

## Penalty Hour Information, Dissemination, and Accountability Process \*

Office/ Cadet Responsibilities	Daily Mon-Fri	Sunday-Thursday DRC and Evening Hall Formation	Monday-Friday Penalty Hour Formation @1450 Weekend Penalty Hour Formations: 0800, 1145, 1300, 1645
<p><b><u>Commandant's Office Staff:</u></b></p> <p><b>Action(s)</b></p>	<p>-Receives information from faculty/staff: tallies <b>reported</b> cadet offenses (<b>0700-1600</b>)</p> <p>-Processes additions/deletions of cadet offenses from FACULTY and STAFF <b>only</b>.</p> <p>-Provides oversight of Penalty Hour Clock-in/Clock-out procedures throughout each week day.</p> <p>-<b>Publishes</b> Penalty Hour Lists via MMI student e-mail to Company CO/XO/1SGs <b>NLT 1700</b></p>	<p>-TAC officers provide assistance only when necessary.</p> <p>-No further action(s) required</p>	<p>-Evening and weekend OC s provide oversight of Penalty Hour Clock-in/Clock-out procedures</p> <p>-Accurately notates/credits cadets who march correctly IAW the 2010-11 Cadet Manual, pgs. 68-70</p>
<p><b><u>Battalion:</u></b></p> <p><b>Commander/ Sergeant Major</b></p> <p><b>Action(s)</b></p>	<p>- <b>Anticipate receipt</b> of PH roster <b>NLT 1700 daily</b>.</p> <p>-Review all info. for <b>oversight</b> at DRC and Evening Hall Formation(s)</p> <p>-Focus on Corps with emphasis on any Headquarters personnel with PHs</p> <p>-C/SGM provides oversight and maintenance of the TRNG NCOICs and CDO duty roster ICW C/BC and C/BN S-3 for daily PH formation, enforcement, and monitoring.</p>	<p>-Review all info. for oversight at DRC and Evening Hall Formations(s)</p> <p>-Look for cadets in Headquarters with PHs.</p> <p>-<b>Focus</b> on recurring issues/<b>patterns</b> of behavior</p> <p>-<b>Take action in mitigation</b> (i.e. the prevention of offenses in the first place)</p> <p>-CSM manages roster of Company Training NCOs for PH formations</p>	
<p><b><u>Company:</u></b></p> <p><b>Commanders</b></p> <p><b>Action(s)</b></p>	<p>- <b>Anticipate receipt</b> of PH roster <b>NLT 1700 daily</b>.</p> <p>-Review all info. for <b>oversight</b> at DRC and Evening Hall Formations(s)</p> <p>-Look for cadets in your company</p> <p>-<b>Focus</b> on recurring issues/<b>patterns</b> of behavior</p> <p>-<b>Take action in mitigation</b> (i.e. the prevention of offenses in the first place <b>WHEN</b> reinforcement is requested by your 1SG)</p>	<p>-Review all info. for <b>oversight</b> at DRC and Evening Hall Formations(s)</p> <p>-Look for cadets in your company</p> <p>-<b>Focus</b> on recurring issues/<b>patterns</b> of behavior</p> <p>-<b>Take action in mitigation</b> (i.e. the prevention of offenses in the first place <b>WHEN</b> reinforcement is requested by your 1SG)</p>	<p><b><u>FRIDAY'S</u></b></p> <p>-Provide oversight to ensure proper accountability prior to liberty.</p>

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<p><b>Company:</b></p> <p><b>First Sergeants</b></p> <p><b>Action(s)</b></p>	<p>-<b>Anticipate receipt</b> of PH roster <b>NLT 1700 daily</b>.</p> <p>-Review all info. for action at DRC and Hall Formation(s)</p> <p>-Forward info. on your personnel to TRNG NCO and PSGs</p> <p>-Provide <b>oversight</b> (i.e. check on <b>effectiveness of accountability</b> and execution of PHs</p> <p>-<b>Take action in mitigation</b> (i.e. the prevention of offenses in the first place <b>WHEN</b> reinforcement is requested by your PSGs)</p>	<p>-Review all info. for action <b>NLT DRC</b> and Evening Hall Formation(s)</p> <p>-Forward info. on your personnel to TRNG NCO and PSGs</p> <p>-Provide <b>oversight</b> (i.e. check on <b>effectiveness of accountability</b> and execution of PHs</p> <p>-<b>Take action in mitigation</b> (i.e. the prevention of offenses in the first place <b>WHEN</b> reinforcement is requested by your PSGs)</p>	<p><b>FRIDAY'S</b></p> <p>-<b>MUST</b> ensure TRNG NCO attends PH formation; provide oversight to ensure proper accountability prior to liberty</p>
<p><b>Company:</b></p> <p><b>-Training NCOs</b></p> <p><b>-Platoon Sergeants</b></p> <p><b>Action(s)</b></p>	<p>-<b>Anticipate receipt</b> of PH roster at <b>DRC daily</b> from <b>YOUR 1SG NLT DRC</b>.</p> <p>-Review all info. looking for cadets in your company/platoons for <b>action</b> at DRC and Hall Formation(s).</p> <p>-Forward info on cadets <b>in your charge</b> to Squad Leaders.</p> <p>-Provide <b>oversight</b> (i.e. check on <b>effectiveness of accountability</b> and execution of PHs</p> <p>-<b>Take action in mitigation</b> (i.e. the prevention of offenses in the first place <b>WHEN</b> reinforcement is requested by your PSGs).</p>	<p>-Review all info. for <b>action</b> at DRC and Evening Hall Formation(s).</p> <p>-<b>Take action</b> on specific cadets/squad leader actions in notification, accountability, and <b>execution</b> of PHs <b>when reinforcement is requested</b> by your 1SG.</p> <p>-CSM manages roster of Company Training NCOs for PH formations.</p>	<p><b>FRIDAY'S</b></p> <p>-<b>MUST</b> attend PH formation; provide oversight to ensure proper accountability prior to liberty.</p>

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<p><b>Company:</b> <b>Squad Leaders</b></p> <p><b>Action(s)</b></p>	<p>-<b>Anticipate receipt</b> of PH roster at <b>DRC daily</b> from <b>YOUR PSG NLT DRC</b>.</p> <p>-Review all info. looking for cadets in your company/platoons for <b>action</b> at DRC and Hall Formation(s)</p> <p>-<b>Accept responsibility</b> for cadets <b>in your charge</b> whose names are on the days list.</p> <p>-<b>Hold</b> your personnel <b>accountable</b> for the execution of PHs</p> <p>-Ensure those persons on the list understand they <b>MUST report</b> to the following days PH formation @ 1450.</p> <p>-<b>Take action in mitigation</b> (i.e. the prevention of offenses in the first place WHEN reinforcement is requested by your PSGs)</p>	<p>-Receive info. for <b>your action</b> at DRC and Evening Hall Formation(s).</p> <p>-Inform and <b>take action</b> on specific cadets in your squad to <b>mitigate receiving PHs</b>.</p> <p>-Take <b>responsibility</b> in notification, accountability, and <b>execution</b> of PHs.</p>	
<p><b>ALL CADETS</b></p>	<p>-Check to <b>ensure YOUR name IS NOT</b> on the PH list with the leader superior to you.</p> <p>-Adjudicate any <b>reported</b> penalty hours offenses with FACULTY and STAFF.</p> <p>-<b>Have faculty/staff send corrections to CMDTs office (e-mail or phone)</b></p> <p>-Until a penalty associated with <b>YOUR name NO LONGER APPEARS</b> on each days list, you <b>MUST REPORT</b> to the 1450 PH formation</p> <p>-Penalty Hours may be marched between <b>0600-1800 (unless you have a class or official duty elsewhere)</b></p>	<p>-Check to <b>ensure YOUR name IS NOT</b> on the PH list with the leader superior to you.</p> <p>-Adjudicate any <b>reported</b> penalty hours offenses with FACULTY and STAFF.</p> <p>-<b>Have faculty/staff send corrections to CMDTs office</b></p> <p>-Until a penalty associated with <b>YOUR name NO LONGER APPEARS</b> on each days list, you <b>MUST REPORT</b> to the 1450 PH formation</p> <p>-Penalty Hours may be marched between <b>0600-1800 (unless you have a class or official duty elsewhere)</b></p>	

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<p><b>Company:</b></p> <p>-Training NCOs</p> <p>-CDOs</p>	<p>-<b>Anticipate receipt</b> of PH roster for cadets in your company from <b>YOUR 1SG NLT DRC each day</b> prior to <b>DRC</b>.</p> <p>-Provide <b>oversight</b> (i.e. check on <b>effectiveness of accountability</b> and execution of PHs WHEN directed by your 1SG.</p> <p>-<b>Take action in mitigation</b> (i.e. the prevention of offenses in the first place WHEN reinforcement is requested by your 1SG)</p>	<p>-CSM manages roster of Company Training NCOs for PH formations; know when it is <b>YOUR</b> duty.</p> <p>-Review all info. for <b>action</b> at DRC and Evening Hall Formation(s)</p> <p>-<b>Take action</b> on specific cadets/squad leader actions in notification, accountability, and <b>execution</b> of PHs <b>when reinforcement is requested</b> by your 1SG.</p>	<p>-<b>Anticipate receipt</b> of a PH roster for cadets throughout the Corps <b>REQUIRED to REPORT</b> to PH formations</p> <p>-Conduct a uniform &amp; equipment inspection.</p> <p>-Take accountability(notate those who are present) <b>ONLY</b></p> <p>-Do not adjudicate or listen to reasons/stories; send cadets to the CMDTs office or to the person who assigned their offense(s).</p> <p>-Remind cadets that <b>until a penalty associated with THEIR name NO LONGER APPEARS on each day's list, they MUST REPORT to penalty hour formations.</b></p>

**\*NOTES:**

Revised: **NOVEMBER 2010**

- (1) This matrix supports the one found in the 2010-11 Cadet Manual (pg. 68) EXCEPT that cadets are EXPECTED to REPORT to PH formations during the adjudication period UNTIL their name no longer appears on the list (i.e. the CMDTs office has received notification to remove an offense)
- (2) The PH list that is published by COB Friday is the list to be reviewed on Sunday's DRC and Hall Formation(s)
- (3) Cadet's with a PH balance of more than one (1) PH, MUST march from 1500-1800 until they have marched off all hours owed.
- (4) PH marching will commence at the top of the hour. During a cadet's first hour he/she must march 50 continuous minutes. Breaks for additional hours will be taken between ten minutes till the hour through the top of the hour. For example, if the cadet is marching more than one hour, he/she may take ten-minute breaks after every 50 continuous minutes of marching. All breaks will be taken at the Guardhouse. PHs must be marched in full-hour increments. No credit will be given for periods lasting less than a full hour.
- (5) UNIFORMS: Belt, Gloves, Sword or "Dummy" Weapon (a weapon will be issued to those who have not been issued one from ROTC dept.)
- (6) **Cadets MUST clock-in and clock-out in the Commandant of Cadets' Office using the Penalty Hour Sign-in/Sign-out form and MUST have a member of the commandant's staff initial your start and stop times verifying PHs and credit awarded** (see pg. 69 of the 2010-11 Cadet Manual).