



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

MACC

AUG 28 2019

USCC POLICY MEMORANDUM (CC-19-11)

SUBJECT: Access Control to Select Academy Management System (AMS)
Applications

1. **SCOPE:** This policy addresses access control to the following AMS applications.

- a. BTD Management System
- b. Tactical Officer Information System (TIS)
- c. Regulations and Discipline (R&D) Application
- d. Cadet Summer Manager Application

2. **PURPOSES:**

- a. Standardize the USMA offices and positions authorized access
- b. Outline procedures whereby non-standard USMA personnel may request access
- c. Establish access roster review requirements

3. **BACKGROUND:**

a. **BTD MANAGEMENT SYSTEM:** This repository includes, but is not limited to, military, academic, and physical records of former and current USMA Cadets.

b. **TIS:** This derivative of the BTD Management System also includes, but is not limited to, aggregate company reports, medical profile information, and functionalities for flagging Cadets and approving passes and trip sections.

c. **R&D APPLICATION:** This application includes, but is not limited to, records on non-judicial disciplinary hearings and punishments for former and current Cadets.

d. **CADET SUMMER MANAGER APPLICATION:** This application includes, but is not limited to, statuses on Cadets conducting off-post training during the summer term.

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4. ROLES AND RESPONSIBILITIES:

a. **BTD XO:** Controls the aforementioned AMS applications on behalf the Brigade Tactical Officer. Duties include, but are not limited to, the following.

(1) Overwatches access control to TIS, Cadet Summer Manager, and R&D Application

(2) Directly grants access to the BTD Management System to the personnel listed in Para. 5a and Para. 6a

(3) Removes access within three days of notification of a BTD Management System user's departure, reassignment, or suspension from position

(4) Vets all BTD Management System access requests for non-standard USMA users

(5) Reviews the BTD Management System access roster at the end of summer, fall, and spring terms

b. **BTD LEADERSHIP EVALUATION AND ASSESSMENT DIVISION (LEAD) Chief:** Controls TIS on behalf of the BTD XO. Duties include, but are not limited to, the following.

(1) Grants access to the personnel listed Para. 5b and Para. 6b

(2) Removes access within three days of notification of a user's departure, reassignment, or suspension from position

(3) Reviews the access roster at the end of summer, fall, and spring terms

c. **BTD REGULATIONS AND DISCIPLINE (R&D) SECTION CHIEF:** Controls the R&D application on behalf of the BTD XO. Duties include, but are not limited to, the following.

(1) Grants access to the personnel listed Para. 5c and Para. 6c

(2) Removes access within three days of notification of a user's departure, reassignment, or suspension from position

(3) Reviews the access roster at the end of summer, fall, and spring terms

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d. **BTD CADET ADVANCED TRAINING (CAT) CHIEF:** Controls the Cadet Summer Manager application on behalf of the BTD XO. Duties include, but are not limited to, the following.

(1) Grants access to the personnel listed Para. 5d and Para. 6d

(2) Removes access within three days of notification of a user's departure, reassignment, or suspension from position

(3) Reviews the access roster at the beginning and end of the summer term

e. **BTD-EXTERNAL STAFF PRIMARIES AND DEPARTMENT XOS:**

(1) Provide the BTD XO by-name rosters of the personnel assigned to the positions listed in Para 6a at the beginning of the summer, fall, and spring terms.

(2) Notify the BTD XO of the departure, reassignment, or suspension of any users within three days of their duty status changing.

(3) Email the BTD XO access requests for all personnel assigned to positions not listed in Para. 5. Requests will include full names, duty positions, expected dates of departure, and justifications.

5. AUTHORIZED ADMINISTRATORS:

a. **BTD MANAGEMENT SYSTEM:**

(1) BTD XO

(3) Select Information and Education
Technology Division (IETD) Personnel

(2) BTD Senior Enlisted Leader

b. **TIS:**

(1) LEAD Chief

(3) Select IETD Personnel

(2) BTD XO

c. **R&D APPLICATION:**

(1) R&D Chief

(3) Select IETD Personnel

(2) BTD XO

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d. CADET SUMMER MANAGER APPLICATION:

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| (1) CAT Chief | (3) Select IETD Personnel |
| (2) BTM XO | (4) Select BTM Leader Development Branch (LDB) Personnel |

6. AUTHORIZED USERS:

a. BTM MANAGEMENT SYSTEM:

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|---|---|
| (1) USMA HQ Personnel | (11) Department of Military Instruction Director, XO, and Accessions Chief |
| (2) USMA G1 Personnel | (12) Simon Center for Professional Military Ethic Personnel |
| (3) USMA G2 Personnel | (13) Center for Personal Development Personnel |
| (4) USMA Staff Judge Advocate Personnel | (14) Select Mologne Health Clinic Personnel |
| (5) West Point CID Personnel | (15) Directorate of Admissions HQ Personnel |
| (6) USCC HQ Personnel | (16) Center for Enhanced Performance Personnel |
| (7) USCC S1 Personnel | (17) Academic Affairs and Registrar Services Personnel |
| (8) BTM HQ and Staff Personnel | (18) Academic Department Heads |
| (9) Regimental HQ Personnel | (19) Academics Department XOs |
| (10) Department of Physical Education Director and XO | (20) Deputy Military Athletic Director (AD) and Associate AD for Operations |

b. TIS:

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|-----------------------|--------------------------------|
| (1) Tactical Officers | (3) BTM Senior Enlisted Leader |
| (2) Tactical NCOs | |

c. R&D APPLICATION:

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| (1) Regimental Tactical Officers | (3) BTM Senior Enlisted Leader |
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(2) Regimental XOs

(4) R&D Section Clerks

d. CADET SUMMER MANAGER SYSTEM:

(1) Select USCC S1 Personnel

(3) International Intellectual
Development Division Personnel

(2) LDB Chief

7. **EXPIRATION:** This policy memorandum remains in effect until superseded or rescinded.

8. **POINT OF CONTACT:** the proponent for this policy memorandum is the BTM XO, at 845-938-4029.



CURTIS A. BUZZARD
Colonel, IN
Commandant of Cadets

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USMA HQ
USAG West Point HQ
O/Dean
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