

# THE WHITE BOOK

## CHAPTER 7

### Cadet Personnel and Administration

#### SECTION 2:

#### Duty Teams

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I. **Organization:** The Office of The Commandant, Assistant Commandant for Discipline is responsible for Duty Teams. The Office is found 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. DNCO Responsibilities
- F. CCQ 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 and weapon security 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.

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

**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 or a battalion executive officer detailed by the Regimental Adjutant, will be designated as the Regimental Duty Officer 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 cognizance and supervision over the Duty Team System when the corps is not in a duty status (i.e. General Leave). Conduct All-ins on Friday, Saturday and Wednesday. Only the RDO (C4 or higher) is authorized to do All-ins. The RDO reports to the Regimental Commander.

**6. Battalion Duty Officer (BDO).** The BDO is a cadet officer on battalion staff or a company executive officer detailed by the Battalion Adjutant, who is responsible to the Battalion Commander for ensuring that the Company Duty Teams are present and are conducting the supervision of punishments and restrictions properly. Conducts battalion punishment accountability formation. He or she conducts All-ins on Friday, Saturday, and Wednesday. Only the BDO is authorized to do All-ins. The BDO reports to the Battalion Commander and the Regimental RDO.

**7. Company Duty Officer (CDO).** The CDO is a cadet company officer (C4 or higher), detailed by the 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. Conducts All-ins on Friday, Saturday, and Wednesday. Only the CDO is authorized to do All-ins. 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 First Sergeant and responsible to the CDO for conducting rifle counts. The DNCO is also responsible for ensuring conduct deficient cadets are signing for restrictions properly. The DNCO is responsible for ensuring all punishment cadets make the required punishment formations. The DNCO is not authorized to conduct All-ins. The DNCO reports to the CDO.

**9. Cadet Charge of Quarters (CCQ).** The CCQ is a third-class cadet (C2) detailed by the First Sergeant and designated the Cadet Charge of Quarters. The CCQ performs other duties as required but is not authorized to conduct All-Ins. The CCQ reports to the CDO

#### **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 **Friday** (after Weekend Duty Briefing) and Saturday at both 0700 and again at 1900. The RDO also will meet with COC, OD, JOD and BDOs at 1900 in Padgett Thomas Barracks guardroom.

2. 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.

3. Brief the BDOs to ensure that restrictions are being recorded on an individual level once punishments have ended Conduct all-ins for Regimental Staff

4. Conduct all-ins for Regimental Staff.

5. On Sundays meet with COC, OD, JOD and BDOs at 0700 in Padgett Thomas Barracks guardroom. Brief BDOs to ensure that restrictions are being recorded on an individual level once punishments have ended, conduct all-ins for Regimental Staff.

6. On Wednesdays, pick up the Cons/tours sheets from the Assistant Commandant for Discipline (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. Speak with BDOs to ensure that restrictions are recorded on a company level once punishments have ended. Conduct all-ins for Regimental Staff

7. The RDO is responsible to make the decision if the overflow option is required. Also responsible for making the call on inclement weather cons for tours.

8. Every Sunday at 0800, the RDO will announce optional religious service for Catholics is at 0830 in Summerall Chapel. At 0930, the RDO will announce optional religious service for Catholics is at 1000 in Summerall Chapel.

### C. BDO Responsibilities:

1. Meet with COC, OD, JOD, and RDO at 1900 on Friday, and both at 0700 and 1900 on Saturday and on Sunday in PT Barracks guardroom.

2. **Supervise Tours:** All tour walkers will serve their tours in PT Barracks. Ten minutes before the start of the first tour period, cadets serving tours will report in front of their company letter in Duty uniform with serviceable gloves, waist plate and rifle to stand by for inspection. BDOs monitoring tours must record punishments each hour after the top of the hour. Those wishing to serve optional tours must report to PT Barracks no later than 10 minutes before the start of the tour hour in Duty uniform with gloves, waist plate and rifle. The BDOs will take roll, conduct an inspection and carry out their duties IAW the following schedule:

BDOs	LOCATION	DAY	TOUR PERIOD
1st and 2nd	Padgett-Thomas	Wednesday	1500-1800
2nd and 3rd	Padgett-Thomas	Friday	1900-2200
3rd and 4th	Padgett-Thomas	Saturday	1400-1700
4th and 5th	Padgett-Thomas	Saturday	1900-2200
5th and 1st	Padgett-Thomas	Sunday	1400-1800

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 by going through CAS. The cadet serving the confinement will verify by using his electronic signature (login password). This **MUST** be accomplished in a 20-minute window starting at 50 minutes past the hour until 10 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 form tour-walking cadets in a platoon, march them over to PT Barracks, and will take roll once.

5. **Supervision/Inspection:** After roll call, BDOs will turn over their cadets to the assigned BDOs for that period and cadets will commence marching tours. Supervise tours and ensure that all tour-walking cadets properly follow the procedures for tours. To include optional tours on Sunday.

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

7. **All-ins.** Conduct all-ins for designated Battalion Staff

8. **Retreat.** Conduct 1800 C1 retreat formation Monday through Thursday and march the knobs over to mess.

**D. CDO Responsibilities:**

**1. Formations.** Conduct formations in front of company letter ten minutes prior to the beginning of the punishment period (this is mandatory for ALL CDO's).

**2. Classroom.** Take cadets with cons over to assigned classroom and monitor IAW the schedule below:

	Seniors	Juniors	Sophomores	Freshman
WED 1500	ALPHA	ECHO	INDIA	NOVEMBER
FRI 1900	PAPA	BRAVO	FOXTROT	KILO
SAT 1400	OSCAR	SIERRA	CHARLIE	GOLF
SAT 1900	LIMA	ROMEO	VICTOR	DELTA
SUN 1400	HOTEL	MIKE	TANGO	PB

SPARE ROOMS ARE JH 305 AND 307

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.

**3.** Oversee and ensure cadets are signing for restrictions on CAS outside of the punishment periods.

**4. All-ins.** Conduct all-ins at the company level.

**5. Retreat Formations.** Conduct 1800 4C retreat formations Monday through Thursday and march the knobs to mess.

**6. Supervise punishments.**

- i. At the top of the next 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 until the Confinement Period is concluded. This MUST be accomplished in a 20-minute window starting at 50 minutes before the hour until 10 minutes past the hour.
- ii. At the end of the Confinement Period, the Company Duty Officer will take roll, form up the confined cadets into a platoon and march them back to their battalion.
- 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. Band Company Duty Officer will take role, conduct an inspection, and carry out their duties as outlined above. Roll will be done on a blank piece of paper listing the cadet's name, CWID, company, class, and time of confinement. The roster will be provided to the BDO who in turn will turn it in to the RDO for ACD.

**E. DNCO RESPONSIBILITIES:**

**1. Optional Confinements.** Check on optional punishments on Monday 1500-1800 and 2000-2300. Ensure Cadets are wearing Duty uniform, web belt, and room is in MRI order.

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

**3. Inspections:** Physically check rooms with optional cons periodically to ensure cadets are in the right uniform and studying.

**F. CCQ RESPONSIBILITIES:** Assist the DNCO/Junior in conducting the formations at the company letter. Assist the NCO/Junior in physically checking rooms with optional cons, to ensure they are being served correctly.

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