HEADQUARTERS NEW CADET BARRACKS
UNITED STATES CORPS OF CADETS
West Point, New York

20 June 1960

ADMINISTRATIVE MEMORANDUM
NUMBER 19

(Effective until 31 August 1960 unless sooner rescinded or superseded).

RECEPTION AND ENROLLMENT OF NEW CADETS

1. Reception Headquarters. Reception Headquarters will open at 0730, on 5 July 1960, in the US Army Theatre. The Headquarters will close at approximately 1500, the same date. Any candidate arriving after the Reception Headquarters has closed will be processed according to instructions to be issued separately to those concerned.

2. Initial Reception. During the initial reception and enrollment, each New Cadet will be processed through each of the following eight (8) stations:

a. Station #1: Baggage Pool
In Charge: S-4, 1st Regiment, USCC
Personnel: Barracks Policemen
Place: Northeast corner of Army Theatre
Procedure: Candidates will enter Processing Headquarters through the North Door of the Army Theatre on Brewerton Road. Signs and guides will direct candidates to turn in baggage and express checks and to place their baggage in the Baggage Area based on alphabetical assignment, A through F, G through L, M through R, and S through Z. They will then proceed to the next station and will return to the Baggage Area after they leave Station #6 to retrieve baggage before proceeding to Station 7.

b. Station #2: Examination of Credentials
In Charge: The Registrar, USMA
Personnel: Personnel from Registrar's Office and Field Musicians.
Place: West of Station #1, Army Theatre
Procedure: Candidates will report to one of three tables, according to the first letter of their last name: A through I, J through Q, and R through Z. Each candidate will present his authorization for admission to the Military Academy. The clerk will check the candidate's name on the roster and furnish an admission card to the candidate after initialing the card in the proper place. This card will be presented by the candidate at each subsequent processing station. Candidates whose admission status is not clear (pending physical, conditional acceptance of credits, etc.) will be indicated on the check-in lists by a symbol and there will be no admission card available at this station for them. These candidates will be immediately accompanied to the Registrar, USMA, by one of the enlisted orderlies and will not be returned to the processing line until cleared by Registrar. If such a candidate's admission status in clarified, he will be furnished an admission card by the Registrar and will report back to Station #2, show this card, be checked off on the list, and continue through the processing line. Mail or personal messages will be delivered to the candidate at this station.

c. Station #3: Collection of Funds
In Charge: Treasurer, USMA
Personnel: Representatives of the Treasurer, USMA, Field Musician, and Military Policemen.
Place: West of Station #2, Army Theatre
Procedure: Clerks will issue each candidate a blank receipt and a deposit card. Each candidate will then proceed to deposit whatever money, in excess of $5.00, and any loose change, in his possession to one of the clerks. The clerk will take from him the deposit note and note thereon the amount of the deposit. He will also complete the blank receipt which will be retained by the candidate.

d. Station #4: Cadet Store Issue
In Charge: Officer in Charge, Cadet Store
Personnel: Cadet Store employees and Field Musicians.
Place: Northwest corner of Army Theatre
Procedure: As each candidate reports to this station, he will receive an empty barracks bag, an "Issue Book", and 2 athletic supporters. He will be instructed to carry the issue book with him throughout the remainder of processing week when he draws equipment from Cadet Store issue points.

(Over)