



DEPARTMENT OF THE ARMY  
UNITED STATES MILITARY ACADEMY  
WEST POINT, NY 10996

MACC-O

21 September 2016

MEMORANDUM for United States Corps of Cadets, West Point, NY 10996-1692

SUBJECT: Policy Letter #15: Accountability Measures

1. Purpose. The purpose of this memorandum is to outline specific measures that must be taken by each individual Cadet to ensure accountability of the Corps is accurate and to explain the repercussions that follow for not having adhered to this standard.

2. General. CIS is the primary mode of accountability for the Corps of Cadets. It is the individual responsibility of each Cadet to ensure that they inform their CoC of their whereabouts and it is a requirement that the Cadet record these whereabouts on CIS in addition to notifying their CoC.

3. Procedures. Cadets will be at their appointed place of duty, and are not authorized to decide to do otherwise. Feeling sick is not a valid reason to not be at an appointed place of duty. If you do not feel well, seek medical attention. If there is a conflict, Cadets will present the issue to their Tactical Officer. Accountability will be checked at the following events:

a. Formations. Chains of command render accountability reports immediately after accountability formations. The Cadet chain-of-command will render a verbal report followed by a written report up through the Administration Staff/ S1s.

b. Quarters. This includes a Cadet's own room and the nearest latrine. Cadets are confined to their rooms from taps until 0520hrs. If Cadets have to use the restroom during this time period, they are authorized to do so. This does not include using the shower or conducting personal hygiene. Cadets must sign out, put a note on their door and notify their direct Cadet chain-of-command.

c. Mandatory Meals. The table commandant is responsible for accounting for each member of the table and will report unauthorized absences to the chain of command. Table commandants are personally responsible for picking up floaters and ensuring Cadets leave at the appropriate time.

d. Classroom Accountability. TACs, Cadet Academics Staff will receive web-based electronic lists of Cadets from their company who were reported absent, late, or early departure.

e. Commandant's/Dean's Hour Classes, Intramural Athletics, and Unit Training.

MACC-O  
SUBJECT: Accountability Measures

The company chain of command or designated representative is responsible for accounting for Cadets by company. Cadets who are late or absent will be reported to the Tactical Officer immediately following the training event.

f. Cadet Class or Corps/Regimental Lectures. The Cadet chain of command will account for the company at Corps/Regimental lectures and will report to the Tactical Officer/ S1 shop immediately following.

g. Club Squad. It is the responsibility of the team captain or activity OIC to report attendance to the Competitive Sports Office, DPE. The Department of Physical Education will notify the tactical officers of any unauthorized absences.

h. Corps Squad Athletics and Extracurricular Activities. The team captain or CIC will render a verbal report to the coach or officer representative (OR).

i. Sign Out/In. Each Cadet, upon leaving post or their usual duty assignments, will sign out to their designated activity/status on CIS and Company log book. Cadets will sign-in before the next accountability report is taken to include breakfast, lunch, and recall formations as well as TAPS.

j. Recall. Any Cadet still signed out to Pass/OPPs/Walking Privileges etc. at Recall formation will have their name read off by a member of the company CoC and will be warned to sign-in within 10 minutes of the conclusion of that formation. Failure to do so will result in administrative punishment.

4. Repercussions. The following repercussions will be administered by the company CoC with regards to signing in and signing out to Pass/OPPs/Walking Privileges/Trip Section. It must be noted that these are minimum punishments, Commensurate to USSC Reg 351-2, Table 1-1 and Table 1-5. Failure to sign back in from other activities (Sick Call, Quarters, CS Practice, etc.) will be handled at the discretion of company CoC keeping in mind the importance of accountability procedures in everyday operations at West Point.

5. Company Academics Officers are required to track class absences and report to the company admin Officers. Further, academic officers will adjudicate class absences IAW USMA 1-1.

**FAILURE TO SIGN OUT TO PASS/OPPS/WALKING PRIVS/TRIP SECTION**


<b>Offense</b>	<b>MINIMUM Punishment</b>
1st	Verbal and Written Event Oriented Counseling and COR
2nd	5hrs/5 demerits
3rd	10hrs/10 demerits

MACC-O  
SUBJECT: Accountability Measures

**FAILURE TO SIGN IN FROM PASS/OPPS/WALKING PRIVS/TRIP SECTION**  
(Within 10 Minutes Following Formation)

Offense	MINIMUM Punishment
1 <sup>st</sup>	Verbal Counseling
2 <sup>nd</sup>	Written Counseling and COR
3 <sup>rd</sup>	5hrs/5 demerits
4 <sup>th</sup>	10hrs/10 demerits

6. The point of contact for this memorandum is the Brigade Senior Enlisted Leader at 845-938-7904.

  
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