

# G.I. Operating Procedures 2023-2024



St. John's Northwestern Military Academy

1101 Genesee St., Delafield, WI 53018

140th Corps of Cadets

“Dedicated, Motivated, Educated”



The General Inspection (G.I.) Operating Procedures are guidelines for cadets, offering a comprehensive understanding of the inspection process. G.I. is essential for upholding the overall appearance of the Corps of Cadets, emphasizing personal responsibility and discipline. Adherence to these standards fosters a disciplined environment and instills values for the character development of each cadet.

**Note:** Please refer to both G.I. Operating Procedures and SJNMA SOP Barracks for General Inspection preparation. Any concerns should be addressed through the chain of command for resolution.

## 1) Bunk Bed

- The bed will consist of two white sheets and one blue SJNA-issued blanket.

**Note:** Only the cadet store-issued dark blue wool blankets or light blue cotton blankets are authorized.

- The white collar of the bed is to face the window on the top bunk, and the door on the bottom bunk.
- 'SJNA' or 'SJNMA' issued blankets.
- Sheets must be tucked in so that they do not hang down, or are visible when looking at the bed.
- 45-degree hospital corners are to be on all corners of the bed.
- The distance from the top of the bed to the top of the collar, and the top of the collar to the bottom of the collar are both 10 inches.
- White pillowcases should cover the pillow completely and the opening faces the wall.
- No dust on the bed frame.
- No decals or stickers of any kind on the bed frame.

## 2) Closets

- Closets are to be swept and dust-free.
- Clothing in the closet should be arranged in the following order - from the furthest away (the wall) to the closest (the room door):

Authorized Civilians (khaki pant & polo shirt), ACU/OCP Pant, ACU/OCP Blouse, Bathrobe, Raincoat, Athletic Parka, Winter Parka, Campus Jacket, Black Sweater, Short Sleeve Blue Shirt, Long Sleeve Blue Shirt, Short Sleeve White Shirt, Long Sleeve White Shirt, Grey Pants, Class Grey Coat, White Ducks, Parade Dress.

**Note:** Ensure all pockets are empty.

- The only optional clothing items are the Bathrobe and the Athletic Parka.
- Place a short-sleeved black shirt between the long-sleeve blue shirts and short-sleeved white shirts if a cadet owns one.

**Note:** Only clothing items mentioned above are authorized to be hanging in the closet.

- No empty hangers hanging in the closet.
- Hang all shirts, coats, and jackets facing the room door.
- Hang pants with both legs facing the room door, and the zipper facing the back of the closet.
- Button all items in the closet, except leave the top button unbuttoned on the Short Sleeve Blue Shirt, Short Sleeve White Shirt, Rain Coat, and Civilian Polo.
- ACU/OCP Blouse is to be zipped up so that the mandarin collar is in the down position.
- ACU/OCP Blouse must have name tape, JROTC patch (unless Middle School cadets or Non-JROTC Cadets), rank (if applicable), SJNMA patch, and company patch.
- Zippers on Winter Parka are to be zipped up so that the bottom of the collar is parallel to the ground.
- Zipper on the Campus Jacket is to be zipped up and three fingers from the top, all tabs of zippers are to be tucked into the coat.
- Campus Jacket must have name tape, graduation year, company patch, and JROTC patches (unless Middle School cadets) sewn on.
- All garments must be completely free of loose strings.
- No belts on any pants.

- No name tag, collar device, ranks, awards, or medals are to be on any uniform except the Parade Dress, Campus Jacket, and ACU/OCP blouse.
- All shoes must be placed in the bottom of the closet and should be arranged in the following order - from the furthest away (the wall) to the closest (the room door):  
Civilian Shoes, Combat Boots, Sandals, Athletic Shoes, and Corfam.

**Note:** Place primary shoes closest to the closet door and secondary shoes close to the back wall.

- If there is no room to place the Civilian Shoes next to the Combat Boots, then the Civilian Shoes are to be placed behind the Combat Boots.
- All shoes must have their laces untied and tucked completely into the shoe.

**Note:** Only shoes are allowed on the bottom of the closet; no other items.

- The top of the closet should be neat and organized.

**Note:** Suggested arrangement - place items from highest to lowest or from biggest to smallest.

- Tie the laundry bag to the inside hook of the closet door to ensure the bottom of the bag does not touch the floor.
- Keep the closet key in the door, parallel to the ground.
- Use either black or white hangers in the closet, but ensure only one color is used.

### 3) Drawer beneath the bed

- Campus store-issued items, such as all PT uniforms, are to be rolled up so that the logo is facing upwards and is to be placed on the left side but may be on the right also due to space constraints.
- All small accessories such as suspenders, shirt stays, etc.. are to be neatly folded, organized, and set together in the front right corner of the drawer.
- The drawer needs to be completely free of dust and everything inside of it should be extremely organized.
- The drawer should be placed underneath the bed and should remain closed before the inspection, they should be centered.

### 4) Room

- Name Tape
  - One on the closet door in the top corner closest to the room door.
  - One is centered on the back wall of the medicine cabinet.
  - One on the shelf on the side closest to the space between the two desks
  - One in the bottom drawer, in the top corner closest to the door.

- One on the center of the cadet's bed frame, on the side closest to the door.
- One on the top right corner of each cadet's drawer beneath the bed
- Drawers
  - Bottom drawer is to be shut
  - The bottom drawer may only contain towels and washcloths in the front, and white sheets and pillowcases in the back.
  - Middle drawer is pulled out the whole way
  - The middle drawer may contain (view from above) white shirts in the front left quarter; black socks in the back left quarter; boxers/underwear in the front right quarter; and belts, ties, and handkerchiefs in the back right quarter.
  - Top drawer is to be pulled halfway open.
  - The top drawer may contain only school & office supplies.
  - The drawer beneath the desk is to be closed all the way
  - The drawer may be used for extra storage and may have anything authorized inside of it

**Note:** Suggested arrangement - No loose paper.

- All drawers are to be extremely neat and organized.
- All drawers need to be completely free of dust
- The desk is to be clear of any personal items. Computers and monitors are to be removed. Large box and window fans are unauthorized and therefore must be stored in the company storage.

- Windows
  - Windows are to be closed.
  - Window glass is to be free of any marks.
  - Window screen is to be placed in front of the window.
  - Blinds are to be halfway and open parallel to the ground.

**Note:** No dust anywhere on the window sill, window, or blinds.

- Every aspect of the floor is to be extremely clean, including underneath the desk and the bed
- Floor should also be free of any black streak marks.
- Shelf
  - The shelf should be extremely clean, dust-free, and organized.
  - The shelf should have only the following from left to right:

Shako (plume and ammo box underneath) or a properly formed Band / Pipe & Drums beret if performing in the Band / Pipe & Drums, Service Cap with Garrison Cap underneath with opening of cap flush with the edge of the shelf and the crest facing towards the ceiling, ACU patrol Cap, Non-Band / Non-Pipe & Drums berets. No other covers are authorized on the shelf.

- Desk should have nothing on it and be free of dust.
- Bulletin Boards are to be organized and free from useless items.
- Trash cans are to be placed next to the sink, and empty, including free of dust, trash cans must be of an acceptable size, such as those sold in the Cadet Store.

**Note:** Suggested arrangement - Empty trash bags in the trash cans.

**Note:** Footlockers are allowed for extra storage if kept very organized

- Cleaning supplies are to be placed in the cabinet under the sink and be extremely organized.
- The faucet of the sink is to be extremely clean, sink should be extremely clean and free of any stains.
- The drain on the sink is to be extremely clean and free of debris.
- The mirror is to have no streaks or marks of any kind.
- The shelves in the medicine cabinet should be clean, and their contents should be placed upright, in descending order from left to right.
- No dust along any ledges along the room's walls.
- No dust anywhere along the door or door frame.
- The main room light is to be turned off and both desk lights turned off.
- The heater is to be placed on setting two (2).
- Backpacks are to be placed on the back of the Cadet's chair, or on the chair itself, provided the backpack faces the desk. They do not have to be empty but organized upon inspection with necessary school items.
- All electrical cords are to be extremely organized.

#### Common Areas

- Hallway must be clear of any dust, especially on cracks and corners.
- Hallway floor must be swept and mopped thoroughly.

- The floor must be scrubbed, especially the edges of the walls.
- No dust or trash under or around the trash cans.
- All trash cans must be evenly positioned throughout the hallway. Each can must have an empty trash bag inside of it.
- Supply closets are to be clean and neatly organized. All filth and dust must be wiped clean.
- There are to be no personal items inside the common closets.
- The bathroom floor must be free of trash, dust, and any filth.
- Bathroom trash cans need to be emptied and positioned on the left corner next to the toilets (if applicable).
- All toilets, sinks, and urinals are to be clean. The edges of the windows must also be dusted.
- The shower room must be free of any personal hygiene items. The floor must be swept and mopped clean. The walls of the showers are to be scrubbed and cleaned as well.
- In the lounge, any foreign convenience items (books, televisions, microwaves, and others) must be dusted, organized, and cleaned.

**Note:** Books on the shelf are to be flush with the front of the bookshelf and in descending order from left to right.

- The fridge, if applicable, must be clean and organized, and its interior should have no remnants of unpackaged food.
- All furniture must be neatly organized, dusted, and clean.
- The lounge is to follow the same regulations as the previous company areas (floor, windows, walls, etc.)
- All stairwells in the company area must be swept and the handrails wiped free of dust.
- Windows in each stairwell must be cleaned thoroughly.