



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

MACC-O

10 August 2023

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #2 – Authorized Pass and Leave

1. References.

- a. United States Corps of Cadets Regulation 600-20
- b. United States Corps of Cadets Pamphlet 600-20
- c. Army Regulation 600-8-10 (Leaves and Passes)

2. Purpose. To outline the policy and authorizations associated with privileges for all personnel assigned to the United States Corps of Cadets (USCC).

3. Scope. Provisions of this memorandum apply to personnel assigned, attached, or under Operational Control (OPCON) of the BTD. This policy letter is punitive. Violations of this policy are punishable under the Cadet Disciplinary System under the provisions of Army Regulation 150-1 and USCC Regulation 351-1. All Cadets and BTD members will read and adhere to this regulation and associated Regulations.

4. Cadet Eligibility.

a. Cadets are eligible for privileges, passes, and leave if they maintain good standing and are proficient in the academic, military, and physical program areas. If a Cadet is deficient in any of the Academy Program Areas, in conduct, or in character, they will lose all privileges and be flagged immediately in the Academy Management System (AMS) to reflect the deficiency. The term deficient refers to a snapshot in time of a Cadet's performance over the course of a semester. It is the responsibility of a Cadet to know whether they are in deficient status and clarify with their Company Tactical Team if there is any ambiguity. See USCC Pamphlet 600-20 for further description of when a Cadet is considered deficient.

b. Deficient cadets immediately lose all privileges. This includes, but is not limited to, the loss of the privilege of operating and maintaining a personally owned vehicle, pass, off-post privileges (OPPs), walking privileges, voluntary extracurricular trip section privileges, and the wear of Black and Gold attire and/or civilian clothes, as applicable.

5. Pass and Leave Privileges.

a. Definitions

(1) Leave is defined as an authorization for cadets to remain away from the Academy for an extended period of time, usually greater than four (4) days. Leave occurs six times per academic year for a Cadet: Thanksgiving, winter, spring, and summer IAW USMA 1-1.

(2) Pass is a privilege defined as an authorization for Cadets to depart the installation and the Academy, and is typically no longer than three (3) days.

b. Types Of Passes.

(a) Routine Pass. Eligible Cadets are authorized routine passes. A routine pass is defined as the authorization to depart West Point for a period of up to three days. Cadets are expected to return from pass NLT recall formation.

(b) Performance Pass. A performance pass is an award given to a Cadet by their TAC for exemplary performance in any one of the four pillars: academic, physical, military, and character. They are not automatic and are intended to reward outstanding performance.

(c) Spirit Pass. A spirit pass is a non-chargeable pass that authorizes Cadets to depart the Academy on pass in conjunction with a duty requirement of supporting a designated Army West Point sporting event during the same trip. Spirit passes cannot be taken as a personal pass and must be taken as part of, and linked to, a specified Army West Point event.

c. Other Privileges.

(a) Local Walking Privileges. The limits for local walking privileges are defined by the following boundaries: North – main post limits; South – Bear Mountain traffic circle (when on foot), Bear Mountain Hotel and adjoining state park facilities (when traveling by vehicle); East – the Hudson River; West – west side of 9W (Cadets may use establishments located directly on the west side of 9W). The municipalities incorporated within walking privileges include the Village of Highland Falls, the Town of Highlands, and the Village of Fort Montgomery.

(b) Area Walking Privileges. Area Walking Privileges is defined as a 20 mi radius from West Point used during special event weekends including but not limited to Affirmation Day and Plebe Parent Weekend. The limits for Area walking privileges are defined by the following boundaries: North – Buttermilk Falls Inn & Spa (West Side of Hudson) and Holiday Inn Express Poughkeepsie (East Side of Hudson); South – Interstate 287; East – Interstate 84 and Interstate 684 Interchange; West – Town of Goshen.

(c) Off-Post Privileges (OPPs). Cadets are required to remain within a 75-mile

MACC-O

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radius of West Point while exercising OPPs and must be off the West Point military reservation. OPPs may not be taken in conjunction with a leave or pass.

(d) Religious Retreats. Cadets are authorized to participate in religious retreats IAW their rank. Reference Enclosures # 1 – 4.

7. The point of Contact for this memorandum is the Brigade Executive Officer at x6004.

5 Encls

1. 1CL Privileges
2. 2CL Privileges
3. 3CL Privileges
4. 4CL Privileges

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Enclosure # 1 – First Class Privileges

TYPE	NUMBER	NOTES
Routine Pass	Unlimited	
Performance Pass	Unlimited	Awarded by Tactical Officer
Spirit Pass	Unlimited	
Walking Privileges	Unlimited	1. Monday – Wednesday, NET 1600 until 1945 2. Thursday, after mandatory dinner until TAPS 3. Friday, NET 1230 until 1945 4. Saturday - Sunday, last duty until TAPS
Off-Post Privileges	Unlimited	May sign out after their last duty, but NET 1600 Mon-Wed, NET completion of mandatory dinner Thurs, NET completion of noon meal Fri, NET 0520 on Weekends. Must return prior to TAPS.
Religious Retreats	Unlimited	

On-Post Facilities: Authorized use of the facilities during ESP until TAPs		<ul style="list-style-type: none"> ▪ Arvin CPDC. (Cadets are not authorized to use the MWR Gym) ▪ Bowling Center ▪ Benny Havens Lounge ▪ Camping (w/ TAC approval) ▪ Hiking (not authorized to hike alone) ▪ Commissary/PX/Shoppette ▪ Eisenhower Hall ▪ First Class Club ▪ Fishing (w/ TAC approval) ▪ Five Star Inn ▪ West Point Golf Course ▪ Hotel Thayer Zulu Lounge (cannot enter a room) ▪ Authorized Hunting TAs (w/ TAC approval) ▪ Ice-Skating (Hollerder) ▪ Skating/Rollerblading/Skateboarding ▪ Spirit Lunch (w/ approval) ▪ Morgan Farm (only for scheduled and sanctioned events) ▪ Subway/Starbucks (in duty uniform) <ul style="list-style-type: none"> - Not during class hours ▪ Parade Field/Plain (for authorized events) ▪ Pershing Center ▪ Picnic Areas ▪ Post Movie Theater ▪ Victor Constant Ski Slope ▪ Target Shooting
Civilian Clothes		Reference USCC Pamphlet 600-20

Enclosure # 2 – Second Class Privileges

TYPE	NUMBER	NOTES
Routine Pass	1 st Semester = 3 2 nd Semester = 4	
Performance Pass	Unlimited	Awarded by Tactical Officer
Spirit Pass	1 st Semester = 1 2 nd Semester = 2	
Walking Privileges	Unlimited	<ul style="list-style-type: none"> ▪ Monday – Wednesday, NET 1600 until 1945 ▪ Thursday, after mandatory dinner until TAPS ▪ Friday, NET 1230 until 1945 ▪ Saturday - Sunday, last duty until TAPs
Off-Post Privileges	Unlimited	<ul style="list-style-type: none"> ▪ B, A/D, and F Weekends (F Wknds, after Alma Mater)

		<ul style="list-style-type: none"> ▪ NET completion of noon meal on Friday and NET 0520 on weekends (holidays included) ▪ Not authorized Monday - Thursday
Religious Retreats	Unlimited	
On-Post Facilities: Authorized use of the facilities during ESP until TAPs		<ul style="list-style-type: none"> ▪ Arvin CPDC. (Cadets are not authorized to use the MWR Gym) ▪ Bowling Center ▪ Benny Havens Lounge ▪ Camping (w/ TAC approval) ▪ Hiking (not authorized to hike alone) ▪ Commissary/PX/Shoppette ▪ Eisenhower Hall ▪ First Class Club ▪ Fishing (w/ TAC approval) ▪ Five Star Inn ▪ West Point Golf Course ▪ Hotel Thayer Zulu Lounge (cannot enter a room) ▪ Authorized Hunting TAs (w/ TAC approval) ▪ Ice-Skating (Hollerder) ▪ Skating/Rollerblading/Skateboarding ▪ Spirit Lunch (w/ approval) ▪ Morgan Farm (only for scheduled and sanctioned events) ▪ Subway/Starbucks (in duty uniform) <ul style="list-style-type: none"> - Not during class hours ▪ Parade Field/Plain (for auth. events) ▪ Pershing Center ▪ Picnic Areas ▪ Post Movie ▪ Victor Constant Ski Slope ▪ Target Shooting
Civilian Clothes		Reference USCC Pamphlet 600-20

Enclosure # 3 – 3rd Class Privileges

TYPE	NUMBER	NOTES
Routine Pass	1 st Semester = 2 2 nd Semester = 3	
Performance Pass	3 per Semester	Awarded by Tactical Officer
Spirit Pass	1 per Semester	
Walking Privileges	Unlimited	<ul style="list-style-type: none"> ▪ Friday (B Weekends only), last duty until TAPs ▪ Saturday - Sunday, last duty until TAPs ▪ Monday (holidays only), last duty until TAPs
Off-Post Privileges	Unlimited	<ul style="list-style-type: none"> ▪ A/B Weekends (post study period), A/C Weekends (after Sat training)
Religious Retreats	1 per Semester	

On-Post Facilities: Authorized use of the facilities until ESP		<ul style="list-style-type: none"> ▪ Arvin CPDC (Cadets are not authorized to use the MWR Gym) ▪ Bowling Center ▪ Camping (w/ TAC approval) ▪ Hiking (not authorized to hike alone) ▪ Commissary/PX/Shoppette ▪ Delafield Pond ▪ Eisenhower Hall ▪ Fishing (w/ TAC approval) ▪ Five Star Inn ▪ West Point Golf Course ▪ Hotel Thayer ▪ Authorized Hunting TAs (w/ TAC approval) ▪ Ice-Skating (Hollerder) ▪ Skating/Rollerblading/Skateboarding ▪ Spirit Lunch (w/ approval) ▪ Morgan Farm (only for scheduled and sanctioned events) ▪ Subway/Starbucks (in duty uniform) <ul style="list-style-type: none"> - Not during class hours ▪ Parade Field/Plain (for auth. events) ▪ Pershing Center ▪ Picnic Areas ▪ Post Movie ▪ Victor Constant Ski Slope ▪ Target Shooting
Civilian Clothes	Not Authorized	Reference USCC Pamphlet 600-20
3CL Cadets may not consume alcohol on the West Point Reservation to include Camp Buckner and MWR locations or while on waking privileges or OPPs; this includes while attending tailgates or other private events on post. Of-age 3CL Cadets may only drink while on leave or pass and must be outside of the walking privilege limits.		

Enclosure # 4 – Fourth Class Privileges

TYPE	NUMBER	NOTES
Routine Pass	1 per Semester	
Performance Pass	2 per Semester	Awarded by Tactical Officer
Spirit Pass	1 per Semester	Must coincide with USCC Sign-Up Event
Walking Privileges	Unlimited	<ul style="list-style-type: none"> ▪ Friday (B Weekends only), last duty until TAPs ▪ Saturday - Sunday, last duty until TAPs ▪ Monday (holidays only), last duty until TAPs
Off-Post Privileges	Not Authorized	
Religious Retreats	1 per Semester	

<p>On-Post Facilities: Authorized use of the facilities until ESP</p>		<ul style="list-style-type: none"> ▪ Arvin CPDC. **During ESP, Cadet PVTs/PFCs are authorized to practice for mandatory DPE classes and must be engaged in activity that directly relates to their DPE class requirements. Must be supervised by a PDO Staff member or SL/above (Cadets are not authorized to use the MWR Gym)** ▪ Bowling Center ▪ Camping (w/ TAC approval) ▪ Hiking (not authorized to hike alone) ▪ Commissary/PX/Shoppette ▪ Delafield Pond ▪ Eisenhower Hall ▪ Fishing (w/ TAC approval) ▪ Five Star Inn ▪ West Point Golf Course ▪ Hotel Thayer ▪ Authorized Hunting TAs (w/ TAC approval) ▪ Ice-Skating (Hollender) ▪ Skating/Rollerblading/Skateboarding ▪ Spirit Lunch (w/ approval) ▪ Morgan Farm (only for scheduled and sanctioned events) ▪ Subway/Starbucks (in duty uniform) <ul style="list-style-type: none"> - Not during class hours ▪ Parade Field/Plain (for auth. events) ▪ Pershing Center ▪ Picnic Areas ▪ Post Movie ▪ Victor Constant Ski Slope ▪ Target Shooting
Civilian Clothes	Not Authorized	Reference USCC Pamphlet 600-20