THE WHITE BOOK

CHAPTER 6
Cadet Accountability

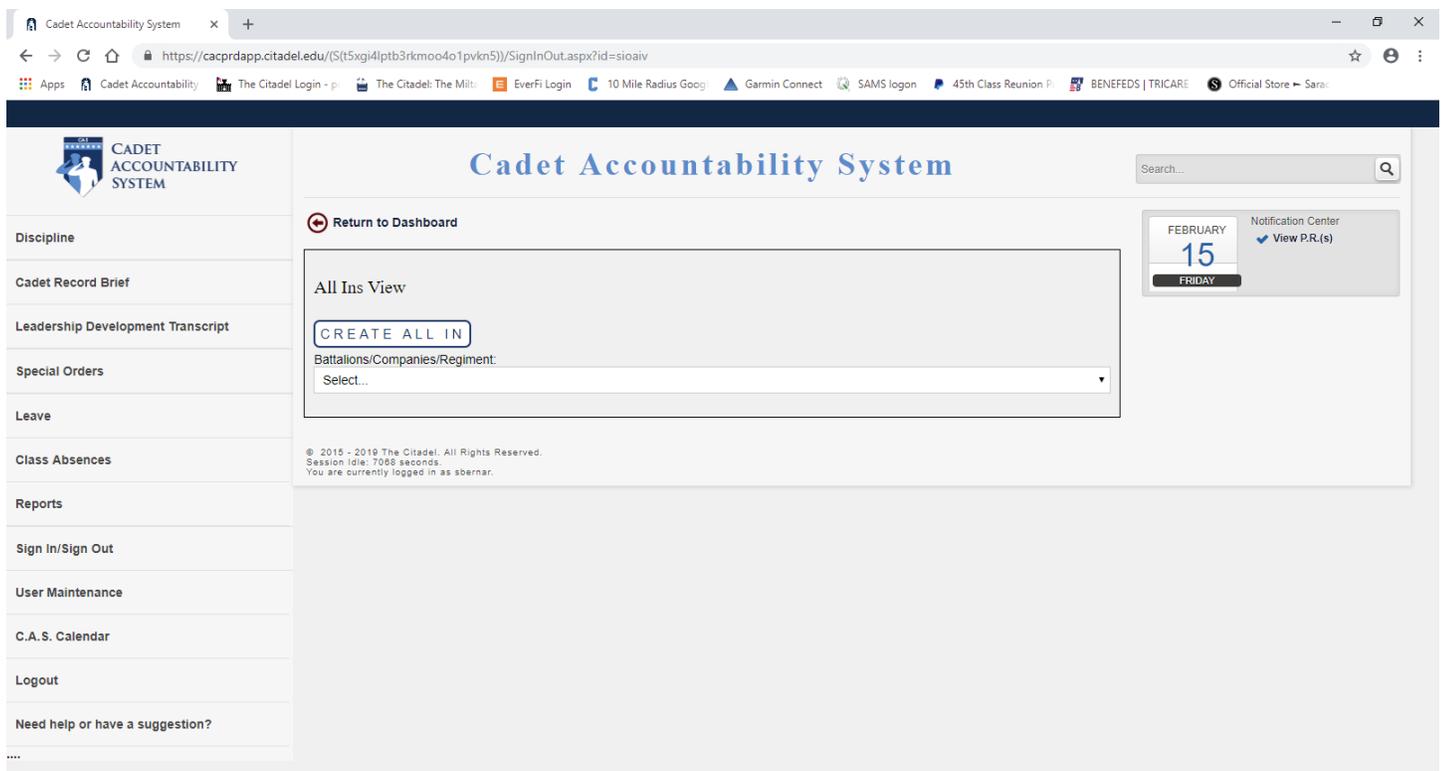## SECTION 1:
All-Ins

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I. <u>Organization:</u> The Office of The Commandant, Assistant Commandant for Discipline is responsible for All-Ins. The Office is found on the second floor of Jenkins Hall. All-Ins are part of the accountability system for the Corps of Cadets.

II. <u>Functions:</u> All- Ins are conducted to ensure accountability and "eyes-on" safety check. Assigned cadets run the system, either Duty Team members (see Ch7, Section 2) or Division Inspectors. The Cadet Accountability System (CAS) is the avenue with which all-in reports are filed, performance reports written (as required) and a roster of cadets who are on an authorized absence. This section describes the following procedures:
   A. **Conduct All-Ins**
   B. **When to Conduct All-Ins**
   C. **How to Conduct All-Ins**
   D. **Vignettes Training for All-Ins**

III. <u>Procedures:</u>
   A. **Conduct All-Ins:** All-ins are conducted by either the Company Duty Teams or by the Division Inspectors.
   B. **When to Conduct All-Ins:** All-Ins are conducted at 2300hrs on Sunday through Thursday Night and at 1950hrs on Sunday and Wednesday nights. On Friday and Saturday night two all-ins are conducted. One is at 0000hrs for freshman and the other is 0100hrs for upper-class, unless otherwise directed by The Commandant.
   C. **How to Conduct All-Ins:**
      1. All Cadets will be in their room for All-Ins. For the 1950 and 2300 (0000 and 0100 on weekends) All-Ins, cadets who are properly signed out to another location are marked as present.
      2. **Barracks Gates**: The barracks gates are to be closed at 1950. Cadets are not authorized to depart the barracks until the ESP All-In inspection is completed. At 2300, the gates will be closed again until 0530. No Cadet is authorized to depart the barracks once the gates are locked without authorization of the Officer in Charge (OC).
      3. **Inspectors:** All-Ins inspector must visually see the cadet in his assigned room or receive the appropriate response (**All In** Indicating that all cadets assigned to that room are present. **All**

Right Indicating that at least one cadet assigned to that room is present and the others are known by the individual giving the reply to be in an authorized status. **Not All Right** Indicating that the status of one or more cadets assigned to the room is unknown to the cadet giving the report and/or that unauthorized persons are present), or verify the cadet is in an authorized status on the current sign-out report in order to consider the cadet present (See vignettes in paragraph D). If the cadet is not present in their room, first review the "All-In" report (paragraph 5 below) to determine whether the cadet is properly signed out and authorized to another location, if not mark as AWOL [see vignettes in paragraph 4). The All-In inspector will instruct Cadets who are present for the All-In inspection but who are still signed out to sign in to the barracks. All others will be considered AWOL for formation at 1950 or over 4 hours for the 2300 All-ins (0000 and 0100 on weekends).

4. **CAS:** The all-in inspector will first print a copy of the unit accountability roster from CAS. Go to "Sign in/Sign out" in the menu on the left sign of screen. Then click on "All Ins Report."

Click on "Create All In." Then select the unit, which all in you are doing, and sort alphabetically.

Then proceed to conduct all-ins using the accountability roster. When all-ins are completed, the CDO will enter the report into CAS. The cadet then will click on the "AWOL" block next to the cadet's name who is AWOL.

Those cadets who are not present will be marked AWOL on the right side of the form.
Then submit by hitting "Electronic Signature" at the bottom of the page.

D. **Vignette Training for All-ins**

1. **Scenario Room #1**
    The All-ins inspector knocks and a cadet opens the door. One cadet is present. The other cadet is authorized absent by being signed out on special orders. The present cadet knows his roommate is signed out on special orders.
    Response to Scenario #1
    The present cadet responds "all right." The All-Ins inspector writes down the missing cadet's name and verifies it against the "All In Report". No further action.
    Explanation for Scenario #1
    The response "all right" indicates "that at least one cadet assigned to that room is present and the others are known by the individual giving the reply to be in an authorized status."

2. **Scenario Room #2**
    The All-Ins inspector knocks, no one answers, the door is locked. Both cadets are signed out special leave.
    Response to Scenario #2
    The All-Ins inspector writes down both names and verifies them against the "All In Report. No further action.
    Explanation for Scenario #2
    The cadets are authorized based on being signed-out.

3. **Scenario Room #3**
    The All-Ins inspector knocks, no one answers, the door is locked. Both cadets are in bed asleep and stay that way.
    Response to Scenario #3
    The All-Ins inspector writes down both names and checks them against the "All In Report". If the inspector finds neither is signed out the cadet will find the Officer in Charge (OC) and procure the master key. The inspector then will open the door to see if they are here. If they are, then no further action, if not submit them as AWOL in CAS..

Explanation for Scenario #3
Accountability and safety has been verified by visual means.

4. **Scenario Room #4**
The All-ins inspector knocks and a cadet opens the door. Both cadets are present and respond "all-in."
Response to Scenario #4
The All-ins inspector moves to the next room.
Explanation for Scenario #4
The response "All-In" indicates, "that all cadets assigned to that room are present."

5. **Scenario Room #5**
The All-ins inspector knocks and a cadet opens the door. His roommate is AWOL and he knows it.
Response to Scenario #5
The cadet responds "not all right." The All-Ins inspector writes down the missing cadet's name and after verifying the cadet is not signed out, records him as AWOL in CAS. The company commander is then notified who then executes the company policy for a missing cadet.
Explanation for Scenario #5
The response "not all-right" indicates "that the status of one or more cadets assigned to the room is unknown to the cadet giving the report and/or that unauthorized persons are present."

6. **Scenario Room #6**
The All-Ins inspector knocks and a cadet opens the door. He thinks his roommate is in the computer lab.
Response to Scenario #6
The cadet responds "not all right." The All-Ins inspector writes down the missing cadet's name and after verifying he is not signed out, records him as AWOL in CAS. The inspector also notifies the company commander who then executes the company policy for a missing cadet. Even if the cadet is shortly found, the PR goes forward.
Explanation for Scenario #6
In order to respond "all right," the cadet must know the other cadet is in an authorized status. Only a Cadet's room is an authorized location during All-Ins unless properly signed out in CAS. The response "not all-right" indicates "that the status of one or more cadets assigned to the room is unknown to the cadet giving the report and/or that unauthorized persons are present."

7. **Scenario Room #7**
The All-ins inspector knocks and a cadet opens the door. The cadet's roommate just left and told him he was going to take a shower.
Response to Scenario #7
The cadet responds "not all right." The All-Ins inspector writes down the missing cadet's name and after verifying he is not signed out, records him as AWOL in CAS. He also notifies the company commander who then executes the company policy for a missing cadet. Only a Cadet's room is an authorized location during All-Ins unless properly signed out in CAS
Explanation for Scenario #7
In order to respond "all right," the cadet must know the other cadet is in an authorized status. Only a Cadet's room is an authorized location during All-Ins unless properly signed out in CAS. The response "not all-right" indicates "that the status of one or more cadets assigned to the room is unknown to the cadet giving the report and/or that unauthorized persons are present."

8. **Scenario Room #8**
   The All-Ins inspector knocks and a cadet opens the door. He and his roommate are present as is another cadet who is studying with them.
   Response to Scenario #8
   All cadets respond "not all right." The All-Ins inspector writes a PR on the visiting cadet for visiting during unauthorized times (Code 385) and proceeds to the next room.
   Explanation for Scenario #8
   The response "not all-right" indicates "that the status of one or more cadets assigned to the room is unknown to the cadet giving the report and/or that unauthorized persons are present." A cadet may give a report only for the cadets assigned to his/her room. "All Right" is incorrect if unauthorized personnel are present.

9. **Scenario Room #9**
   The All-Ins inspector knocks and a cadet opens the door. His roommate was AWOL for ESP All-Ins and is still AWOL.
   Response to Scenario #9
   The inspector will mark the cadet AWOL in CAS. The All-Ins inspector reports the situation to the company commander who notifies the TAC who notifies the Commandant. If the company commander or TAC cannot be reached, the All-Ins inspector takes the necessary action to notify the COC who will then notify the Commandant.
   Explanation for Scenario #9
   The Commandant CCIR policy requires that the Commandant must be notified immediately whenever a cadet misses two consecutive accountability formations.

10. **Scenario Room #10**
    The All-Ins inspector knocks and a cadet opens the door. He and his roommate are present. So is one of the cadet's mentee knobs.
    Response to Scenario #10
    All cadets respond "not all right." The All-Ins inspector writes a PR on the mentor for "upper class Cadet allowing a Fourth Class Cadet to enter room after Taps" (Code 413), orders the knob back to his room and proceeds to the next room.
    Explanation for Scenario #10
    The response "not all-right" indicates "that the status of one or more cadets assigned to the room is unknown to the cadet giving the report and/or that unauthorized persons are present." A cadet may give a report only for the cadets assigned to his/her room. "All Right" is incorrect if unauthorized personnel are present.