

THE WHITE BOOK

CHAPTER 6

Cadet Accountability

SECTION 4

Strength and Status Reporting

Version (date): 14 OCT 2026

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Position: Commandant Department Sergeant Major

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- I. **Organization:** The proponent for this section of the White Book is the Commandant Department Sergeant Major. The cadets responsible for personnel reporting are the Cadet First Sergeants and Regimental Admin Clerks, supervised by the Regimental Admin NCO.
- II. **Functions.** This policy describes procedures and information for
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A. Terminology.

1. Unique acronyms and words related to S&S.

- i. The following acronyms and words are used throughout this entry of the White Book.
- ii. *S&S* – Strength and Status.
- iii. *Table* – An array of data sorted by rows and columns in Excel. Sometimes used interchangeably with “roster” because every roster in S&S is displayed in a table, but a table is a more general term that can have information/data other than a roster.
- iv. *Banner* – A private system accessible by the Commandant Department Sergeant Major. Banner contains all official records for The Citadel. The goal is for S&S to match Banner.
- v. *Workbook* – A whole Excel file. S&S is entirely contained within an Excel workbook titled “Strength and Status Official”. Frequently, this term is mistakenly used interchangeably with spreadsheet/sheet.
- vi. *Sheet* – A single page inside an Excel workbook. See figure 6.4.1
- vii. *Unit* – A Company or Staff at The Citadel. This includes all companies, all Battalion Staff, and Regimental Staff.
- viii. *BN* – Battalion.
- ix. *SL* – Special Leave.
- x. *SO* – Special Orders.
- xi. *MEDL* – Medical Leave.
- xii. *BT* – Battalion Transfer.



Figure 6.4.1 - All sheets within the S&S workbook.

B. Reporting Schedule.

1. Morning reports.

- i. A morning report is a report consisting of the strength and status of the Corps, sent by the Regimental Admin NCO to the Commandant Department Sergeant Major and other authorities within The Citadel.
- ii. S&S is a live Excel workbook, constantly being updated as things change. ***While changes are constant, all information and data must be up to date once a morning report is sent by the Regimental Admin NCO.***
- iii. By default, a morning report is sent at 0900 on weekdays, but this can be changed by the Regimental Admin NCO.

As of February 27, 0850		
4TH CLASS PRESENT	662	
4TH CLASS ASSIGNED	682	DATE:27-Feb-2026
UPPERCLASS PRESENT	1540	
UPPERCLASS ASSIGNED	1582	ADMIN NCO:Waldron, Ben
CORPS STRENGTH	2264	Phone: [REDACTED]
PRESENT	2202	
DUTY RESTRICTIONS	127	Email: bwaldron@student.citadel.edu
LEAVE/ORDERS	42	
AWOL	0	
OVERNIGHT INFIRMARY	0	
OFF-CAMPUS HOSPITAL	2	
ADD	0	
DROP	2	
AWOL OUT-PROCESSING	0	
LATE FURLOUGH RETURN	0	
FURLOUGH DEPARTURE	0	
OTHER	0	
XMD: 33	XPT: 19	
		Strength and Status Official.xlsx

Figure 6.4.2 - A morning report sent via email on the 27th of February.

C. Managing the *ROSTERS* sheet.

2. General overview.

- i. The *ROSTERS* sheet is the second sheet in S&S that is managed by the Company First Sergeants, Battalion Sergeants Major, and the Regimental Admin Clerks to keep track of various information regarding cadets in their unit. The data recorded in this sheet serves various purposes, such as reporting the number of cadets assigned to a company, the number of cadets present, the number of cadets in each class, etc.

Alpha

Last Name	First Name	Class	Unit	CWID	Room	Athlete?	Present?	Cadre	Contract?	Arrival Date	Arrival Time	Misc. 1	Misc. 2	Misc. 3	Other
Abdelmalek	Thomas	C1	Alpha	19678357	1437	NO	YES	NO							
Adams	James	C1	Alpha	19680658	1443	NO	YES	NO							
Ajler	Owen	C1	Alpha	19678557	1440	NO	YES	NO							
Appil	Hank	C2	Alpha	19669545		YES	YES	YES							
Almuhim	Abdulahamin	C2	Alpha	19673336		NO	NO	NO							
Antrosse	Richard	C3	Alpha	19663779		NO	YES	YES							
Ardia	Hayden	C2	Alpha	19672982		NO	YES	YES							
Baber	Kain	C2	Alpha	19669995		YES	NO	NO							
Bailey	Jahsiah	C4	Alpha	19656557		NO	NO	NO							
Bain	Alexander	C2	Alpha	19671963		NO	YES	YES							
Bair	Bennett	C1	Alpha	19679768	1342	NO	YES	NO							
Banister	Blake	C3	Alpha	19665132		NO	NO	NO							
Banko	Brandon	C1	Alpha	19678315	1345	NO	YES	NO							

Figure 6.4.3 - Alpha Company table on the *ROSTERS* sheet.

3. Columns within a table.

- i. *Last Name* and *First Name* – Last name and first name should be recorded without any spaces or periods, and with appropriate capitalization. An entry in the *Last Name* column will automatically require additional entries in other columns listed below.
- ii. *Class* – Class is recorded as C1 (freshmen), C2 (sophomore), C3 (junior), and C4 (senior).
- iii. *Unit* – The *Unit* column should already be filled out in every row. The purpose of the *Unit* column is to help the various formulas working in the background of the workbook organize data, so it's not redundant.
- iv. *CWID* – CWIDs should be recorded without any spaces. Be especially careful not to accidentally add a space after the last digit.
- v. *Room* – Room number should be recorded as 4 digits. Remember to change this if a cadet shifts rooms.
- vi. *Athlete* – If the cadet is an NCAA athlete on an official Citadel team, type "YES", otherwise type "NO".
- vii. *Present* – If the cadet is physically located on The Citadel campus, type "YES", otherwise type "NO".
- viii. *Cadre* – If the cadet returned to campus in early August due to holding a cadre rank, type "YES" under *Cadre*, otherwise type "NO". It's important to note that this does not only apply to Training Cadre.
- ix. *Contract* – If the cadet holds a military contract in any armed service, list that service here. If not, leave blank.
- x. *Arrival Date* and *Arrival Time* – Enter the arrival date and arrival time of the cadet when they returned to campus from Furlough. These columns may never be used depending on the year.
- xi. *Misc. 1*, *Misc. 2*, and *Misc. 3* – Miscellaneous columns. These do not have a default purpose but rather are extra columns that can be given a set purpose by the Regimental Admin NCO. These are most frequently utilized when the Regimental Admin NCO is requested to provide a custom roster to the Commandant's Department. For example, if a roster of all C3 cadets graduating early is requested, the *Misc. 1* column may be activated to require a "YES" or "NO" entry for all C3s on the roster depending on whether they are graduating early.
- xii. *Other* – Used to record notes of any kind. Not to be confused with the *Other* column located on the BN sheets.

4. Color meanings.

- i. The cells within each roster are programmed to change colors depending on certain entries.
- ii. Bright red – If a cell is bright red, that means it is blank and requires an entry.
- iii. Yellow – The cadet has been identified as an athlete.
- iv. Green – The cadet has been identified as present.
- v. Light red – The cadet has been identified as not present.
- vi. Blue – The cadet has been identified as part of cadre.

5. How to organize your roster.

- i. The most common way to organize a roster is either alphabetically by last name, or by C status. Before sorting either of these ways, ensure that the filter button is enabled on the table. This can be done by navigating to Table Design > Style Options > Filter Button. Table Design is located near the top of the screen as a green tab. Style Options is a dropdown menu slightly underneath and to the left of the search bar. You will not need to open the Style Options menu if Excel is opened in the desktop app.
- ii. Alphabetically by last name – Click the filter button next to *Last Name*. Select the first option, "Sort A to Z". When prompted to See Everyone's changes or only your own, select See Everyone's.
- iii. By C Status – Click the filter button next to *Class*. Select the first option or second option, "Sort A to Z" or "Sort Z to A". When prompted to see everyone's changes or only your own, select "See everyone's".

- iv. **Do not attempt to organize your roster by adding or deleting rows.**
6. **How to filter your roster.**
- The most common way to filter a roster is by C status, but this applies to filtering by any column.
 - Filtering by C Status – Click the filter button next to *Class*. Check the boxes next to the classes you want to see. **When prompted to see everyone's changes or only your own, select "See just mine" (figure 6.4.5)**
 - Once you are finished entering data within your filtered table, navigate to the "View" tab near the top of the window, and select "Exit" underneath "Temporary View" near the left side of the window.

The screenshot shows a software interface for the Alpha Company roster. On the left, a sorting menu is open, showing options to sort by 'Last Name' (A to Z or Z to A) or 'First Name'. Below this, there are options for 'Sheet View' and 'Text Filters'. A search box is present, and a list of names with checkboxes is shown, including (Select All), Abdelmalek, Adams, Adler, Aeppli, Almuhim, Ambrose, Ardis, Baber, Bailey, Bain, Bair, Banister, and Banko. The main table displays roster data with columns: Last Name, First Name, Class, Unit, CWID, Room, Athlete?, Present?, Cadre, Contract?, and Arrival Date. The table is filtered to show only 'Alpha' units. The 'Athlete?' column is highlighted in yellow for 'YES' and red for 'NO'. The 'Present?' column is highlighted in green for 'YES' and red for 'NO'. The 'Cadre' column is highlighted in blue for 'YES' and grey for 'NO'. The 'Contract?' column is highlighted in green for 'YES' and red for 'NO'. The 'Arrival Date' column is empty. The title 'Alpha' is displayed in large black font in the top right corner.

Figure 6.4.4 - Sorting the Alpha Company roster alphabetically by last name

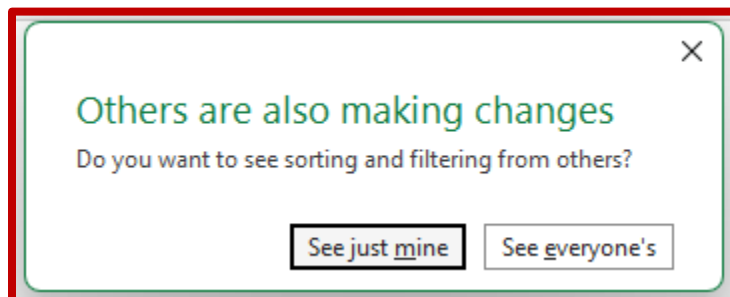


Figure 6.4.5 It's very important to select "See just mine" when filtering a roster.

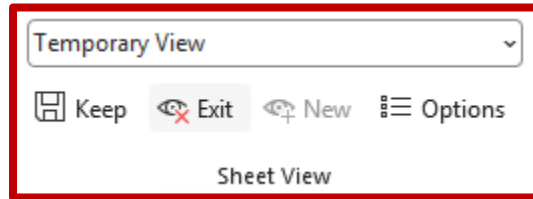


Figure 6.4.6 Click the “Exit” button to see everyone’s changes within the sheet again, after you have finished making changes within a filtered table. When prompted to keep this view, select “Don’t keep”.

D. Understanding the *Banner Check* sheet.

1. Purpose of *Banner Check*

- i. The Commandant Department Sergeant Major holds exclusive access to The Citadel’s official cadet roster, located in a private system known as Banner. The intent of the Regimental Admin NCO and the Commandant Department Sergeant Major is for the Banner Roster to be identical to the S&S roster. The *Banner Check* sheet detects all discrepancies between both rosters. It’s a protected sheet that is only meant to be viewed, not edited.

2. Banner Roster vs. S&S Roster

- i. Both rosters are compared directly beside each other, with the Banner Roster in orange on the left and the S&S roster in blue on the right.
- ii. Banner Roster – Except for Saturday and Sunday, the Banner Roster is updated daily by the Regimental Admin NCO. Upon being updated, the Regimental Admin NCO will email the Battalion Sergeants Major, Company First Sergeants, and Regimental Admin Clerks to notify them of the update. This roster is managed exclusively by the Commandant Department Sergeant Major and cannot be altered by cadets.
- iii. S&S Roster – The S&S roster is programmed to pull data straight from the *ROSTERS* sheet, as they are directly interlinked through Excel formulas. This means, for example, if a cadet is entered into the Alpha Company table in the *ROSTERS* sheet, that cadet will automatically appear on the Alpha Company S&S roster in the *Banner Check* sheet.

3. Color meanings.

- i. *Banner Check* compares CWIDs and C status of cadets from both rosters. Yellow and red are signs of a discrepancy.
- ii. Green – CWID is found on both rosters.
- iii. Yellow – CWID is found twice on the same roster, indicating at least one cadet has the CWID of another.
- iv. Red CWID – CWID is only on one roster, indicating a cadet is either unaccounted for by one of the rosters, or the CWID was incorrectly entered on the S&S roster.
- v. Red C Status – The S&S Roster is displaying a different C Status than the Banner Roster.

4. Resolving discrepancies.

- i. The only color that should be seen on the *Banner Check* sheet is green. If yellow or red is seen anywhere, action should be taken. Usually, a discrepancy is an error on part of the S&S roster, but not always. Communication between the Commandant Sergeant Major, the Regimental Admin NCO, and the Company First Sergeants is imperative for determining the root cause of discrepancies. CAS should also be utilized.

ALPHA							
BANNER ROSTER				S&S ROSTER			
CWID	Last	First	Class	CWID	Last	First	Class
10678357	Abdelmalek	Thomas	CA	10678357	Abdelmalek	Thomas	C1
10680657	Adams	James	CA	10680658	Adams	James	C1
10675557	Adler	Owen	CA	10675557	Adler	Owen	C1
10669545	Aeppli	Hank	C2	10669545	Aeppli	Hank	C2
10673336	Almulhim	Abdulrahman	C2	10673336	Almulhim	Abdulrahman	C2
10663779	Ambrose	Richard	C3	10663779	Ambrose	Richard	C3
10672592	Ardis	Hayden	C2	10672592	Ardis	Hayden	C2
10669995	Baber	Kaine	C2	10669995	Baber	Kaine	C2
10656557	Bailey	Jahsiah	C4	10656557	Bailey	Jahsiah	C4
10671963	Bain	Alexander	C2	10671963	Bain	Alexander	C2
10675768	Bair	Bennett	CA	10675768	Bair	Bennett	C1
10678315	Banko	Brandon	CA	10665132	Banister	Blake	C3
10670048	Berry	Gwenyth	C2	10678315	Banko	Brandon	C1
10675909	Bessinger	Jace	CA	10670048	Berry	Gwyneth	C2
10663606	Binstock	Ryan	C3	10675909	Bessinger	Jace	C1
10673231	Black	Charles	C2	10663606	Binstock	Ryan	C3
10670390	Blair	William	C2	10673231	Black	Charles	C2
10673468	Blancher	Blaise	C2	10670390	Blair	William	C2
10656670	Bondar	Artur	C4	10673468	Blancher	Blaise	C2
10677144	Borger	Elise	CA	10656670	Bondar	Artur	C4
10679314	Boulware	Michael	CA	10677144	Borger	Elise	C1
10672481	Bowers	Ellis	CA	10679314	Boulware	Michael	C1
10660254	Bramley	Hunter	C3	10672581	Bowers	Ellis	C1
10663205	Bray	Christopher	C3	10660254	Bramley	Hunter	C4
10676276	Burghol	Omar	CA	10663205	Bray	Christopher	C3
10663744	Butters	George	C3	10676276	Burghol	Omar	C1
10680678	Calvert	Lachlan	CA	10663744	Butters	George	C3
10670574	Carrillo	Ulises	C2	10680678	Calvert	Lachlan	C1
10675209	Childers	Austin	CA	10670574	Carrillo	Ulises	C2
10675577	Cobb	Evan	CA	10675209	Childers	Austin	C1
10675010	Conner	Landon	CA	10675577	Cobb	Evan	C1
10678939	Coston	Sanai	CA	10675010	Conner	Landon	C1
10655847	Crider	Ella	C4	10678939	Coston	Sanai	C1
10665359	Dalla Riva	Chase	C3	10655847	Crider	Ella	C4
10676585	Dave	Shivam	CA	10676585	Dave	Shivam	C1
10666685	Davis	Brad	C3	10666685	Davis	Brad	C3
10678954	De Assis	Henrique	CA	10676585	De Assis	Henrique	C1
10671707	Dean	Jadan	C2	10671707	Dean	Jadan	C2
10671206	Deering	Brylee	C2	10671206	Deering	Brylee	C2
10676527	Demarest	Harold	CA	10676527	Demarest	Harold	C1

Figure 6.4.7 - Banner Check table of Alpha Company

E. Understanding the *Sign Off* sheet.**1. Purpose and usage.**

- The *Sign Off* sheet's purpose is to hold all parties responsible for their due diligence in updating S&S. This includes the Battalion Sergeants Major, Company First Sergeants, and Regimental Admin Clerks.
- A cadet signing off on a date means they affirm they did their due diligence in checking information sources to update S&S for the morning report on that date. For example, if the Alpha Company First Sergeant, from 1200-1215 on August 18, examines the *Banner Check* sheet for discrepancies, checks CAS for duty restrictions within their company, checks their email for Battalion Transfers, checks the CAS Sign In/Sign Out report for cadets within their company on special leave, and updates S&S accordingly, they should sign off for the August 19 Morning Report.

2. Back signing.

- i. Back signing S&S is only permitted if the cadet back signing did their due diligence for the Morning Report and forgot to sign off. Back signing is not permitted if the cadet forgot S&S completely for the morning report of the back signed date.

SIGN OFF						SIGN OFF						SIGN OFF						SIGN OFF	
Unit	10-Aug	11-Aug	12-Aug	13-Aug	14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug	21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug	28-Aug
Regt. Staff	X	X	X	X	X														
1BN Staff	X	X	X	X															
Alpha	X	X	X	X	X														
Bravo	X	X	X	X	X														
Charlie	X	X	X	X	X														
Delta	X	X	X	X	X														
2BN Staff	X	X	X	X	X														
Echo	X	X	X	X	X														
Foxtrot	X	X	X	X	X														
Golf	X	X	X	X	X														
Hotel	X	X	X	X	X														
Band	X	X	X	X	X														
3BN Staff	X	X	X	X	X														
India	X	X	X	X	X														
Kilo	X	X	X	X															
Lima	X	X	X	X	X														
Mike	X	X	X	X	X														
4BN Staff	X	X	X	X	X														
November	X	X	X	X	X														
Oscar		X	X	X															
Romeo	X	X	X	X	X														
Tango	x	x	x	X	X														
5BN Staff	X	X	X	X	X														
Papa	X	X	X	X	X														
Sierra	X	X	X	X	X														
Victor	X	X	X	X	X														
Palmetto Battery	X	X	X	X	X														

Figure 6.4.8 Sign Off table

F. Managing the BN Sheets.**1. General overview.**

- i. The BN sheets are organized 1-5, named 1BN, 2BN, 3BN, 4BN, and 5BN. Band Company and Regimental Staff both have a separate sheet that functions exactly as every other BN sheet.
- ii. **Only the colored tables located near the bottom of each unit's section should have data entered. See figure 6.4.9.**
- iii. The purpose of the BN sheets is to record the status of cadets. This includes, but is not limited to, their unit transfers, duty restrictions, special leave, and accountability. When entries are added, changed, or removed, the date must be altered to reflect the day of the latest change.

2. Basic Information section.

- i. The *Basic Information* section is the gray colored table farthest to the left of the sheet. The following columns are included.
- ii. *Last Name* and *First Initial* – Record the last name and first initial of the cadet with appropriate capitalization.
- iii. *C Status* – Record the C Status of the cadet. This should match the C Status listed for them in the *ROSTERS* sheet.
- iv. *Unit* – Record the unit of the cadet. This may seem redundant, but it's required for the formulas within the workbook to effectively organize and sort data from all units.

3. Miscellaneous section.

- i. The *Miscellaneous* section is the blue colored table in the BN sheet. The following columns are included.

- ii. *AWOL* – Enter “YES” if the cadet is missing and you have no idea where they are.
- iii. *Overnight Infirmary* – Enter “YES” if the cadet is staying at the Infirmary overnight.
- iv. *Off-Campus Hospital* – Enter “YES” if the cadet is staying overnight at a hospital off campus.
- v. *Add* – Enter “YES” if the cadet is being added to your roster **and physically moved in**. Simultaneously, enter this cadet into your table on the *ROSTERS* sheet. An entry in this column should only stay here for 24 hours.
- vi. *Drop* – Enter “YES” if the cadet is being dropped from your roster **and physically moved out**. Simultaneously, delete this cadet from your table on the *ROSTERS* sheet. An entry in this column should only stay here for 24 hours.
- vii. *AWOL Out-Processing* – Enter “YES” if the cadet is currently having their paperwork completed for out-processing. **If the cadet has left the school but their paperwork has not yet been completed, keep their name here.** After the paperwork is completed, re-record to the *Drop* column.
- viii. *Late Furlough Return* – Enter “YES” if the cadet is returning late from Furlough.
- ix. *Early Furlough Departure* – Enter “YES” if the cadet has left early for Furlough.

4. **Duty Restrictions section.**

- i. The *Duty Restrictions* section is the red colored table in the BN sheet. There is enough room to include 5 separate restrictions for a single cadet. The restrictions that can be recorded are XMD, XPT, XRun, XPushup, XRifle, XShave, XBrace, XHaircut, XUniform, XKnobWalk, XPlank, XCover, Soft Shoe, Bedrest, and Sunglasses. The following columns are included.
- ii. *Restriction1* – Enter the duty restriction here. If there is more than one, record under *Restriction2*, *Restriction 3*, etc.
- iii. *Start Date1* – Enter the start date of the restriction.
- iv. *Start Time1* – Enter the start time of the restriction in military time (1400, 0800, 0530, etc).
- v. *End Date1* – Enter the end date of the restriction. After this date has passed, the recorded restriction will change colors to light red, indicating the restriction has expired and must be deleted.
- vi. *End Time1* – Enter the end time of the restriction in military time (1400, 0800, 0530, etc).

5. **Special Leave/Special Orders/Medical Leave section.**

- i. The *Special Leave/Special Orders/Medical Leave* is the green colored table in the BN sheet. The following columns are included.
- ii. *SL/SO/MEDL* – If the cadet is on special leave, special orders, or medical leave, enter which one here.
- iii. *Other* – If the cadet is on special orders for a large group (i.e. Summerall Guards trip, ROTC FTX, etc) and that is listed in the CAS Sign In/Sign Out report, type it here and leave the *SL/SO/MEDL* column blank.
- iv. *Start Date* – Enter the start date of the leave.
- v. *Start Time* – Enter the start time of the leave in military time (1400, 0800, 0530, etc).
- vi. *End Date* – Enter the end date of the leave. After this date has passed, the recorded restriction will change colors to light red, indicating the leave has expired and must be deleted.
- vii. *End Time* – Enter the end time of the leave in military time (1400, 0800, 0530, etc).

6. **Other section.**

- i. The *Other* section is the pink colored section in the BN sheet farthest to the right. This column is used for extremely rare and unique circumstances. For example, if a cadet is incarcerated. Do not use this column for additional notes or commentary related to other entries. Then usage of this column is so uncommon that communication with the Commandant Department Sergeant Major is usually established prior to an entry.

[illegible]

Figure 6.4.9 - The location of colored tables in the BN sheet under the Alpha Company section.

[illegible]

Figure 6.4.10 The *Special Leave/Special Orders/Medical Leave* and *Other* colored tables in the BN sheets.

G. Managing Battalion Transfers.

1. Initiation.

- i. The Commandant Department Sergeant Major will email all parties involved in a BT. This email will include the losing unit, gaining unit, and deadline for the transfer to be completed. The time between the email and the determined deadline is usually 3-4 days. All communication between First Sergeants involved in the transfer should CC the Regimental Admin NCO.

2. Coordination and timeline.

- i. In between two morning reports, after the physical moving of the cadet, but also before the determined deadline, all three of the following actions must happen. If any of these actions happen without the other two also happening, the following morning report will be inaccurate.

- a. The gaining First Sergeant records their cadet in the *Add* column in their BN sheet and simultaneously enters them into their table on the *ROSTERS* sheet.
 - b. The losing First Sergeant records their cadet in the *Drop* column in their BN sheet and simultaneously removes them from their table on the *ROSTERS* sheet.
 - c. The Commandant Department Sergeant Major updates Banner to reflect the transfer.
- ii. The following timeline outlines perfect handling of a BT.
 - a. Cadet physically moves.
 - b. One of the First Sergeants alter S&S accordingly.
 - c. The same First Sergeant informs the other First Sergeant and the Commandant Department Sergeant Major.
 - d. The other First Sergeant alters their S&S accordingly and the Commandant Department Sergeant Major updates Banner.

H. AWOL Cadet Processing

1. Actions on Determination.

- i. Whenever a cadet is determined to be AWOL, the cadet chain of command will notify the TAC (in person, by phone, by text, or by email) and initiate the unit SOP to try to locate the cadet. Immediate action procedures should include checking the cadet's room, calling or texting him or her, checking with friends, calling the infirmary, seeing if he or she is in class, checking frequented locations such as the locker room or an off-campus apartment, and determining if the cadet's car is present. If there is any suspicion of possible danger, PSAF should be notified immediately. If a cadet remains AWOL for two successive accountability checks, the situation is considered a CCIR and must be reported to the Commandant IAW Chapter 7, Section 3 (Information Flow) of the White Book and Chapter 9 of the TAC Handbook. If a fourthclass cadet is found to be AWOL during cadre period, that will be immediately reported to the Commandant, Chief of Staff, Sergeant Major, or CoC.

2. Weapon Security

- i. If a cadet is AWOL for more than 24 hours, the unit armorer will turn the cadet's rifle in to the Arms Room.

3. Disposition of Property

- i. If a cadet is AWOL for more than 72 hours, the unit supply sergeant and the cadet's platoon sergeant will jointly inventory the cadet's personal effects and turn the items in to Central Supply for storage pending disposition instructions. One copy of the inventory will be given to Central Supply and another copy will be given to the TAC