Academy Grad Week Training: Morning Formation

1. On Thursday, 7 May from 0745 to 0915, the junior, sophomore, and freshmen classes will conduct battalion and company morning formation training as a practical exercise of principles learned during their Officer, NCO, and Corporal Academies.

2. The training objective is:
   a. Task: Conduct battalion and company morning formation practice.
   b. Condition: Given the CTM, FM 22-Citadel, White Book, Blue Book, and typical training schedule sequence of:
      i. 0705: 1st Call for Breakfast
      ii. 0708: Assembly
      iii. 0718: Steel
      iv. 0719: Reveille
      v. 0720: March to Mess
   c. Standard: The company is in formation IAW FM 22-Citadel at assembly time. By reveille time, each cadet in the formation has been inspected by his squad sergeant, other members of the chain of command have inspected a sample of cadets, each company has delivered a correct accountability report to the battalion adjutant, and the battalion is prepared for reveille.

3. Schedule
   a. 0745-0750. Company formation/accountability
   b. 0750-0830. Company commander, 1SG, and TAC conduct instruction and practical exercise that trains the company to the following morning formation standard:
      i. 0708. 1SG commands “fall in” and “receive the report.” Platoon sergeant commands “report.” Squad sergeants report accountability to the platoon sergeant using the appropriate statement from these three choices:
         1. “All present” (meaning all cadets assigned to the squad are in formation)
         2. “All present or accounted for” followed by specifically stating the name and authorized location of the accounted for cadet (e.g. “All present or accounted for. Jones on special leave.”) (meaning all cadets are present and the specifically mentioned cadets are in an authorized status elsewhere)
         3. “Cadet X absent. All other cadets present or accounted for” followed by specifically stating the name and authorized location for the accounted for cadet (meaning there is an assigned cadet who is not present and the squad sergeant either knows he is in an unauthorized status or does not know if he is in an authorized status)
      ii. 0711. 1SG commands “report” and platoon sergeants report status for the platoon using the same three choices.
iii. 0712. 1SG commands “conduct inspection.” Platoon sergeants command “conduct inspection.” Squad sergeants inspect each member of the squad and other chain of command members conduct sampling.

iv. 0714. 1SG commands “fall in,” makes any necessary announcements, does an about face, and turns the formation over to the company commander. (“All men are reminded” is not an authorized way of making an announcement. Such a preliminary statement is unnecessary, but if it is desired, it will be in the form of “All cadets are reminded.”) Platoon leaders and platoon sergeants exchange positions.

v. 0715. Battalion adjutant commands report and company commanders report using the same three choices as in para i.

vi. 0716. Battalion adjutant makes any necessary announcements, does an about face, and turns the formation over to the battalion commander. (“All men are reminded” is not an authorized way of making an announcement. Such a preliminary statement is unnecessary, but if it is desired, it will be in the form of “All cadets are reminded.”)

vii. 0719. Reveille. Upon completion, battalion commander makes any necessary announcements, and issues the order to march to mess

c. 0830-0840. Company commander, 1SG, and TAC conduct training on the company SOP for procedures to be taken when a cadet is absent from formation and when a cadet misses two accountability checks. The goal is to train cadets that accountability means knowing where people are, rather than just knowing where they are not.

d. 0840-0900. Battalion forms up and conducts practical exercise of a morning formation. Battalion TAC or his rep provides the necessary time prompts using the PA system. Company TACs have prepared cadet role players to replicate scenarios such as:
   i. Upperclass cadet who is unshaven.
   ii. Upperclass cadet whose shoes are improperly shined.
   iii. Knob who doesn’t know a piece of knob knowledge.
   iv. Upperclass cadet whose belt buckle is not shined.
   v. Upperclass cadet who has a gross uniform (four discrepancies)
   vi. Cadet who comes to formation 30 seconds late.
   vii. Cadet who comes to formation two minutes late.
   viii. Cadet who misses formation and is asleep in his room.
   ix. Cadet who is AWOL.

e. 0900-0915. Company commander, 1SG, and TAC facilitate company AAR around the letter. Battalion commander, adjutant, CSM, and TAC conduct battalion AAR.