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

26 February 1960

ADMINISTRATIVE MEMORANDUM
NUMBER 2

(Effective until 31 August 1960 unless sooner rescinded or superseded)

1. The following is a breakdown of duties for members of the New Cadet Detail 1960.

2. RECEPTION DETAIL.

a. Number on Detail - two.

b. Station - In area in front of Company Orderly Room.

c. Duties:

(1) Receive New Cadets from enlisted orderly.

(2) Examine Cadet Store book to insure that New Cadet:

(a) Is not a physical or academic probational.

(b) Is reporting to proper company.

(c) Those who do not meet these requirements will be returned to enlisted orderly.

(3) Turn accepted New Cadets over to detail on stoops of barracks.

(4) Be familiar with all cadet store trips, location of barber shop so as to orient New Cadets in area.

(5) Be prepared to instruct in any phase of dismounted drill.

3. REPORTING DETAIL.

a. Number on Detail - three.

b. Station - two on stoops of barracks. One in hallway by Company Orderly Room.

c. Duties:

(1) Form New Cadets in single ranks facing away from area.

(2) Instruct New Cadets on manner of saluting and reporting to First Sergeant.

(3) Control line into Orderly Room.

(4) Be familiar with all details of processing so as to orient New Cadets.

(5) Be prepared to instruct in any phase of dismounted drill.

4. ADMINISTRATIVE DETAIL:

a. Number on Detail - three, including First Sergeant.

b. Station - Orderly Room.

(over)