

THE WHITE BOOK

CHAPTER 7

Cadet Personnel and Administration

SECTION 2:

Duty Teams

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Position: Assistant Commandant for Discipline

I. **Organization**: The Office of The Commandant, Assistant Commandant for Discipline, is responsible for Duty Teams. The Office is located on the second floor of Jenkins Hall.

II. **Functions**: This policy prescribes the procedures for the following functions of the Duty Team:

- A. Duty Team Composition and Responsibility
- B. **RDO** Responsibilities
- C. BDO Responsibilities
- D. CDO Responsibilities
- E. NCO Responsibilities
- F. CPL Responsibilities
- G. All-Ins

III. **Procedures**:

A. **DUTY TEAM Composition and Responsibility:**

1. **Composition**: The Duty Team System is an extension of the cadet chain of command and provides the Regimental Commander with a means of maintaining command and control during periods when the regular chain of command is not present. It further incorporates a system for managing the cadet disciplinary system. The Duty Team is responsible for the proper serving and documentation of punishments during periods when punishments are served. The purpose of the Regimental/Battalion/Company Duty Team System is to maintain cadet accountability during periods of General Leave. The Duty Team is the commander's representative during periods of General Leave and other times when the traditional chain of command is not present. The Duty Team performs other duties as required.

2. **Tour of Duty**: The Duty Team tour of duty begins at 1700 hours Friday until 1700 hours the following Friday. Duty Teams are **NOT** permitted to leave campus during their tour of duty. The Regimental ADJ or the RDO can approve a Duty Team member's departure from campus on a case-by-case basis for exigent circumstances such as a doctor's appointment, prescription refill, etc.

3. Meetings: There is a Duty Team meeting of the **Regimental**, Battalion, and Company Duty personnel after parade every Friday afternoon unless otherwise notified by proper authority. The Regimental Adjutant has staff responsibility with the assistance of the Regimental Administrative Sergeant.

4. Assignment: Each organization has the responsibility to send the names of the coming week's Duty Team members to the Regimental Adjutant NLT 2230 hours on Wednesdays.

5. Regimental Duty Officer (RDO): A cadet officer of the Regimental Staff detailed by the Regimental Adjutant, will be designated as the Regimental Duty Officer (RDO) in charge of and responsible for the supervision and actions of the Regimental Duty Teams. The RDO is the Regimental Commander's representative and has operational control and supervision over the Duty Team System when the corps is not in a duty status (i.e. General Leave). The RDO conducts All-ins daily. Only the RDO (C4 or higher) is authorized to do All-ins for the Regimental Staff. The RDO reports to the Regimental Commander.

6. Battalion Duty Officer (BDO): The BDO is a cadet officer on battalion staff detailed by the Battalion Adjutant, who is responsible to the Battalion Commander for ensuring that the Company Duty Teams are present and are conducting supervision of punishments and restrictions properly. The BDO conducts battalion punishment accountability formations. He or she conducts All-ins each day during their period as BDO. Only the BDO is authorized to do All-ins for the battalion staff. The BDO reports to the Battalion Commander and the RDO.

7. Company Duty Officer (CDO): The CDO is a cadet company officer (C4 or higher), detailed by the Company Executive Officer, responsible to the Company Commander for the proper execution of the Company Duty Team. The Company Duty Officer is the commander's representative during non-duty times. The CDO conducts All-ins during their period as CDO. Only the CDO is authorized to do All-ins in knob rooms and on the 4th division but may also conduct All-ins on upper-class rooms. The CDO reports to the Company Commander and the BDO.

8. Company Duty NCO (DNCO). The DNCO is a cadet NCO (C3), detailed by the Company Executive Officer and responsible to the CDO. The DNCO is also responsible for ensuring conduct deficient cadets are signing for restrictions properly and supervising athlete punishments. The DNCO performs other duties as required and is authorized to conduct All-ins on upper-class rooms. The DNCO reports to the CDO.

9. Company Duty Corporal (DCPL). The DCPL is a cadet CPL (C2), detailed by the Company Executive Officer and responsible to the CDO and DNCO. The DCPL is also responsible for ensuring conduct deficient cadets are signing for restrictions properly and supervising athlete punishments. The DCPL performs other duties as required and is authorized to conduct All-ins on upper-class rooms. The DCPL reports to the CDO and DNCO.

B. RDO Responsibilities:

1. At the duty team meeting, the RDO will hand a list of those with punishments to each CDO and BDO. This meeting occurs on **Friday** (after the Weekend Duty Briefing) and Saturday at both 0700 and again at 1900. The RDO also will meet with the COC, OD, JOD, and BDOs at 1900 in Padgett Thomas Barrack's guardroom.

2. Check to ensure all con rooms are available and prepared before punishments begin. Supervise cons/tours (spot-check hourly) to ensure they are being served correctly, and everyone is in the correct location.

3. Conduct all-ins for Regimental Staff.

4. On Sundays meet with the COC, OD, JOD, and BDOs at 0700 in the Padgett Thomas Barracks guardroom. Brief BDOs to ensure that optional punishments are conducted properly and conduct all-ins for Regimental Staff.
5. On Wednesdays, pick up the cons/tours sheets from the Assistant Commandant for Discipline's (ACD) office door before noon and distribute them at lunch. Check to ensure all con rooms are available and prepared before punishments begin. Supervise cons/tours (spot-check hourly) to ensure that they are being served correctly and that everyone is in the correct location. Conduct all-ins for Regimental Staff.
6. The RDO is responsible for making the decision if the overflow option is required. **The RDO is authorized to move tours to the galleries due to inclement weather or if a uniform change is required for cadets walking tours (Summer Leave vs Dress Gray) if it is too hot. The RDO will notify the RADJ if the weather is deteriorating significantly and the RADJ will decide on inclement weather cons for tours and approve of uniform changes.**
7. **Every Sunday at 0830, the RDO will announce optional religious service for Protestants at 0900 in Summerall Chapel. At 1630, the RDO will announce optional religious service for Catholics at 1700 in Summerall Chapel.**

C. BDO Responsibilities:

1. Meet the COC, OD, JOD, and RDO at 1900 on Friday, and at 0700 and 1900 on Saturday and on Sunday in the PT Barracks guardroom.
2. **Supervise Tours:** All tour walkers will serve their tours in their respective battalion areas. Ten minutes before the start of the tour period, cadets serving tours will report in front of the BDO table in seasonal leave uniform under arms to stand by for inspection. BDOs monitoring tours must record punishments each hour at the top of the hour. Those wishing to serve optional tours must report no later than 10 minutes before the start of the tour hour in seasonal leave under arms. The BDOs will take roll, conduct an inspection, and carry out their duties IAW the following schedule:

Punishment Periods							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0800						Sign 0745-0815	Sign 0745-0815
0900							
1000							
1100							
1200							
1300							
1400			Sign 1445-1515				
1500	In Season Athletes		CONs and Tours			CONs and Tours	Optional for all Cadets
1600							
1700							
1800					Sign 1845-1915		
1900							
2000	In Season Athletes	Optional for In Season Athletes	Optional for In Season Athletes	Optional for In Season Athletes	CONs and Tours	CONs and Tours	
2100							
2200							
2300							
Restriction Sign In Times							

3. **Giving Credit:** At the end of each 50-minute period, the BDO will mark cadets present for Tours on their phone app, IPAD or on the computer in CAS. The cadet serving the tour will verify by also signing a sign-in roster. This **MUST** be accomplished in a 30-minute window starting at 15 minutes

before the hour until 15 minutes past the hour. If not completed, then it must be hand entered by the CDO.

4. Accountability: Take accountability to ensure that proper formations are being conducted by the CDOs prior to the beginning of the punishment period (check training schedules). After formations, BDOs oversee tours in their battalions.

5. Supervision/Inspection: After a roll call **and inspection**, cadets will commence marching tours. Supervise tours and ensure that all tour-walking cadets properly follow the procedures for tours including optional tours on Sunday.

6. Meet with the CDOs to ensure that they are checking their cadets are signing their restrictions in CAS. Report information to the RDO.

7. All-ins: Conduct all-ins for designated Battalion Staffs.

D. CDO Responsibilities:

1. Classroom: Arrive at the assigned classroom 10 minutes early IAW the weekly training schedule, take accountability using the sign-in and punishment roster, and ensure all cadets are wearing the proper uniform.

i. **Spare classrooms are JH 305 and 307.**

ii. **All rooms will be left in the state in which they were before. All computers placed in rooms are off-limits to cadets serving cons.**

2. Oversee and ensure cadets are signing restrictions in CAS.

3. All-ins: Conduct all-ins at the company level.

4. Supervise punishments:

- i. At the top of the confinement hour, every confined cadet will be in his/her seat. The Company Duty Officer will take roll at this time. This will be repeated each hour of Confinements. This **MUST** be accomplished in a 30-minute window starting 15 minutes before the hour until 15 minutes past the hour.
- ii. At the end of the Confinement Period, the Company Duty Officer will take roll, then dismiss the cadets serving cons.
- iii. If Professors or Academic Advisors wish to see a cadet during these periods, the Company Duty Officer will allow and give credit for the confinement. The Professor or Academic Advisor will either pick up the cadet in the confinement classroom or write a note to the Company Duty Officer with the request and how long the confined cadet will be absent from the confinement period.
- iv. Optional Confinements on Sunday will be served in Jenkins 307 and supervised by the Band Company Duty Officer. The Band Company Duty Officer will take roll and carry out their duties as outlined above. Roll will be done on a standard punishment roster listing the cadet's name, CWID, company, class, and time of confinement. The roster will be provided to the BDO, who will give it to the RDO, who will turn it into Mrs. Redmond by 0630 Monday morning.

E. DNCO RESPONSIBILITIES:

1. Optional Confinements. Check on in-season athlete punishments Mondays 1500-1800 and Mondays through Thursdays 2000-2300. Ensure Cadets are wearing Duty uniform, and their room is in MRI order.

2. Restrictions: Check that cadets are signing for restrictions.

3. Inspections: Physically check rooms with in-season athletes periodically to ensure cadets are in the right uniform and studying.

F. DCPL RESPONSIBILITIES: Assist the DNCO in physically checking rooms with optional cons, to ensure they are being served correctly. Assist the DNCO and CDO with conducting company All-ins.

G. ALL INS: Refer to Chapter 6 Section 1 of the White Book titled "All-Ins".