



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

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SgtMaj
MAR 25 2016

POLICY LETTER 1-16

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: POLICY CONCERNING IMPLEMENTATION OF THE COMMANDER'S QUARTERLY UNIFORM INSPECTION PROGRAM (UIP)

Ref: (a) MCO P1020.34G
(b) MCO P5060.20

Encl: (1) Enlisted Uniform Inspection Sheet
(2) Officer Uniform Inspection Sheet

1. Purpose. To establish Policy for the implementation and conduct of the quarterly Commander's Uniform Inspection Program (UIP) within the I Marine Expeditionary Force (I MEF).

2. Information. Major Subordinate Commands (MSC) will develop and implement a UIP with the intent to ensure Marines and Sailors are being inspected at least once per quarter in a Service or Dress uniform selected by the commander of their respective unit. For the purpose of this Policy, commander is defined a commissioned officer who, by virtue of rank and slated assignment, exercises primary command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as "command" or those appropriately designated officers in charge.

a. Mission. Per the references, inspections confirm adherence to the Marine Corps Uniform Regulations and ensure Marines maintain the highest standards of uniform appearance.

(1) The UIP will become part of unit training schedules beginning no later than the 4th Quarter (July, August, September) of Fiscal Year 2016.

(2) The UIP will be included as a local Functional Area inspection requirement administered and evaluated within the Commanding General's Inspection Programs (CGIP).

(3) The UIP will be conducted on 100 percent of assigned personnel quarterly.

b. Execution (Intent). At a minimum, the UIP will be administered as follows:

(1) Inspection Teams. Inspection teams will consist of commanding officers, selected staff, and subordinate leaders within the command. These inspection teams will conduct detailed inspections of every Marine in the command.

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(2) Commanders. Commanders will personally inspect no less than 20 percent of assigned personnel during each quarterly inspection. (Example: While detailed inspections are conducted on 100 percent of the formed unit by an assigned inspection team, the commander inspects every fourth or fifth Marine in formation).

(3) Records. Units will maintain records (results, after action) of each inspection for two years which will be inspectable items on Commanding General's Inspection Programs.

(4) Conduct of Inspections. As denoted in the enclosures, inspections will focus on:

(a) Proper wear, care, fit, and cleanliness.

(b) Knowledge, bearing, and hygiene of inspected personnel.

Inspectors will be required to ask two to three general military subject questions to each individual during the conduct of an inspection.

Inspectors will conduct detailed inspections of personal weapons (Weapons at COs discretion).

(5) MSC Commanders. Will ensure similar compliance within their respective Command Elements (CE)/Headquarters. At a minimum, personnel must be observed/inspected in a designated Dress or Service uniform at least once per quarter.

4. Scope. Point of contact regarding this Policy is the I MEF Sergeant Major, at (760) 725-9252.

5. Certification. This Policy is applicable to the I MEF Total Force.


D. H. BERGER

Distribution: I/II

Copy to: CG, MCI-WEST



ENLISTED UNIFORM INSPECTION SHEET

(MARK ONLY AS DISCREPANCIES)



COVER

- Improperly Worn on Head
- Improper Fit
- Soiled
- Improperly Pressed
- Emblem Missing or Chipped

VISOR/CHIN STRAP

- Tarnished/Soiled
- Cracked/Unserviceable

GROOMING

- Hair Improperly Trimmed
- Hairstyle Interfered with Wear of Headgear
- Conspicuous Artificial Hair Color
- Improper Shave
- Moustache Properly Trimmed
- Cosmetics not within Regulation
- Unauthorized or Eccentric Jewelry

SERVICE STRIPES

- Tarnished/Soiled
- Scratched/Frayed
- Improperly Positioned
- Improper Number Worn on Uniform

RANK INSIGNIA

- Tarnished/Soiled
- Scratched/Frayed
- Improperly Positioned
- Improper Rank Worn on Uniform

UNIFORM COAT

- Soiled
- Faded Stitching
- Excessive Wear
- Emblem Missing or Chipped
- Buttons Tarnished/Missing/Damaged
- Improperly Pressed
- Collar Improperly Finished
- Improperly Fitted in the Collar
- Improperly Fitted in the Shoulders
- Improperly Fitted in the Waist
- Improperly Fitted in the Chest
- Improper Length of Sleeves
- Front Closure Overlap not w/in Standards
- Back Vent Overlap not within Standards
- Back Vent Vertical Edge Overlap not Straight
- Coat/skirt excessively flared
- Front/Rear Horizontal Panel Edge Uneven

COAT BELT

- Improper Length
- Soiled
- Scratched/Chipped
- Frayed
- Improper Gig-line

TIE CLASP

- Incorrectly Positioned
- Tarnished/Damaged
- Pay Grade Appropriate

NECK TIE/NECKTAB

- Soiled
- Improperly Pressed
- Frayed
- Non-Regulation
- Clip-on (Not Authorized During Inspection)
- Overall Presentable Appearance

AWARDS

- Soiled, faded, discolored or tarnished
- Improperly Mounted on Support Device
- Bottom Edge of Medals not Aligned
- Frayed or Damaged
- Incorrect Precedence
- Ribbon Inverted
- Incorrectly Positioned on Uniform
- Awards Inconsistent w/Awards Page
- 1/3 or More of Ribbon Covering Lapel
- Excessive Number of Badges
- Attachments Incorrectly Positioned
- Ribbon Holding Bar Incorrect Color

SHIRT

- Collar Improperly Size
- Improper Length of Sleeves
- Improper Fit
- Soiled
- Faded
- Improperly Pressed
- Collar Stays Visible
- Buttons Missing or Damaged

UNIFORM TROUSERS/SLACKS/SKIRT

- Soiled
- Faded Stitching
- Excessive Wearing
- Improperly Pressed
- Buttons Missing or Damaged
- Scarlet Stripe Faded or Frayed
- Mismatched Material w/Coat
- Improperly Fitted in Waist
- Improperly Fitted in Hips
- Improper Length
- Improperly Hemmed
- Pockets Flared while at the POA
- Double Creases

WEB BELT

- Improper Length
- Soiled
- Tarnished
- Frayed
- Buckle Improperly Fastened
- Improper Gig-line

GLOVES

- Soiled
- Frayed
- Discolored
- Unauthorized for Wear

SHOES

- Unauthorized for Wear
- Tarnished
- Dirty or Damaged
- Heels Overly Worn
- Cracked
- Metal Taps (Not Authorized During Inspection)
- Other: _____

SOCKS / HOSE

- Unauthorized for Wear

GENERAL

- Holes/Cuts Not Repaired
- Irish Pennants
- Lint
- Items Improperly Marked
- Improper Alterations

DOG TAGS

- Incomplete Set
- Information Incomplete
- Information Incorrect
- Improper Format

ID CARD

- Missing
- Information Incomplete
- Information Incorrect
- Damaged

OTHER

- Incorrectly Answered Questions
- Improperly Executed Hand Salute

ASSISTANT: _____

INSPECTOR: _____

UNIT: _____

RANK: _____

NAME: _____

NOTEWORTHY:

DATE: _____

ENCLOSURE (1)



OFFICER UNIFORM INSPECTION

[MARK ONLY AS DISCREPANCIES]



COVER

- Improperly Worn on Head
- Improper Fit
- Soiled
- Improperly Pressed
- Emblem Missing or Chipped

VISOR/CHIN STRAP

- Tarnished/Soiled
- Cracked/Unserviceable

GROOMING

- Hair Improperly Trimmed
- Hairstyle Interfered with Wear of Headgear
- Conspicuous Artificial Hair Color
- Improper Shave
- Moustache Improperly Trimmed
- Cosmetics not w/in Regulation
- Unauthorized or Eccentric Jewelry

WHITE STRIP COLLAR

- Improper Overlap in Front
- Improper Protrusion above Collar
- Soiled
- Frayed
- Discolored
- Improperly Pressed

RANK INSIGNIA

- Tarnished
- Scratched/Damaged
- Improperly Positioned
- Incorrect Rank Worn on Uniform

UNIFORM COAT

- Soiled
- Faded Stitching
- Excessive Wear
- Emblem Missing or Chipped
- Buttons Tarnished/Missing/Damaged
- Improperly Pressed
- Improperly Finished
- Improperly Fitted in the Collar
- Improperly Fitted in the Shoulders
- Improperly Fitted in the Waist
- Improperly Fitted in the Chest
- Improper Length of Sleeves
- Front Closure Overlap not w/in Standards
- Back Vent Overlap not w/in Standards
- Back Vent Vertical Edge Overlap not Straight
- Coat/skirt excessively flared
- Front/Rear Horizontal Panel Edge Uneven

COAT BELT

- Improper Length
- Soiled
- Tarnished Brass
- Frayed
- Improper Gig-line

TIE CLASP

- Incorrectly Positioned
- Tarnished/Damaged

NECK TIE/NECKTAB

- Soiled
- Improperly Pressed
- Frayed
- Non-Regulation
- Clip-On (Not Authorized During Inspection)

AWARDS

- Soiled, faded, discolored or tarnished
- Improperly Mounted on Support Device
- Bottom Edge of Medals Aligned
- Frayed or Damaged
- Incorrect Precedence
- Ribbon Inverted
- Incorrectly Positioned on Uniform
- Awards Inconsistent w/Awards Page
- 1/3 or More of Ribbon Covering Lapel
- Excessive Number of Badges
- Attachments Incorrectly Positioned

SHIRT

- Collar Improperly Sized
- Improper Length of Sleeves
- Improper Fit
- Soiled
- Faded
- Improperly Pressed
- Collar Stays Visible
- Buttons Missing or Damaged

UNIFORM TROUSERS/SLACKS/SKIRT

- Soiled
- Faded Stitching
- Excessive Wearing
- Improperly Pressed
- Buttons Missing or Damaged
- Gold Stripe Tarnished or Damaged
- Mismatched Material w/Coat
- Improperly Fitted in Waist
- Improperly Fitted in Hips
- Improper Length
- Improperly Hemmed
- Pockets Flared while at the POA
- Double Creases

WEB BELT

- Improper Length
- Soiled
- Tarnished
- Frayed
- Buckle Improperly Fastened
- Improper Gig-line

GLOVES

- Soiled
- Frayed
- Discolored
- Unauthorized for Wear

SHOES

- Unauthorized for Wear
- Tarnished
- Dirty or Damaged
- Heels Overly Worn
- Cracked
- Metal Taps (Not Authorized During Inspection)

SOCKS / HOSE

- Unauthorized for Wear

SWORD/SCABBARD

- Tarnished
- Soiled
- Damaged
- Leather Accoutrements Improper Color
- Improper Length
- Improperly Hooked to Leather Sling
- Sword Improperly Tied to Hilt
- Shoulder Sling Visible Outside Coat

GENERAL

- Holes/Cuts Not Repaired
- Irish Pennants
- Lint
- Items Improperly Marked
- Improper Alterations

DOG TAGS

- Incomplete Set
- Information Incomplete
- Information Incorrect
- Improper Format

ID CARD

- Missing
- Information Incomplete
- Information Incorrect
- Damaged

OTHER

- Incorrect Answered Questions
- Incorrect Executed Sword Manual
- Incorrect Executed Hand Salute

NOTEWORTHY:

ASSISTANT: _____

INSPECTOR: _____

UNIT: _____ RANK: _____ NAME: _____