



**DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996**

MACC-O

27 August 2023

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter # 3 – Trip Section Request Procedures

1. References.

- a. United States Corps of Cadets Regulation 600-20
- b. United States Corps of Cadets Pamphlet 600-20
- c. USMA Regulation 1-1 (Administration Scheduling Activities)
- d. USMA Regulation 350-12 (Intercollegiate Athletics)

2. Purpose. To provide additional guidance and clarification for trip section requests and approvals through USCC. This policy will also outline general expectations for Officers and Cadets in charge of trip sections (OICs and CICs).

3. Scope. Provisions of this memorandum apply to personnel assigned, attached, or under Operational Control (OPCON) of the USCC. Violations of this policy are punishable under the Uniform Code of Military Justice, Article 92, Failure to Obey Order or Regulation, and under the Cadet Disciplinary System. All Cadets, BTM members, and those facilitating trip sections will read and adhere to this regulation.

4. Definition and Purpose. Trip Sections are USMA sanctioned events during which Cadets, CICs, and OICs are considered on duty and are acting as representatives of USMA. These events can be on West Point (home) or away, and can involve a multitude of events, including but not limited to, competitions, symposiums, and conferences. Trip sections are meant to enable Cadet development through unique, targeted opportunities. However, Cadet time spent on trip section must be balanced with their duty requirements and other mechanisms for development.

5. Trip Section Request Procedures.

a. **AMS Entry.** Trip Sections will be entered into Academy Management System (AMS) no later than 30 days prior to the departure of the trip.

b. **AMS Approval Routing.** Trip sections go through a series of approvals depending on the time, duration, and location of the trip section. Agencies involved in the routing are responsible for approving the trip in concept and making notes of any specific

guidance. Company Tactical Teams approve individual Cadets for travel once all agencies have given the approval of trip section concept.

(1) Agency Approval. The originating agency approves trip section first, at their level, and is the first level of vetting for the trip. Agency approvers will ensure that trip section details are input accurately, that any necessary remarks for “Description/Justification” are entered, required ETPs are requested, and that trip sections follow applicable USMA regulations. All scheduling conflicts must be addressed and resolved by the agency requesting the trip section prior to the final submission.

(2) Office of the Registrar Approval. When applicable, trip sections that require approval from the Directorate of the Dean will gain ORD approval in the AMS application prior to final USCC approval. ORD is the Dean’s vetting level for trip sections that impact time allocated to the Dean.

(3) USCC Approval. The final level of approval for trip sections resides in USCC. In general, USCC will not approve trip sections with “pending” or with an “N,” for no, entered by a subordinate/adjacent agency. USCC is vetting level for trip sections that impact time allocated to the Commandant and is the last in the order of approvers.

c. USCC Standards for Exceptions to Policy for Trip Sections. Trip sections should honor USMA Regulation 1-1. When unique opportunities and/or scheduling outside of the team’s or club’s control necessitates trip sections not in compliance with the policy, the following are the steps and levels of approval for USCC:

(1) Late Trip Section Submissions. Valid reasons for submissions within 30 days will be considered by USCC on a case by case basis. The agency must indicate the reason for the late submission in the remarks in the “Description/Justification” for the trip section. The delegated approval authority for late submissions are the USCC Trip Approvers identified in AMS. These types of exceptions do not require a written exception in memorandum. Final approval of the trip section by USCC will constitute implicit approval for exceptions specified there in the trip section request in AMS.

(2) Departure Procedure and/or Departure Uniform Exceptions. The standard departure uniform for all Trips Sections is seasonal dress. Exceptions to departure procedures, uniform, and other travel exceptions will be requested within the trip section in AMS and through coordination by ODIA through BTD. Departure procedures include the physical presence of the trip OIC, CIC, and attendees at CGR for inspection and sign out/sign in. OICs and CICs will inspect the uniform of departing Cadets and are responsible for verification of the final trip section roster while signing out/signing in of the trip section at CGR. The requesting agency will specify the type and necessity for the exception. The delegated approval authority for departure uniform and procedure deviations are the USCC Trip Approvers identified in AMS. These types of exceptions do not require a written exception in memorandum format. The BTO retains the authority to review uniform exceptions in AMS.

(3) Trip Section Departure Uniform. The intent of this policy is that our Cadets, Staff, and Faculty always present a professional appearance when representing the Army and USMA, specifically, when traveling to and from competitions. The Trip Section departure and return uniforms is the seasonal dress uniform.

(a) Inspections for all departing trip sections occur at the Central Guard Room. All Cadets must be inspected by the OR/OIC. Any changes to the inspection location must be coordinated between the OR/OIC and BTM during the athletic or club schedule creation.

(b) All uniform exceptions to policy are approved by the Sports Supervisor after discussion with the Coach/OIC and Head Officer Representative and must be included in the Trip Section Request in AMS under the “Comment” section for USCC approval. Exceptions to the uniform policy are reviewed on a case by case basis.

(c) Coaches, Sports Supervisors, and ORs may submit a Uniform Travel Plan for the duration of the competitive season prior to in-season competition commencing. The travel plan should highlight alternate departure uniforms for different competitions and a reason for the alternate uniform. Examples could include no changing location at the competition facility; cadet-athletes heading directly to the competition or pre-game warm up/walk through with no time to change due to schedule; or extended bus travel.

(4) Alcohol. USCC Pamphlet 600-20 outlines clear guidance for alcohol consumption while on trip section based on rank, standing, and eligibility. The delegated approval authority for consumption of alcohol outside of the parameters of the regulation is the Brigade Tactical Officer. Any exceptions require a written memorandum in accordance with AR 25-50. Memorandums will be THRU the appropriate subordinate and/or adjacent agencies and FOR the Brigade Tactical Officer.

(5) Missing Commandant’s Hour Training. The delegated approval authority for trip sections that require Cadet’s to miss Commandant’s Hour training are the BTM Management App approvers. These types of exceptions do not require a written exception in memorandum but will include remarks in the “Description/Justification” section of AMS for the trip section.

(6) Missing A and F Weekend Events.

(a) No trip section, academic or club, will be scheduled on Alpha or Football Saturdays until approved by the BTO. Extracurricular trip sections that begin prior to 1145 on Saturday for these types of weekends and/or cause Cadets to miss A or F weekend duty events (including but not limited to weekend training, parade, or football games) that are not covered by authorizations and/or USMA Regulation 350-12, require a **written exception to policy**.

MACC-O

SUBJECT: Policy Letter # 3 – Trip Section Request Procedures

(b) Any exceptions require a written memorandum in accordance with AR 25-50 THRU the Sponsoring Agency and FOR the Brigade Tactical Officer. The Commandant has delegated trip section approval to the Brigade Tactical Officer. A Form 5 is not required. Agencies submitting these requests will submit one memorandum for the season to give a holistic picture of the aggregate training that the team/club will miss. Trip Sections will not be approved in AMS by the USCC Trip Approver until the applicable memorandum is approved by the Brigade Tactical Officer.

6. Late Return Authorizations. See USCC Pamphlet 600-20

7. Point of Contact for this memorandum is the BTD Executive Officer at x6004.

1 Enlc

1. Sample Memorandum

MICHAEL F. KLOEPPER
COL, IN
Brigade Tactical Officer

DISTRIBUTION:

United States Corps of Cadets
Brigade Tactical Department
Dean's Directorate
Department of Military Instruction
Department of Physical Education
Simon Center for the Professional Military Ethic

MACC-O
SUBJECT: Policy Letter # 3 – Trip Section Request Procedures

Directorate of Cadet Activities

Enclosure2: ETP Example Format



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996

Office Symbol

Date

MEMORANDUM THRU Sponsoring Agency

FOR Brigade Tactical Officer, United States Corps of Cadets

SUBJECT: Exception to Policy (ETP) Request for [Organization – Event – Dates]

1. Purpose. The purpose of this the memorandum is to request an exception to policy...

2. Scope. Provide scope and details of the event.

a. Departure Date/Time: DTG Return Date/Time: DTG

Requirements Being Missed: Provide details of training that will be missed (Commandants Hour, A/C Training, Drill, ACFT - Need plan on when Cadets will be taking the ACFT, F – Weekend, etc.)

3. For approved events, I understand that I have the requirement to submit a Trip Section Request in AMS at least four weeks prior to each event. This request will contain a by name roster of Cadets attending each trip section. Any Cadets not in good academic standing, physical or disciplinary standing will not be allowed to attend the trip. TACs also have discretion to deny trip sections in order to meet mission requirements.

4. As the OIC of the Trip Section, I acknowledge that I have a key role in the leadership development of Cadets. I believe that Cadets missing the academic or training requirements above will not have a detrimental impact to participating Cadets' development into leaders of character.

5. The point of contact for this memorandum is XXXXXXXX at xxxx.xxxxx@westpoint.edu or 845-938-xxxx.

JOHN A. SMITH
MAJ, IN
Club OIC