

NDCSWINST 1010.1D  
00CMC  
14 December 1992

NAVDENCEN SOUTHWEST INSTRUCTION 1010.1D

Subj: PERSONNEL INSPECTIONS

Ref: (a) U. S. Navy Uniform Regulations, 1991  
(b) U. S. Navy Regulations, 1990

Encl: (1) Formation Guidance and Procedure  
(2) Quotas by clinic for outstanding Military Bearing Award  
(3) Sample Letter for Military Bearing Award

1. Procedure. To establish policy and procedures to be followed relative to personnel inspections within the command.
2. Cancellation. NAVDENCENS DIEGO INST 1010.1C.
3. Background. A member of the naval service is a representative of the United States government. As such, the member's dress and conduct should always reflect credit upon the United States, the naval service and the member. Although personal grooming is the responsibility of each individual, it is also the responsibility of each Branch Director and Department Head to ensure the overall appearance of personnel under their cognizance is in keeping with the highest Navy and professional standards. Periodic personnel inspections are required to apprise the Commanding Officer whether or not personnel meet the military appearance standards specified in reference (a).
4. Policy. There are few relationships comparable to the inherently close professional contact between the dental officer and/or technician and the patient. It follows that members of the Dental Corps and the dental technician rating are particularly obligated to present the very highest standards of personal appearance and grooming.
5. Schedule of Personnel Inspections. Considering the geographical separation of command elements, as well as the cost-effective implications of ill-timed inspections, the command will make every effort to schedule and conduct inspections of each branch dental clinics with minimum interruption of normal operations. Branch Directors and Department Heads will be notified, in a timely manner, of scheduled inspections via a Naval Dental Center Southwest Notice and/or Plan of the Week. Inspections will be scheduled at a minimum of two per year and aligned with the uniform shift.

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6. Personnel to be Inspected. All personnel, except those in the duty section on the day preceding the inspection, and those in a leave or TAD status will be inspected. No requests for leave or special liberty, other than those approved prior to the date of official notification of a scheduled forthcoming personnel inspection will be honored, except for emergency reasons.
7. Inspection Procedure. See enclosure (1). Normally, personnel are to fall in 15 minutes prior to the scheduled time of the personnel inspection for the respective branches/departments.
8. Reinspection. Officer and enlisted personnel specifically identified with grooming/uniform discrepancies during personnel inspections, will be reinspected at 0800 on a Saturday designated by the Commanding Officer following the scheduled date of the personnel inspection. Personnel failing to appear for inspection and/or reinspection will be subject to disciplinary action.
9. The Commanding Officer will present the Outstanding Military Bearing Award to those officers/enlisted personnel nominated by the Branch Clinic Directors. Branch Directors should take the following into account when making their selections.
  - a. Period of consideration runs concurrently with personnel inspection period, normally six months.
  - b. Impeccable attention to detail and personal appearance on a daily basis.
  - c. Knowledge of, respect for, and pride in military customs and traditions as demonstrated by military demeanor and correctness. The number of awards per clinic is delineated in enclosure (2). Sample letter of the award is shown in enclosure (3).

D. D. WOOFER

INSPECTION FORMATION AND PROCEDURES

Company Commander

Company Commander

Enlisted Formation

Officer Formation

ATTENTION COMPANY COMMANDERS: Personnel in formation for will form “OPEN RANKS.”

Enlisted Supervisor (MAA)

Commanding Officer

Recorder

Company Commander

Branch Director

Command Master Chief

1. The formation should assemble as diagramed above.
2. Upon arrival of the Branch Director, Company Commander will bring their inspection companies to attention with the command, “Attention.”
3. Upon command of the Branch Director, “Company Commanders Report,” by hand salute, the company commanders (officer company first, then the enlisted company) will respond, “All officers/enlisted personnel present or accounted for, Sir,” whereupon the Branch Director will respond, “Very well. Clinic, Parade Rest.”
4. As the Commanding Officer approaches the area, the Branch Director commands “Clinic, Attention.” The officer presenting the formation will render a hand salute reporting, “all personnel present or accounted for and standing by for your inspection, Sir.”
5. The Commanding Officer will then inspect the Officer Company and the Enlisted Company, respectively. As the Commanding Officer approaches each Company, the Company Commander will render a hand salute reporting, “Officer/Enlisted Company ready for inspection, sir.” The Company Commander will then fall in immediately behind the recorder during the inspection of his/her formation. Remaining formations will be placed at “parade Rest” Awaiting the arrival of the Inspection Party at their respective formation.

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6. Upon completion of the Commanding Officer's Inspection of the officer or enlisted company, each Company Commander presenting the respective formations will render a hand salute to the Commanding Officer and return to his/her position in formation and place his/her company at "Parade Rest."

7. Presentation of Awards. Personnel called out of formation will approach the Commanding Officer smartly and render a hand salute. Upon delivery of the award, the individual will again render a hand salute, execute a smart about face and return to his/her formation.

8. Dismissal of Personnel

a. Upon completion of ceremonies and/or Commanding Officer's remarks, the Branch Director will command, "Company Commanders, dismiss your personnel."

b. The Officer Company Commander will command, "officers, take your posts."

c. The Enlisted Company Commander will command, "company dismissed."

## QUOTAS BY CLINIC FOR OUTSTANDING MILITARY BEARING AWARD

1. This award is given to reflect the truly outstanding Officers/Sailors at our clinics. The criteria for this award is set forth in paragraph 9

2. Quotas for each branch clinic/annex are:

Branch Dental Clinic North Island – 1

Dental Annex Coronado – 1

Branch Dental Clinic Marine Corps Recruit Depot – 2

Branch Dental Clinic Naval Station/Dental Annex FISC – 5

Headquarters – 2

Branch Dental Clinic Anti-submarine Warfare Base/Dental Annex Sub Base – 1

Branch Dental Clinic Naval Air Station Lemoore – 1

Branch Dental Clinic Postgraduate School Monterey – 1

Branch Dental Clinic Naval Air Station Fallon – 1

Branch Dental Clinic Port Hueneme – 1

Dental Annex Point Mugu – 1

Branch Dental Clinic China Lake – 1

Area Dental Laboratory – 1

Enclosure (2)

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From: Commanding Officer, Naval Dental Center Southwest  
To:

Subj: COMMANDING OFFICERS AWARD FOR OUTSTANDING MILITARY BEARING

1. It is my distinct pleasure to recognize you for setting the standard for military bearing at Branch Dental Clinic, for the period through.
2. The criteria used in selecting you for this highly competitive recognition include:
  - a. Impeccable attention to detail in the preparation and presentation of your uniform and personal appearance, not only for formal inspections when you must, but even more importantly, each and every day, when you choose.
  - b. Knowledge of, respect for, and pride in military customs and traditions as demonstrated by your consistently outstanding military demeanor and correctness.
3. The importance of these traits is steeped in our rich Navy heritage. Your selection for this award is certainly one in which you can be especially proud. WELL DONE!

T.C. SPLITGERBER

Enclosure (3)

