



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

MACC-O

01 July 2018

MEMORANDUM FOR United States Corps of Cadets

SUBJECT: Brigade Tactical Department (BTD) Policy Letter #2 – Accountability

1. References.

- a. United States Corps of Cadets Standard Operating Procedures (SOP)
- b. USMA Regulation 1-1

2. Purpose. To reinforce the accountability procedures for Cadets assigned to the United States Corps of Cadets (USCC) outlined in the references listed above.

3. Scope. Provisions of this memorandum apply to personnel assigned, attached, or under Operational Control (OPCON) of the United States Corps of Cadets.

4. Individual Cadet Discipline.

a. Cadets will be at their place of duty at the right time in the right location and in the right uniform.

b. Cadets will not excuse themselves from duties on their own accord for any reason to include, but not limited to, illness, additional instruction, or medical appointments.

c. Individual Cadets are responsible for signing out through CIS any time they depart for the following locations or participate in the following activities:

Sick Call	Walking Privileges	Hospital (KACH)	Trips / Competitions
Quarters / Bedrest	Guard Duty	Hospital (Off-Post)	Wellness Appointments
Pass	Study Hall	Special Pass / Emergency Leave	Leave
Off-Post Privileges	Hours	Religious Activities	
*Non-Standard Corps Squad Practice	In-Room (Taps)	*Non-Standard Club Practice	

* Required only for practices that cause Cadets to miss mandatory unit events

(1) Individual Cadets are responsible for signing back in from the above activities immediately upon return to their rooms or upon a change in their duty status.

5. Cadet Leader Responsibilities.

a. Formations.

(1) Cadet leaders at all echelons are responsible for maintaining accountability of their subordinates at every formation to include, but not limited to, meal, recall, and chain of command time formations.

(2) Squad leaders will render one of the following two verbal reports: one, "All Present," or, two, "CDT Smith and CDT Jones – Out of Ranks," for example.

(3) Platoon Sergeants, First Sergeants, and S1s will render one of the following two verbal reports: one, "All Present," or two, "Two Out of Ranks," for example.

(4) Upon receipt of these reports from their subordinate leaders, Platoon Sergeants, First Sergeants, and S1s will simply return the salute. Saying "thank you" ICW this courtesy is not acceptable military protocol.

(5) The default standard is that Cadets in formation will wear the same uniform.

(6) Unit leaders are responsible for submitting accountability reports through the Cadet Information System (CIS) immediately following formation.

b. Lectures and Commandant's Hour Training.

(1) Cadet leaders are responsible for accountability at these mandatory training sessions and reporting lates and absences to their chains of command.

(2) Cadets will sit in their companies' prescribed seating areas during lectures IAW Enclosure # 1, 2, and 3.

c. Academic Classes.

(1) Cadet leaders are responsible for documenting the reasons for all class lates and absences and inputting them into CIS.

6. Tactical Officer Responsibilities.

a. Determining whether the reasons provided by Cadets for being late or absent are legitimate excusals.

b. Swiftly implementing the appropriate corrective training or processing the appropriate formal disciplinary action for all unauthorized lates and absences.

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c. Closing out all authorized and unauthorized lates and absences in the Tactical Officer Information System upon disposition.

7. Point of Contact for this memorandum is the Brigade Tactical Department Senior Enlisted Leader at x7904.

3 Enclosures

1. Robinson Auditorium Seating Chart

2. Eisenhower Hall Seating Chart (1xClass)

3. Eisenhower Hall Seating Chart (Corps of Cadets)

BRIAN J. REED

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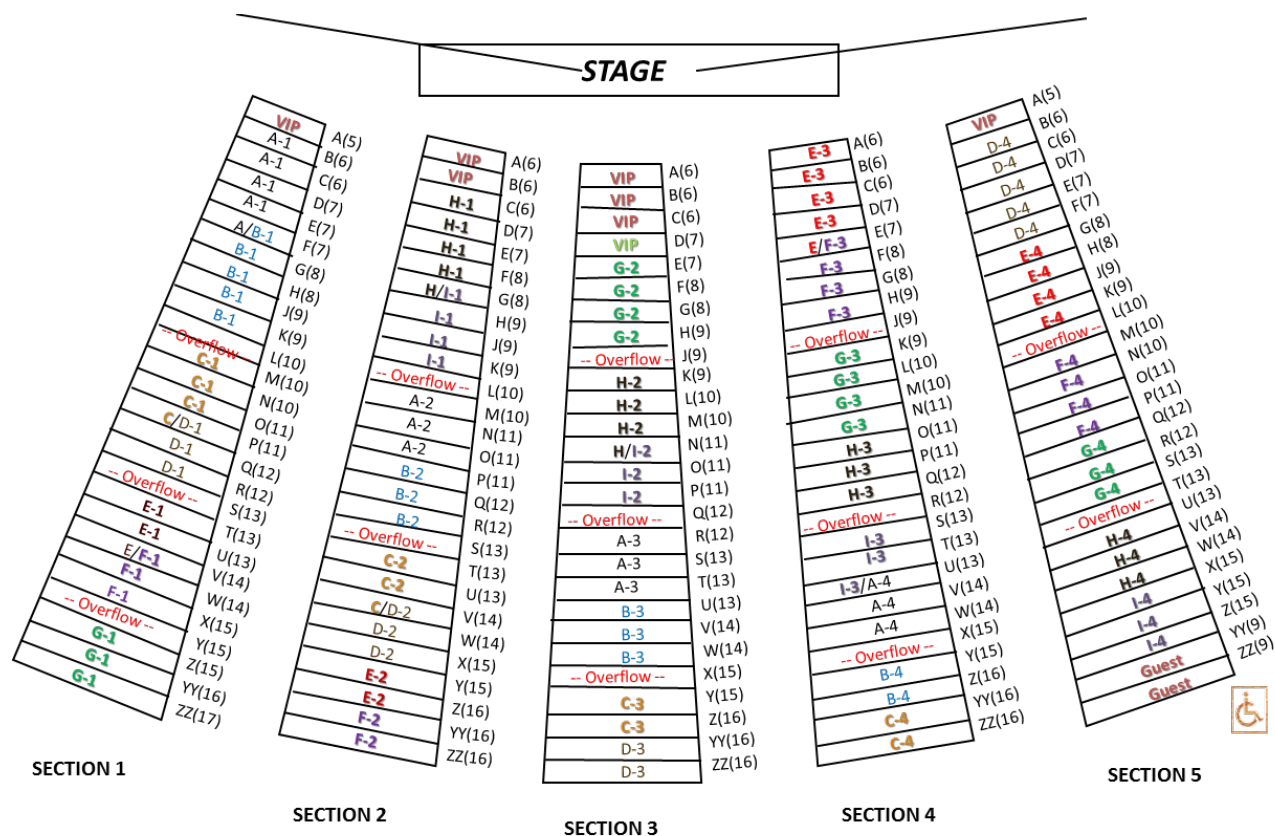
Brigade Tactical Officer

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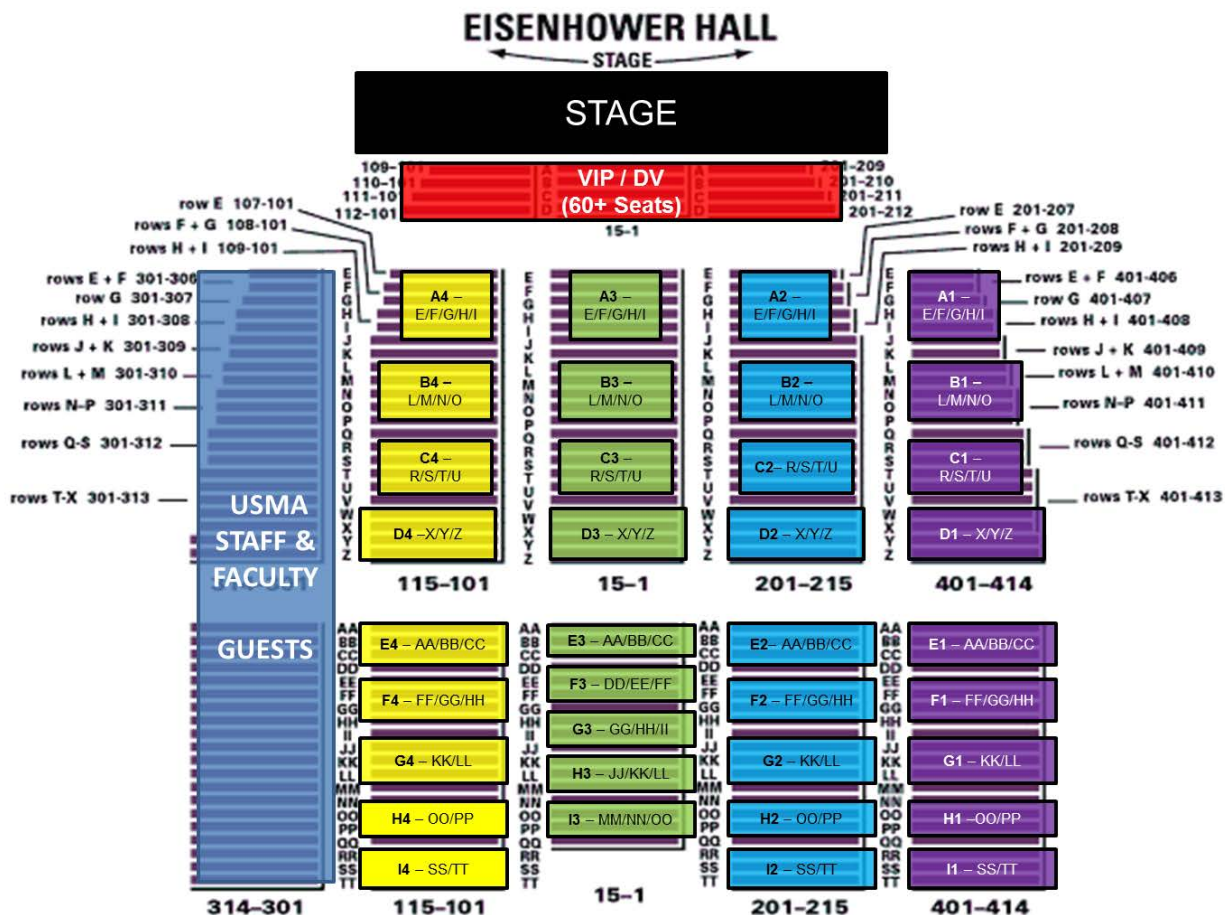
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ENCLOSURE # 1 – ROBINSON AUDITORIUM SEATING CHART



ENCLOSURE # 2 – EISENHOWER AUDITORIUM SEATING CHART (1 X CLASS)



ENCLOSURE # 3 – EISENHOWER AUDITORIUM SEATING CHART (CORPS OF CADETS)

