

# THE WHITE BOOK

## CHAPTER 6

### Cadet Accountability

## SECTION 4

### Strength and Status Reporting

Version (date): 6 APR 2019

Author: SgtMaj Yagle

Position: Commandant's Department Sergeant Major

---

- I. **Organization:** The proponent for this section of the White Book is the Commandant Department Sergeant Major and the cadets responsible for personnel reporting are the company clerks (supervised by the 1SG), battalion clerks (supervised by the Bn CSM), and the regimental clerks (supervised by the admin NCO and Reg CSM).
- II. **Functions.** This policy proscribes procedures for
  - A. **Strength and Status Reporting**
  - B. **AWOL cadet processing**
- III. **Procedures:**

**A. Strength and Status Reporting**

1. Company Clerks will prepare a Strength and Status (S & S) Report as of 2300 each school night that reflects the information gathered at all-ins. The clerk will have the Company 1SG review and approve the report after all updates to the “live” google document are completed. After receiving approval the Company clerk will change the date block of the report thus signaling to the Bn clerk that the report has been updated for the following day. See Figure 6.4.1.

Strength & Status Report		Last Name, First Initial (Academic Class) (Company) (Order):			
UNIT:	<b>Co X</b>	DATE:	<b>3/6/19</b>	EXAMPLE Orders	Becker, A, (2B) (Echo Co) (XPT: 1/20/2018-1/21/2018)
4TH CLASS:	723	C/1SG Doe, John		AWOL - OUT PROCESSING	
UPPERCLASS:	1618	Rank/Printed Name 1SG or CSM		Last Name, First Initial (Academic Class) (Company)	
CORPS STRENGTH:	2341	BER			
SPECIAL LEAVE/ORDERS:	39	Initials			
AWOL:	0				
OFF CAMPUS HOSPITAL:	1				
Other	1				
PRESENT :	2300				
DUTY RESTRICTIONS:	1	XMD	1	XPT	1
INFIRMARY:	9				
ADD	1				
DROP	0				
AWOL - Out Processing	1				

Duty Restrictions	Special Leave/Orders	AWOL	Infirmary	Off Campus Hospital	Other	Add	Drop	AWOL - Out Processing
Any person under Duty Restrictions signifies that said person has special orders of any kind. This will not subtract from total present.  Includes: XMD XPT XRUN TDS XPUSHUP XRIFLE Soft Shoe XSHAVE	Any person under special leave signifies that said person has special permission to be off campus. This will subtract from total present.  Includes: Special Leave Medical Leave Military Leave Family Emergency Temporary Suspension Athletic Event (NCAA) Club Event	Any person under AWOL signifies that said person is absent without leave. This will subtract from the total present.	Any person under Infirmary is in the infirmary.	Any person under Off Campus Hospital is off campus and at the hospital. This will subtract from the total present.	Other accounts for situations which do not fall into any other category. This should only be special circumstances.  We use this category for late return policies for furlough or early departure.	Any person under Add is a new addition to the Corps of Cadets. If you add a cadet, manually increase either Fourth Class or UpperClass by 1 for each name under add.  Put a cadet's name if they are being transferred into your company. If you add a cadet, manually increase either Fourth Class or UpperClass by 1 for each name under add.	Any person under Drop is leaving the Corps of Cadets. If you drop a cadet, manually decrease either Fourth Class or UpperClass by 1 for each name under drop.  Put a cadet's name if they are being transferred from your company. If you drop a cadet, manually decrease either Fourth Class or UpperClass by 1 for each name under drop.	Place a name under here if the person is currently out-processing or has left campus but the paperwork is not yet completed.

Figure 6.4.1 Company Strength and Status Report

- Battalion Clerks will consolidate the company reports into the format shown in Figure 6.4.2. Upon completing the necessary updates to the “live” google document, the report will be reviewed and approved by the Battalion CSM. After receiving approval the Bn clerk will change the date block of the report thus signaling to the Regimental clerk that the report has been updated for the following day.

Strength & Status Report				Last Name, First Initial (Academic Class) (Company) (Order):				
UNIT:	<b>X BN</b>	DATE:	3/6/19	EXAMPLE Orders	Becker, A, (2B) (Echo Co) (XPT: 1/20/2018-1/21/2018)			
4TH CLASS:	723	C/1SG Doe, John			AWOL - OUT PROCESSING			
UPPERCLASS:	1618	Rank/Printed Name 1SG or CSM			Last Name, First Initial (Academic Class) (Company)			
CORPS STRENGTH:	2341	BER						
SPECIAL LEAVE/ORDERS:	39	Initials						
AWOL:	0							
OFF CAMPUS HOSPITAL:	1							
Other	1							
PRESENT :	2300							
DUTY RESTRICTIONS:	1	XMD	1	XPT	1			
INFIRMARY:	9							
ADD	1							
DROP	0							
AWOL - Out Processing	1							

  

Duty Restrictions	Special Leave/Orders	AWOL	Infirmary	Off Campus Hospital	Other	Add	Drop	AWOL - Out Processing
1BN Staff 0	1BN Staff 0	1BN Staff 0	1BN Staff 0	1BN Staff 0	1BN Staff 0	1BN Staff 0	1BN Staff 0	1BN Staff 0
Alpha 3	Alpha 1	Alpha 0	Alpha 0	Alpha 0	Alpha 0	Alpha 0	Alpha 0	Alpha 0
Bravo 3	Bravo 0	Bravo 0	Bravo 0	Bravo 0	Bravo 0	Bravo 0	Bravo 0	Bravo 0
Charlie 5	Charlie 2	Charlie 0	Charlie 1	Charlie 0	Charlie 0	Charlie 0	Charlie 0	Charlie 0
Delta 0	Delta 0	Delta 0	Delta 0	Delta 0	Delta 0	Delta 0	Delta 0	Delta 0

Figure 6.4.2 Battalion Strength and Status Report

- The Regimental Admin Clerk will consolidate the battalion reports into the format shown in Figure 6.4.3. Upon completion of the updates on the “live” google document, the report will then be reviewed and approved by the Regimental Admin NCO. The Regimental Admin NCO will then email a report in brief to the Commandant Department SgtMaj and cc the RXO, Bn CSM’s and 1SG’s

Strength & Status Report		Last Name, First Initial (Academic Class) (Company)	
UNIT:	SCCC	DATE:	3/6/19
4TH CLASS:	723	EXAMPLE Orders Becker, A, (2B) (Echo Co) (XPT: 1/20/2018-1/21/2018)	
UPPERCLASS:	1618	C/MSG Bailey Richardson Printed Name/Rank 1SG or SGM	
CORPS STRENGTH:	2341	AWOL - OUT PROCESSING Last Name, First Initial (Academic Class) (Company)	
SPECIAL LEAVE/ORDERS:	39	BER Initials	
AWOL:	0		
OFF CAMPUS HOSPITAL:	0		
Other	1		
PRESENT :	2301		
DUTY RESTRICTIONS:	1	XMD	1
INFIRMARY:	9	XPT	1
ADD	1		
DROP	0		
AWOL - Out Processing	0		

Duty Restrictions	Special Leave/Orders	AWOL	Infirmary	Off Campus Hospital	Other	Add	Drop	AWOL - Out Processing
Any person under Duty Restrictions signifies that said person has special orders of any kind. This will not subtract from total present.  Includes: XMD XPT XRUN TDS XPUSHUP XRIFLE Soft Shoe XSHAVE	Any person under special leave signifies that said person has special permission to be off campus. This will subtract from total present.  Includes: Special Leave Medical Leave Military Leave Family Emergency Temporary Suspension Athletic Event (NCAA) Club Event	Any person under AWOL signifies that said person is absent without leave. This will subtract from the total present.	Any person under Infirmary is in the infirmary.	Any person under Off Campus Hospital is off campus and at the hospital. This will subtract from the total present.	Other accounts for situations which do not fall into any other category. This should only be special circumstances.  We use this category for late return policies for furlough or early departure.	Any person under Add is a new addition to the Corps of Cadets. If you add a cadet, manually increase either Fourth Class or UpperClass by 1 for each name under add.  Put a cadet's name if they are being transferred into your company. If you add a cadet, manually increase either Fourth Class or UpperClass by 1 for each name under add.	Any person under Drop is leaving the Corps of Cadets. If you drop a cadet, manually decrease either Fourth Class or UpperClass by 1 for each name under drop.  Put a cadet's name if they are being transferred from your company. If you drop a cadet, manually decrease either Fourth Class or UpperClass by 1 for each name under drop.	Place a name under here if the person is currently out-processing or has left campus but the paperwork is not yet completed.

Figure 6.4.3 Regimental Strength and Status Report

4. Bn CSM's, 1SG's and administrative clerks will provide updates to the strength and status report (live document) as required throughout the day in order to provide the most current information. Cadet leadership will also ensure that cadet names that are annotated under the many categories listed on S&S such as adds, drops, off campus hospital, or under the category of AWOL are current. A name under add or drop will be listed for no more than 24 hours. Cadet names listed under other categories will remain until such time their status changes. It is responsibility of the Bn CSM and 1SG to validate and maintain the strength and status report for their unit.

#### **B. AWOL Cadet Processing**

1. **Actions on Determination:** 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:** 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:** 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