DEPARTMENT OF THE ARMY

UNITED STATES MILITARY ACADEMY

West Point, New York 10996



**REPLY TO**

**ATTENTION OF**

MADN-SOC 15 August 2022

MEMORANDUM FOR Section Marcher

SUBJECT: Section Marcher/Assistant Section Marcher Responsibilities

1. References.

1. DPOM 2-3: Classroom and Related Departmental Procedures

b. United States Corps of Cadets Standard Operating Procedure

c. Army Regulation 670-1: Wear and Appearance of Army Uniforms and Insignia

2. As the Section Marcher (SM) and Assistant Section Marcher (ASM), you have several responsibilities beyond those of your classmates. This memorandum provides you with instructions for carrying out those additional responsibilities. If you perform your job well and are proactive, you can have a noticeable, positive effect on the class atmosphere.

3. The SM will perform the following tasks:

a. Prior to calling section to attention, SM/ASM will ensure the following conditions are met:

(1) No one has food, gum, or backpacks in the classroom.

(2) All drinks have a fully sealable lid.

(3) Complete the Section Marcher’s Absentee Roster in PENCIL only using the appropriate lesson column. Write the date in the appropriate block. Use the letter “A” to indicate cadets who were absent from class, the letter “L” to indicate cadets who arrived late (after the report was given), and the letter “E” to indicate cadets who departed early.

b. Call the section to attention, briefly inspect the section’s uniforms and general appearance, and enforce standards. SM will inspect for the following conditions.

1. Unclean, unpresentable, or unserviceable footwear.

1. Unclean, unpresentable, or unserviceable uniform items.

1. All cadet hair is within regulation.

c. Report accountability after uniform inspection.

d. Distribute handouts/other materials to the class before the start of each day's lesson as applicable. Ensure that all cadets who were absent, arrived late, or departed early receive all handouts.

e. Gather any assignments that need to be collected and ensure names are on all papers. **Inform me of any missing assignments after they are all collected.**

f. After the section has been dismissed, ensure that the section performs the following:

1. Erase all cadet boards. Do not erase boards used by the instructor unless directed to do so.
2. Return all desks to the standard classroom arrangement and put all chairs under the desks.

(3) Oversee actions related to enhanced classroom sanitation.

3. Normally, I will arrive in the classroom a few minutes before the start of each class. In the unlikely event I or a replacement instructor do not arrive on time, the SM will attempt to contact the Social Sciences Department at (845) 938-5797.

4. Remember**:**  This is a leadership position. You may delegate; however, you remain responsible. Your assistance in helping manage section administration is greatly appreciated.

CARSON K. HOMME

MAJ, IN

Instructor