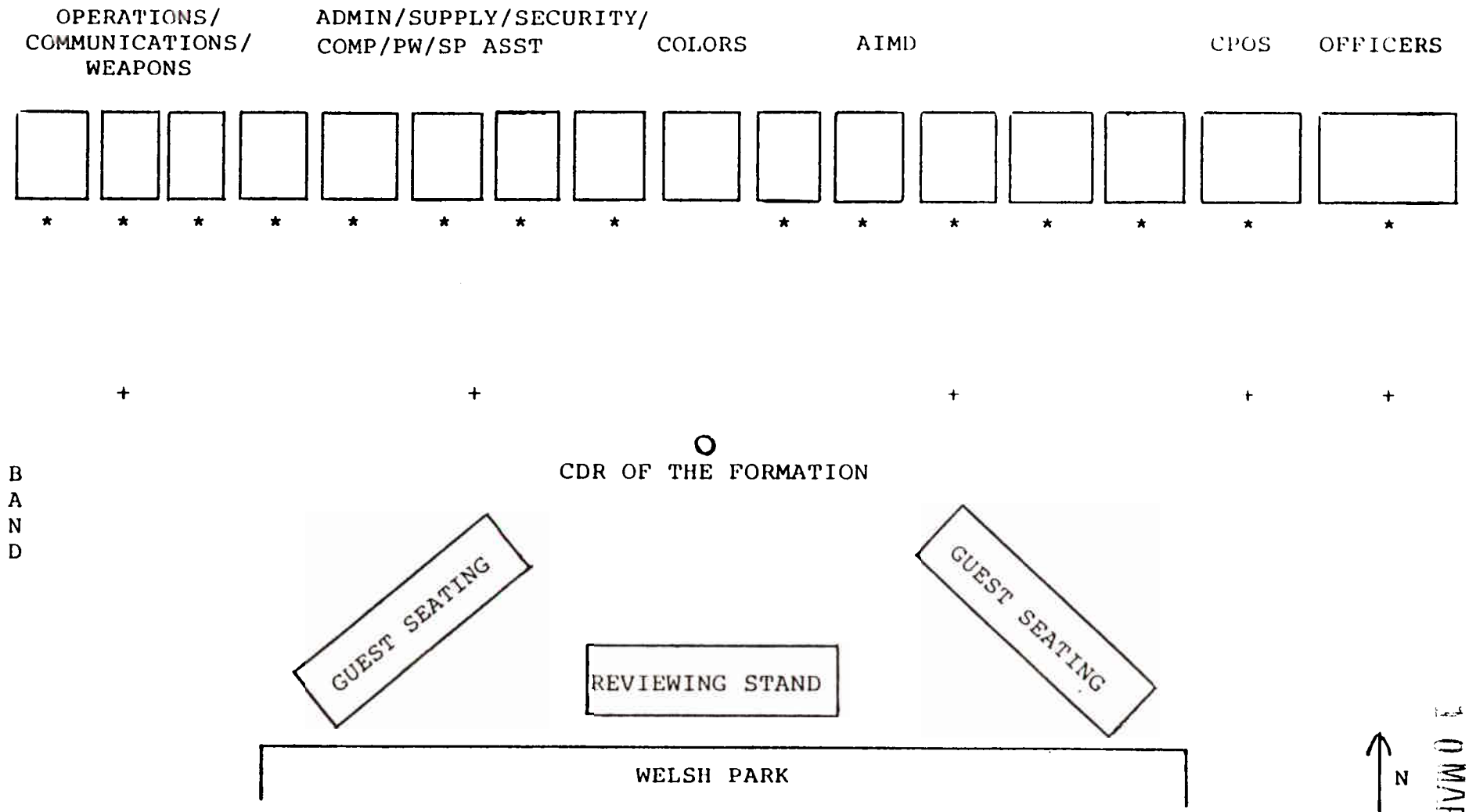
9. When the inspection party approaches within five paces, the division officer will render a salute and report, "Good morning, Captain (or rank of inspecting officer), _____ Division standing by for inspection, _____ personnel assigned, _____ personnel present, Sir/Ma'am". When he/she has been inspected, he/she shall fall in directly after the inspecting officer and accompany him/her during the inspection of the division.

10. The inspection is made from the division's right to left in front and from left to right in the rear of each rank. If the order, "uncover" is given, officers and CPO's are not required to uncover. When inspection of the division is complete, the division officer shall render a salute after comments by the inspecting officer. He/she shall then proceed to his/her original position and order "close ranks" and "parade rest".

11. When inspection of personnel is complete, and as the inspection party approaches the reviewing stand, the commander of the formation will order, "_____ Department, attention".

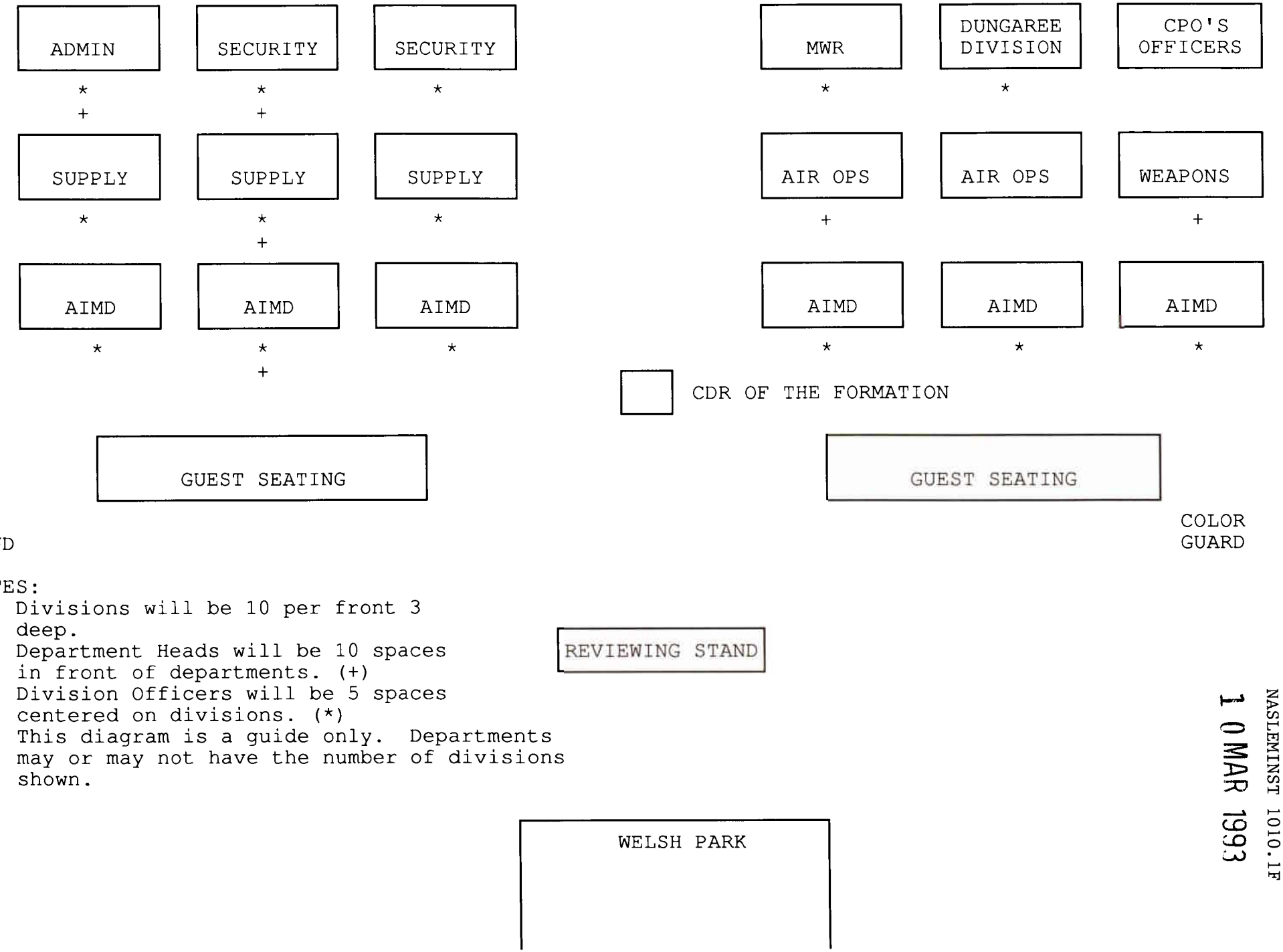
12. When the inspecting officer has completed his/her remarks, and the inspection party has departed the area, the commander of the formation (or department head) shall order "division officers, take charge and dismiss your divisions."

DIAGRAM OF FORMATION (COMMAND/CHANGE OF COMMAND INSPECTIONS)



NOTES:
1. Ten paces between divisions, 12 paces between departments.
2. * Division officer 6 paces front and center of division.
   + Department head
3. Department heads 18 paces ahead of division.
4. Commander of the formation 36 paces from divisions, front and center of formation.
5. This diagram is a guide only. Departments may or may not have the number of divisions as shown.

DIAGRAM OF FORM (C of C)



NOTES:
1. Divisions will be 10 per front 3 deep.
2. Department Heads will be 10 spaces in front of departments. (+)
3. Division Officers will be 5 spaces centered on divisions. (*)
4. This diagram is a guide only. Departments may or may not have the number of divisions shown.

SCHEDULE OF INSPECTIONS

1. Personnel inspections will be held during the months of May and November and will normally be conducted by the Commanding Officer. Additionally inspections may be conducted as required by the department heads. Commanding Officer's inspections will be conducted utilizing the following grouping:

Dept	Location
Air Ops/Weapons	Bldg. 1
AIMD	HGR 180
Special Assistants/ Admin/Supply/Comptroller Safety/Public Works/MWR Security/MAA/Chapel/Legal Recycling/FSC	Parking Lot Bldg. 700 Alternate: Gymnasium

2. Action

a. The senior department head within each grouping is responsible for coordinating the Commanding Officer's inspections.

b. Each department head will report to the Admin Officer, via the Command Master Chief, by memo, reporting the completion of inspections.

c. Department LCPO's will notify the Command Master Chief at least two weeks prior to department head inspections so the uniform/date/time can be published in the Plan of The Day.

d. Personnel who fail inspection will be reinspected by his/her department head no later than Friday of the week following the inspection.