

USCC Pamphlet 600–20

Personnel-General

Guide to United States Corps of Cadets Conduct Policy

Headquarters
United States Corps of Cadets
West Point, NY
16 June 2023

UNCLASSIFIED

SUMMARY of CHANGE

USCC Pam 600-20

Guide to United States Corps of Cadets Conduct Policy

This major revision, dated TBD —

Converts the USCC CADET SOP AY23 document into a USCC REG and USCC Pamphlets.

Eliminates classroom related information already covered in DPOMs and within the authority of the Dean. DPOMs already include information on classroom procedures, graded events, AI, Tutoring.

Updates uniform chart and affiliated privileges.

References to TAC responsibilities removed in bulk. Only remaining mentions are where it nests with the cadet chain of command responsibilities. TAC duties and responsibilities will be covered elsewhere.

Codifies Cadet Corps Squad, Club Squad, Unit Spirit Gear, or Company Athletic attire as commensurate with the Army Physical Fitness Uniform (APFU) for the purposes of customs and courtesies.

Codifies Cadet Corps Squad, Club Squad, Unit Spirit Gear, or Company Athletic attire as commensurate with the Army Physical Fitness Uniform (APFU) for the purposes of customs and courtesies.

Codified different types of walking privileges to address extended walking privilege radius for special occasions (i.e. class weekend)

Includes the new A, B, and F weekend vernacular as adopted in lieu of A and A/D weekends for AY24.

Clarifies authorized cadet parking locations and times.

Amends mobility methods to address micro-mobility and other transportation methods beyond cars and motorcycles.

Adds in class weekend privileges as a standard set in lieu of memos per weekend per year.

Personnel-General

Guide to United States Corps of Cadets Conduct Policy

By Order of the Commandant of
Cadets:

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History. This is a new publication to replace elements of the former USCC Cadet SOP. This USCC Pamphlet has affiliated regulations and pamphlets. All previous versions of the Cadet SOP are now obsolete with the publication of this regulation and affiliated pamphlets.

Summary. This document establishes the USCC Pamphlet 600-20 to accompany USCC Regulation

600-20, USCC Pamphlet 670-1, and USCC Pamphlet 420-1.

Applicability. This regulation

applies to all personnel under operational control of the United States Corps of Cadets at the United States Military Academy.

Proponent and exception authority. The proponent of this regulation is the Brigade Tactical Department. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations, except where otherwise specified within the pamphlet. Cadets, units, and leaders may request an exception or waiver to this regulation by providing justification that includes a full analysis of the expected benefits and risks. All requests for exceptions or waivers will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the proponent or specified approval authority. Refer to AR 25–50 for specific guidance on

how to submit memorandums THRU the appropriate agencies.

Supplementation.

Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval from the Commandant of the Corps of Cadets.

Suggested improvements. Users are invited to submit comments and suggested improvements IAW USCC Regulation 600-20.

Distribution. This publication is available in electronic media and is intended for the United States Corps of Cadets at the United States Military Academy and affiliated USMA staff and faculty

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For a complete Glossary, see USCC Reg 600-20.

Chapter 1

Introduction

1-1. Purpose

This pamphlet is supplemental to USCC AR 600-20. It establishes Cadet standards, obligations, authorizations, and privileges to create an environment in which each cadet's concept of duty can develop and strengthen through good order and discipline. Cadets are personally responsible for knowing and adhering to the standards set forth in this regulation.

1-2. Scope

Provisions of this pamphlet apply to personnel assigned, attached, or under Operational Control (OPCON) of the United States Corps of Cadets (USCC). This pamphlet is punitive. Violations of the policies in this publication are punishable under the Uniform Code of Military Justice, Article 92, Failure to Obey Order or Regulation, [AR 150-1 \(Organization, Administration, and Operation\)](#), and USCC Regulation 351-1 located on the [USMA G5 Publications Library](#) page.

1-3. Objectives

The objectives of this publication are to—

- a. Provide clear instructions for the day-to-day activities of cadets.
- b. Mirror the Army's system of regulation and corresponding pamphlet formats to familiarize cadets with the process of locating, reading, and applying guidance and instructions found in standard publications.
- c. Standardize the location of the USCC Regulation and corresponding Pamphlet to [USMA G5 Publications Library](#).

1-4. Explanation of abbreviations and terms

See USCC Reg 600-20 located on [USMA G5 Publications Library](#) page.

1-5. References and forms

See appendix A.

1-6. Responsibilities

- a. *The Brigade Tactical Department (BTD) will:*
 - (1) Establish policies and procedures for cadet appearance, conduct, and living Standards on behalf of the Commandant of the United States Corps of Cadets (CMDT).
 - (2) At a minimum review the USCC PAM every 5 years in accordance with USMA Regulation 25-30 Publications, or as revisions are required.
 - (3) Ensure broad dissemination of the USCC PAM 600-20 located on [USMA G5 Publications Library](#) page.
 - (4) Provide training as necessary on significant updates to this pamphlet and/or its affiliated USCC regulation.
 - (5) Submit proposed changes, additions, or corrections to the pamphlet in accordance with USCC Reg 600-20
- b. *The Corps of Cadets will:*
 - (1) Review and comply with this document.
 - (2) Ensure broad dissemination of the regulation and pamphlet digital locations to the Corps of Cadets.
 - (3) Submit proposed changes, additions, or corrections to the regulation in accordance with USCC Reg 600-20 located on [USMA G5 Publications Library](#) page.

Chapter 2

Military Discipline and General Cadet Conduct

2-1 Personal Accountability and Performance of Duty

As stated in USCC REG 600-20, personal accountability and performance of duty are the ultimate responsibility of the military professional. There are two predominant mechanisms for cadets to document and verify their individual whereabouts, while providing the command with cadet accountability. Individual Cadets are responsible for personally signing in and out in the Cadet Information System (CIS) and in accordance with any additional published company procedures (e.g. physical sign out at the Cadet in Charge of Quarters (CQ) desk). Cadets will sign out on CIS for trip section even if the entirety of the trip section will be signed out at the Central Guard Room (CGR).

Cadets are responsible for signing in upon return and for changing their sign out status if they participate in two subsequent activities that require different sign out statuses. If a Cadet is unsure which category to sign out under, they may choose "other" and provide the details as necessary.

a. *The Cadet Information System (CIS)* is the digital system of record and mechanism for accountability. Individual cadets are responsible for personally signing in and out within the CIS any time they depart for the following locations or to participate in the following activities.

- (1) Sick Call/Medical Appointment
- (2) Hospital
- (3) Quarters/Bed Rest
- (4) Pass
- (5) Special Pass/ Emergency Leave
- (6) Off Post Privileges (OPPs)
- (7) Religious Activities
- (8) Corps Squad Practice
- (9) Club Practice
- (10) Walking Privileges
- (11) Trip/Competition
- (12) Other

b. *CQ and/or CGR.* In addition to signing in and out online, cadets are also responsible for physically signing in and out in accordance with their company sign out procedures.

2-2. Group Accountability and Formation Procedures

a. *Formations.* Formations are held in support of gaining a unit or group accountability.

(1) When a formation is held in support of gaining accountability for a duty event, squad leaders will render one of the following verbal reports: # assigned, # present, and follow on reasons for Cadets not present; for example. ("All Accounted For" is not an authorized report.)

(2) When required for the type of formation, including but not limited to meals, company athletics, and recall, identified cadet unit leaders and staff are responsible for submitting accountability reports through the CIS immediately following formation. Cadets with duty positions that require follow-on CIS reporting are outlined in USCC Pamphlet 6-22 (The Cadet Chain of Command Leadership Evaluation and Development Procedures), located on [USMA G5 Publications Library](#) page, and will receive training at the outset of the academic semester on report submission guidelines.

b. *Academic Classes.* Procedures for accountability during academic instruction are codified in Dean's Policy and Operating Memorandum for Classroom and Related Departmental Procedures, located on [USMA G5 Publications Library](#) page. Cadet leaders in the role of

Academic Officer and/or NCO subsequently responsible for documenting the reasons for all class lates, absences, and early departures, and inputting them into CIS. Cadet chain of command members will verify their subordinates' excuses for the late or absence, if one is given, using sign out records and other appropriate documentation.

c. Lectures and Commandant's Hour Training. For events including, but not limited to, mandatory lectures, Commandant's hour training, and Cadet Character Education Program sessions, the Cadet chain of command is responsible for accountability at these mandatory training sessions and reporting lates, absences, and early departures to their chains of command. When required for the training or lecture, cadet leaders will ensure their companies sit in the prescribed seating areas.

d. Athletic Events. For all home athletic games, the cadet brigade staff will designate either assigned areas for each company or a general area for open cadet seating. These designated areas are the only authorized seating areas for Cadets. If company sections are designated, cadets will sit with their company. If "open seating" is authorized, Cadets must remain within the designated assigned area for cadets. During a football game, the Corps of Cadets will stand for the entire game except during halftime. Cadets will only stand with the Corps even if tickets are purchased. Cadets are authorized to bring guests to the Corps seating only if they are on official duty as an escort. Cadets with guests in the cadet section are responsible for their guests' actions. Cadets are required to stay off the field while the game is in progress. During all athletic events, failure to stay off the field may result in a penalty against the Army team. While in the Cadet section, Cadets may wear company hats or Tactical (TAC) team approved company items. Those items must be carried to and from the game, and cadets must resume a complete uniform anytime when leaving the cadet section.

e. Special Events. When appropriate and as specific events require, the cadet brigade staff will designate either assigned areas for each company or a general area for open cadet seating. When specified for special events, cadets will adhere to the published seating chart disseminated.

2–3. Excusals from Performance of Duty

The following are considered valid excusals and excusal procedures for the performance of duties. For more information related specifically to exemptions from performance of duty as it relates to academics, refer to the Dean's Policy and Operating Memorandum for Classroom and Related Departmental Procedures and USMA Reg 350-12 both located on the [USMA G5 Publications Library](#) page.

a. Excusals and late return authorizations related to trip section. The trip section system is a mechanism to prioritize competing places of duty for cadets and document excusal requests and approvals. An excusal from a place of duty for a requested trip section requires Tactical (TAC) team authorization. Cadets may not depart on trip section without having received TAC team approval for that specific trip section. The company TAC team has final authority on priority of trip sections when competing trip sections are input into the system for an individual cadet. If approved by a member of the TAC team, that trip section becomes the cadet's new place of duty. A cadet may not choose to miss a trip section once a member of the TAC team has approved it for that individual cadet. Failure to attend an approved trip section may be considered a failure to report to place of duty. Once approved for the trip section, cadets will sign out in the CIS under the appropriate trip section. Individual Cadets are responsible for personally signing in and out in the CIS, even if the entirety of the trip section will be signed out at CGR. They are responsible for signing in upon return and are responsible for changing their sign out status if they participate in two subsequent activities that require different sign out statuses. If a cadet is unsure which category to sign out under, they may choose "other" and

provide the details as necessary.

(1) Trip Sections Returning to USMA After 1930.

(a) Cadets who competed away from West Point and returning to West Point from trip sections who arrive after 1930 hours are authorized to report themselves as exempt from unannounced grading in morning classes the following day. Cadets are not exempt from Written Partial Reviews (WPRs), submitting papers, projects, and reports on the day they are due. The Officer in Charge will notify ODEAN/AARS and respective companies of such authorizations before classes begin that morning.

(b) Corps Squad team members returning from competitions after 1930 may report themselves as exempt from the following during the next academic day's morning classes: Writs, Written Impartial Reviews, and Graded In-Class Recitations.

(2) Trip Sections Returning to USMA After 2330.

(a) Cadets returning to West Point from trip sections who arrive after 2330 hours are excused from breakfast formation, breakfast, and morning classes until 0930. If a cadet chooses to attend class prior to 0930, they are excused from all class grading during that period. These Cadets are also authorized PMI. The Officer in Charge will notify the ODEAN/AARS and respective companies of such authorizations before classes begin that morning.

(b) Club team members and trip section attendees returning after 2330 may report themselves as exempt from the following during the next academic day's morning classes: Writs, Written Partial Reviews, and graded In-Class Recitations.

(c) ORs of Corps Squad teams returning from competitions after 2300 may coordinate with O/Dean and OC to excuse team members from the following during the next academic day: Breakfast Formation, Mandatory Breakfast, First Two Class Periods, AM Room Inspections (AMI/MMI).

(3) Trip Sections Returning to USMA After 0100.

(a) ORs and OICs of club teams and trip sections returning after 0100 may coordinate with O/Dean and the OC to excuse team members and trip section attendees from the following during that academic day: Breakfast Formation, Mandatory Breakfast, First Two Class Periods, and AM Room Inspections (AMI).

(4) Trip Sections Returning to USMA After 0200.

(a) The first official duty for cadets returning to West Point from trip sections who arrive after 0200 hours is lunch formation and those cadets are authorized PMI. If a cadet chooses to attend class prior to lunch formation, they are excused from all in-class grading during that period. The Officer in Charge will notify the ODEAN/AARS and respective companies of such authorizations before classes begin that morning.

(5) Trip Sections Returning to USMA After 0300. The head Officer Representative (OR) of a Corps Squad team returning from a competition after 0300 may coordinate with the Office of the Dean (O/Dean) and the USCC Officer-in-Charge (QC) to excuse team members from the following during that academic day: Breakfast Formation, Mandatory Breakfast, First Four Class Periods, AM Room Inspection (AMI/MMI).

b. Excusals and late return authorizations related to medical issues.

(1) Cadets will not excuse themselves from their place of duty for illness, wellness, sick call, or medical appointments, except in emergency situations involving risk to life, limb, or eyesight. Excusals from performance of duty related to medical to illness and/or wellness require Company TAC team notification and approval and/or notification to instructors, as necessary. When able, cadets will sign out in the CIS under the appropriate medical excusal category.

(2) When necessary and appropriate, supporting documentation, like valid quarters slip or a valid Cadet Medical Excusal (profile) will be issued by a medical provider. Cadets will inform their cadet chain of command, TAC team, instructors, and coaches, as applicable, if such

documentation is issued. As much as is possible, it is also the responsibility of the cadet to keep their chain of command and TAC team informed as their medical situation progresses.

(3) In general, cadets will not schedule routine medical and wellness appointments at a time that conflicts with another place of duty requirement. Cadets will make every effort to schedule routine medical appointments at a time when the cadet does not already have a previously scheduled duty activity or place of duty. The only exception for this is Center for Personal Development (CPD) and Behavioral Health (BH) appointments when no other times are available.

c. Excusals and late return authorizations related to Honor Hearings. See USCC Pam 15-1 (The Cadet Honor Code, System, and Committee Procedures) located on the [USMA G5 Publications Library](#) page for information related to late hearing procedures and excusals from academic grading and attendance.

d. Other Authorizations.

(1) Home Corps Squad competitions conducted during evening study period (see USMA Reg 350-12). Members of athletic teams competing in weeknight home competitions beginning at or after 1900 are authorized to report themselves exempt from grading in morning classes on the following day.

e. When a cadet needs an excusal from the performance of duty not covered by the paragraphs above, that cadet will communicate with their chain of command and company TAC team to both request, coordinate, and gain the appropriate excusals.

2-4. Proper Decorum and Professional Customs and Courtesies

As outlined in USCC Regulation 600-20 located at [USMA G5 Publications Library](#), cadets will adhere to standard military customs and courtesies as outlined in [Army Regulation \(AR\) 600-25 \(Salutes, Honors, and Courtesy\)](#). Additional guidance as it relates to decorum and professional customs, and courtesies for cadets includes the following:

a. Military Courtesies among Cadets. All Cadets will be addressed as “Sir”, “Ma’am”, “Sergeant”, “Corporal” or “Cadet” as appropriate in all duty related activities (formations, inspections, parades, guard duty, etc.). Fourth Class (4CL) Cadets will always maintain appropriate courtesy within the Central Post Restricted Area (CPRA).

b. Saluting in Uniform. A salute and greeting are required when both the Cadet and officer are in uniform. Cadet Corps Squad, Club Squad, Unit Spirit Gear, or Company Athletic attire is considered commensurate with the Army Physical Fitness Uniform (APFU) for the purposes of customs and courtesies. Additionally, the optional Corps of Cadets Fitness Uniform (CCFU) and the Black and Gold (B&G) uniform require adherence to customs and courtesies commensurate with other standard uniforms when worn. As such, cadets wearing any of the forementioned attire will render appropriate customs and courtesies. Within approximately six paces, the Cadet will salute and greet the officer with an appropriate greeting, e.g., “Good Morning, Sir/Ma’am.” The Cadet will hold his/her salute until the officer has returned and dropped their salute.

c. Saluting while Carrying Items. When carrying an item, it will be carried in the left hand, leaving the right hand free to salute. A person carrying articles with both hands, or otherwise so occupied as to make saluting impracticable, is not required to salute a senior individual or return the salute to a subordinate individual. However, both parties will still exchange the appropriate verbal greetings.

d. Saluting while running. Cadets are not required to render a hand salute while conducting a form of PT in which the salute would interfere with the execution of the PT activity. If practical, Cadets should still render the greeting of the day while conducting PT. This updated guidance is IAW [Army Regulation \(AR\) 600-25 \(Salutes, Honors, and Courtesy\)](#) para. 2-1.

e. Greeting in Civilian Clothes. Regardless of if the Cadet is in uniform or civilian clothes, if an

officer or noncommissioned officer in civilian clothes is recognized, a greeting is required. A salute is encouraged for officers.

f. Greeting Indoors. Cadets are required to greet all officers, noncommissioned officers (NCO), instructors, staff and faculty when passing indoors. General customs and courtesies require a respectful acknowledgement of other personnel indoors and an appropriate greeting is an extension of that courtesy.

g. Reporting to an Officer or NCO Indoors.

(1) Whenever an officer or NCO approaches a table in the Cadet Mess, the table commandant will rise and stand at the position of attention or parade rest respectively to address the officer or NCO. All other Cadets at the table may continue eating or talking unless otherwise directed by the officer or NCO.

(2) Whenever an officer enters a Cadet room or common use area, the first Cadet to see the officer will call the occupants to attention (i.e. "ROOM, ATTENTION"). The ranking Cadet will then appropriately greet the officer without saluting. All Cadets will remain at attention until the officer departs or commands otherwise. In the case of an NCO entering a Cadet room, Cadets follow the same procedures prescribed for an officer, except Cadets will command "AT EASE," and stand at parade rest until otherwise directed by the NCO.

(3) Cadets who report to an officer's office when not under arms will remove their headgear and approach within three steps of the officer's desk, halt, salute, and report saying, "Sir/Ma'am, Cadet reports." If more than one Cadet is reporting, the highest-ranking Cadet in the group will report for the other Cadets as deemed appropriate for the situation. When the business is over, Cadets will salute with an appropriate end greeting, about-face, and depart the office. In the case of entering a NCO's office, Cadets not under arms will remove their headgear and approach within three steps of the NCO's desk, halt, stand at attention and report saying, "Sergeant/First Sergeant/ Sergeant Major, Cadet reports." Cadets will not salute an NCO while reporting indoors.

(4) Cadets who report to an officer's office when under arms will follow the same procedures outlined above except that they will wear headgear. The rifle will be carried at the trail (ORDER ARMS), and the Cadet will render a rifle salute to the officer. If the Cadet is wearing a saber, he/she will render a hand salute to the officer. When reporting under arms to a NCO's office, Cadets will not render a salute.

(5) Whenever the TAC arrives or departs for the day, or the OC or an officer senior to the TAC enters the CPRA, the first Cadet seeing the officer will call the company to attention (e.g. "COMPANY, ATTENTION"). The senior Cadet present, or CCQ, will then report without saluting to the officer and ask how he/she can help.

(6) Whenever the TAC NCO arrives or departs for the day, or the NCO OC, or an NCO senior to the TAC NCO enters the CPRA, the first Cadet seeing the NCO will call "AT EASE." The senior Cadet present, or CCQ, will then report (without saluting) to the NCO and ask how he/she can help.

h. Reporting to an Officer or NCO Outdoors. The procedures for reporting outdoors are the same as indoors except Cadets will wear headgear and render salutes and appropriate greetings to all officers or the appropriate greeting to all NCOs.

i. RSVPs and Thank you Notes. RSVPs and Thank You Notes. Promptly responding within 48 hours to invitations and immediately following up with hand-written thank you notes is a matter of personal courtesy and is expected of cadets attending events to which they were invited.

2-5. Conduct while Conducting Physical Activity

a. Uniform while conducting Physical Activity On and Off Post while not in an active Pass or Leave status.

(1) Authorized. APFU, CCFU, Corps Squad Uniforms (While conducting

Practice/Games/Events), Competitive Club Uniforms (While conducting practice/games/events), and Company Athletic Uniforms.

(2) Un-Authorized. Civilian Athletic Attire.

b. Running/Foot Marching Limits.

(1) On-post. Cadets may run anywhere on-post between the hours of 0520 and 1930, or until taps if there is no ESP. Only cadet Sergeants and above may run on post during ESP.

Companies and Teams conducting ACFTs are only authorized to use the approved 2-mile run route IVO of Gillis Field house if their element has more than 5 people conducting the 2-mile run at the same time.

(2) Off-post. Cadet physical training off-post is prohibited without an approved ETP from Company TAC Teams. All exceptions must be for a group of 2 or more cadets and address proper accountability procedures, Cadet safety, run/ruck route, and emergency contact procedures. Cadets will sign out on CIS before departing and will sign in upon completion. Cadets must use existing sidewalks or run/ruck single file against traffic if no sidewalk exists. The use of Route 9W, 218, or 293 is prohibited for Cadet physical training, including Competitive Club/Corps Squad training. The only exceptions on Route 9W, 218, and 293 in support of distance runs and foot marches are: the sidewalk on Route 9W between Old State Road and the Bear Mountain Traffic Circle to/from Bear Mountain State Park and the wide shoulders on Routes 218 and 293 to and from Camp Buckner. Rifles, dummy or real, are not allowed off-post while conducting foot marches unless part of an approved training event and are never allowed in the Highland Falls/Fort Montgomery/Bear Mountain area. All cadets will wear a neon yellow reflective belt while running or both a neon yellow reflective belt on their person and a second around their ruck while conducting a foot march off-post unless part of an approved training event. The APFU or the ACU are the only approved uniforms unless training with a Competitive Club or Corps Squad team. Competitive Club or Corps Squad teams may submit a request for an exception to train off-post to the Brigade Tactical Officer (BTO) to justify training or the use of prohibited routes.

c. Safety.

(1) All cadets will wear only yellow reflective belts when conducting PT during hours of limited visibility. Cadets will wear the belts in the following ways.

(a) Army Physical Fitness Uniform (APFU) without Jacket: Around waist

(b) APFU with Jacket: Across torso at reverse port arms

(c) Army Combat Uniform with Rucksack: Woven around entire Rucksack.

(d) ACU without Rucksack: Across torso at reverse port arms.

(2) Cadets may wear headphones when conducting PT outside only as described in USCC Reg 600-20.

(3) Off-Post Running

(a) Cadets are only authorized to run off post from Thayer Gate with an approved ETP from their Company Tactical Officer (TAC).

(b) Cadets will conduct off-post PT runs in buddy teams.

(c) Cadets are not authorized to conduct PT along Route 9W, Route 293, or Rout 218.

d. Audible Music. The use of carrying or playing music is not permitted while walking, running, or ruck marching outdoors while in uniform. Cadets will not play music from a personal device during the conduct of their physical training event unless a part of an event for which an ETP has been submitted. Audible music may be permitted for organized social gatherings upon TAC's discretion. Cadets are not authorized to wear headphones in or out of uniform when moving outside. The only exceptions headphone or audible music use are working out at a designated location such as Daly Field or a Beaver Fit.

e. Washington Road Crossing. All Cadets will use the "Beat Navy" tunnel to cross Washington Road at its intersection with Ruger Road.

f. Off Duty Military Training. Cadets will not undergo any official military training or attend any military school not sanctioned by the USCC Cadet Advanced Training cell. Cadets who wish to attend such training will submit a request, in memorandum format in accordance with [AR 25-50 \(Preparing and Managing Correspondence\)](#), to the approval authority, as determined by the type of training and/or school requested.

2–6. Conduct, Customs, and Courtesies Expectations for 4CL Cadets

The customs, courtesies, and conduct below are in addition to what is required of all cadets, in [Army Regulation \(AR\) 600-25 \(Salutes, Honors, and Courtesy\)](#) and are specific to Fourth Class cadets.

a. Customs and Courtesies. Fourth Class (4CL) Cadets will stand at attention when addressed by cadet officers and at parade rest when addressed by cadet NCOs. Until recognized, 4CL Cadets will address all cadet officers as “Sir” or “Ma’am” and all cadet NCOs by their rank.

b. Uniforms. 4CL Cadets will always leave their rooms in a full uniform. Corps Squad and Club Squad 4CL Cadets are only authorized to wear their team specific apparel while in direct transit from their room to and from practices or for approved team events wear the Corps Squad Uniform is authorized for wear for the event. 4CL Cadets are not permitted to wear poromeric or patent leather low quarters (corframs) at any time. 4CL Cadets will only wear leather, tie-oxford style IAW USCC Pam 600-20.

c. Movements. 4CL Cadets will always walk as if marching outside their rooms. This standard includes the following: 1) Moving out smartly; 2) Keep their head and eyes straight forward; 3) Keeping their hands tightly cupped; 4) Refraining from talking except to greet or when addressed by a higher-ranking individual; 5) Squaring all corners; 6) Walking along all walls. 4CL Cadets are always authorized to “fall out” inside academic buildings, the library, faith-based facilities, and the Arvin Cadet Physical Development Center. After 1600 on weekdays and after their last duty on weekends, 4CL Cadets are authorized to “fall out” when they depart from the CPRA. “Fall out” only applies to movement standards.

d. Greetings. Fourth Class Cadets will loudly and proudly greet all cadet officers and cadet NCO’s of their company, and members of their TAC Team with their company motto every time they cross paths. The default greeting for cadet officers and NCOs, commissioned officers, and NCOs outside of the company is always “Beat Navy!” During Football Season another proper greeting is “Beat” followed by the next team Army Football is playing. Example: “Beat UMASS Sir!”

e. Duties.

(1) Minutes. 4CL Cadets will call minutes in accordance with the New Cadet Knowledge Book. Cadet leadership will be present to monitor the calling of minutes. The extent of their presence and over what period is decided at the regimental level.

(2) Laundry. 4CL Cadets will pick up laundry on the morning of their respective laundry drop and ensure that it is dropped off at proper locations. Fourth Class cadets will pick up laundry from Cadet Laundry and Dry-Cleaning Services (CLADS) and from their respective drop-off locations from the Cadet Laundry Service and return the laundry to Company Areas for distribution.

(3) Trash. Companies will develop a plan for trash disposal within each of their areas.

(4) Orderlies. All classes of Cadets will conduct orderly cleaning duties together.

f. Other Conduct Requirements.

(1) 4CL Cadets are not authorized to retrieve mail from the mail room immediately following lunch.

(2) 4CL Cadets are not authorized to serve as Corps Squad or Club Squad managers during

their fall semester.

(3) 4CL Cadets are not authorized projectors or projection devices in their rooms.

g. Recognition. Recognition is a Corps-wide event. When granted, recognition of the 4CL nullifies the expectations and requirements laid out in paragraphs 4 a, b, c, e, and f. However, cadets will always continue to greet all officers and NCOs appropriately, regardless of their rank as a cadet, and in accordance with Army customs and courtesies. Requests for exceptions to the recognition provision of this publication is delegated to the BTO.

Chapter 3

Professional Conduct and Command Programs

3-1. General

See USCC REG 600-20 located on the [USMA G5 Publications Library](#) page for more information related to command programs and professional conduct.

Chapter 4

Conduct in Barracks

4-1. General

Specific guidance for barracks arrangement, storage of materials and supplies, as well as cadet room, common area, and barracks cleanliness standards can be found in USCC Pamphlet 420-1 located on the [USMA G5 Publications Library](#) page. [For information related to authorization for barracks visitation, to include daytime and overnight visitation, see USCC REG 600-20](#) located on the [USMA G5 Publications Library](#) page.

4-2. Cadet Rooms

At all times, unless specified below, cadet room doors must remain open when non-roommates are inside the room, regardless of gender. Open means the door is fully open 90 degrees from the door frame. In addition to approved study groups, cadets may close room doors when conducting counseling with a subordinate.

4-3. TAPS and Lights Out Procedures

This paragraph serves to outline the procedures associated with TAPS, lights out, and locked barracks room doors procedures.

a. Standards and Expectations

(1) TAPS.

(a) Cadets will not depart their rooms between TAPS and 0520hrs.

(b) Cadets are in their rooms at TAPS until 0520hrs.

(2) Lights-Out.

(a) "Lights-out" means that all lights in the room including, but not limited to, the overhead light, desk lamp, computer and/or computer monitor are extinguished IAW USMA Regulation 1-1 located on [USMA G5 Publications Library](#) page.

(b) Cadets are in their beds asleep from lights-out until 0520hrs to facilitate proper sleep hygiene and develop proper sleeping habits.

b. Door Closing/ Locking at TAPS

(1) See paragraph below for more information on room security related to door locking and

(2) Cadets will close/lock their doors no later than (NLT) TAPS + 30 minutes.

(3) This policy authorizes Cadets to close/lock their doors prior to TAPS check, under the following conditions:

- (a) All room occupants are present.
- (b) All room occupants sign out to "In Room (TAPS)" in the CIS. Door notes are never authorized as a method to sign out to TAPS.

c. Exceptions.

- (1) Latrine Usage. Cadets may use the latrine after TAPS. However, cadets will not shower or conduct personal hygiene after TAPS.
- (2) Cadets on Leave/Pass. Cadets signed out on leave or pass will remain outside the CPRA and in the vicinity of their approved destination addresses between TAPS and 0520hrs.
- (3) Central Guard Room/Guard Duty/Duty Officer. Cadets acting in an official capacity are authorized to be outside of their room at their prescribed duty location.
- (4) Individuals returning from a trip section or competition past-TAPS.
- (5) All other exceptions to this policy must be submitted in writing, in memorandum format, in accordance with [AR 25-50 \(Preparing and Managing Correspondence\)](#), through the chain of command. The Regimental Tactical Officer is the approval authority for all exceptions to this Chapter.

d. Accountability Procedures for TAPS Check.

- (1) TAPS - 45 MINUTES. Duty officers print out their units' Academy Management System (AMS) personnel status (PERSTAT) reports.
- (2) TAPS - 30 MINUTES. Regimental Duty Officers (RDOs) and the Brigade Duty Officer (BDO) will convene at CGR for accountability in the duty uniform. The Officer in Charge (OC) will brief the BDO and RDOs on duties and responsibilities for TAPS. Upon completion, the BDO and RDO's will be released to complete TAPS check procedures.
- (3) TAPS. All duty officers responsible for TAPS checks at echelon will visually confirm the presence of every cadet not reflected as signed out in the CIS on their PERSTAT and enforce the lights-out policy during their room checks.
- (4) NLT TAPS + 30 MINUTES.
 - (a) Duty officers submit TAPS check reports in AMS.
 - (b) Duty officers turn off all common room and area lights.
- (5) NLT TAPS + 45 MINUTES. TAPS reports are entered into CIS by BDO, RDOs, and Company Duty Officers. All RDOs and the BDO will hold a formation at CGR to reconcile any discrepancies and finalize the TAPS report.
- (6) NLT TAPS + 60 MINUTES. The BDO presents the TAPS report to the USCC OC and requests approval for final submission in AMS. The release authority for all CDOs, RDOs, and the BDO is the OC.

4-4. Room Security and Door Locking

Every barracks room should have a functioning door lock for safety and security purposes. Functioning means that the locking mechanism locks and unlocks as it is designed. Functioning also means that the locking mechanism is in general, good working order, such that tape or other work arounds are not required for authorized personnel to access the room.

- a. If a cadet's door lock is not functioning as designed, cadets will notify their TAC Team as a matter of life, health, and safety.
- b. Cadets found taping functioning automatic door locks may be punished under USCC Regulation 351-1 Cadet Disciplinary Code located on [USMA G5 Publications Library](#) page.
- c. Cadets that require a workaround due to a non-functioning door locking mechanism will coordinate with their TAC Team to mitigate residual safety and security risks.

4-5. Security of Government Property

Cadets will account for and safeguard all government property (to include issued field gear) and

will comply with [Army Regulation 735-5 \(Property Accountability Policies\)](#). The Company Security Officer is the principal staff officer for coordinating physical security.

4-6. Security of Personal Property

Cadets will ensure that their valuables are safeguarded and will comply with [Army Regulation 735-5 \(Property Accountability Policies\)](#). Articles of value such as rings, watches, or cash will not be left unsecured in cadet rooms, basements, gymnasiums, or in any other conspicuous place.

a. Any sensitive items (i.e. passport/ID card) or items over \$200.00 that are small enough to be stored under lock in a trunk must be secured when no cadets are present in the room. This includes items such as watches, wallets, passports, military ID cards, and any other item that may contain personal information that could be used in identity theft.

b. Cadets will not take another Cadet's property without prior face-to-face permission and will return the items in a manner and condition satisfactory to the owner.

c. Cadets will notify a member of the company TAC team concerning any lost, missing or stolen personal and/or government property within 24 hours of discovery. Theft of personal and/or government property may be reported to the Military Police by calling the MP Desk at 938-3333.

4-7. Barracks Safety

a. *Flammable Items.* Cadets are not authorized to burn any flammable items in their room to include, but not limited to, candles and incense.

b. *Cooking appliances.* Cooking appliances such as hot plates, electric kettles, electric frying pan, wok, toaster or toaster oven, waffle maker, electric grill, crockpots, popcorn popper, rice cooker and any other electrical appliance for cooking purposes are not permitted for use in the barracks.

c. *Barbecue Grills.*

(1) Propane Tanks.

(a) Only propane-fueled grills are authorized outside in the CPRA area.

(b) After use, Cadets will store all propane tanks in the cages between Arvin Cadet Physical Development Center, Davis Barracks, and Scott Barracks.

(2) Cadets will not grill within 50 feet of any building or dumpster.

(3) Cadets will use drip pans whenever grilling.

(4) Immediately after use, cadets will clean grills of all grease and food residue and store them in the trunk rooms.

4-8. Elevator Use

a. Cadets are not authorized to use elevators between 0655 and 1800 hours on weekdays. Exceptions must be approved by Company TAC Teams.

b. Cadets invited by a staff and faculty member or an individual who has an authorized exception may use the elevator during the normal duty day.

c. This policy applies to elevators in all barracks, academic buildings, and the Jefferson Hall library.

d. Cadets on profiles that prohibit or restrict walking are authorized to use the elevators in any facility during normal duty hours.

e. Cadets living on the 5th and 6th floors of Davis Barracks are authorized to use the elevators in Davis Barracks during normal duty hours.

f. Cadets are not authorized to use the elevators in the Arvin Cadet Physical Development Center unless it is required for official business, picking up or dropping off equipment, or if they

are on a medical profile.

Chapter 5

Cadet Duty Officer

5-1. Purpose

To outline the procedures and expectations associated with the Duty Officer role for all Cadets assigned to USCC.

5-2. Responsibilities

While on duty, Staff Duty Officers are representatives of their units and their commanders. Their duties include maintaining communication, enforcing standards, monitoring readiness, providing force protection, and ensuring the health and welfare of Cadets. Staff Duty Officers must obtain the contact information of the Staff Duty Officers at echelons above and below them no later than (NLT) the beginning of their duty.

5-3. Staff Duty Conduct

Staff duty includes the general term for a Cadet on Duty. These positions include the following: Brigade Staff Duty Officer (BDO), Regimental Staff Duty Officer (RDO), Company Duty Officer (CDO), Unit Duty Officer (UDO), and Cadet in Charge of Quarters (CCQ).

a. While on duty, any suspicious activity within the unit or unit area must be reported to the TAC Team, company commander, or next highest available member of the Chain of Command.

b. Any serious incident must be reported to the chain of command and TAC team in accordance with BTD Policy Letter #1. Definitions of what constitute a serious incident are included in Policy Letter # 1.

c. [DA From 1594 \(Daily Staff Journal or Duty Officer's Log\)](#). Staff Duty Officers will maintain an electronic [DA From 1594 \(Daily Staff Journal or Duty Officer's Log\)](#), in the CIS.

d. *Replacements*. Once a Duty Officer begins duty, he or she may not obtain a substitute Duty Officer (temporarily or permanently) at any time during the tour of duty except for extenuating circumstances approved by the direct Chain of Command. A CDO/RDO/BDO replacement for the weekend shift must be made in CIS NLT TAPS Wednesday before their shift.

e. *Emergencies*. All Staff Duty Officers are authorized to call for an ambulance, fire department, police, etc. as required. Notify the Chain of Command, including TAC/TAC NCO, and CGR immediately. Notify the CO, XO, or 1SG immediately of any hospitalization after normal duty hours. If they are not present, call the TAC or TAC NCO immediately. Maintain accountability of any cadets sent to the hospital for any reason.

f. *Failure of Duty*. Failure to fulfill the duties outlined above will result in disciplinary action for the assigned Staff Duty Officer.

g. *Uniform and Appearance*.

(1) Duty Officers at all echelons will wear the uniform of the day with the appropriate brassard, as required.

(2) Staff Duty will be in the complete proper uniform, freshly shaven, and will maintain his or her area to the highest standards.

5-4. Brigade Duty Officer (BDO).

a. The BDO serves as the direct representative of the Brigade Commander and the Corps of Cadets. A Brigade Staff member will serve as the BDO. The BDO assumes duty upon reporting to the OC for the CGR change over at 0630hrs and is relieved of duty after fully briefing the incoming BDO of special instructions and on-going issues or situations. BDOs are not excused

from formations, classes, or other places of duty on the subsequent day unless events during their tour of duty result in less than four hours of consecutive sleep. It is the responsibility of the BDO to brief the next night's BDO on any significant actions or issues.

b. Responsibilities Related to CGR.

(1) Reports to the OC upon assumption of duty and will remain in communication with CGR throughout the tour of duty.

(2) Monitors CGR operations in conjunction with the Sergeant on Duty and reports any problems to the Deputy Brigade Adjutant.

(3) Accompanies the OC and conducts nightly visits to the First- and Second-Class Clubs, and the West Point Club, when they are open, to ensure Cadets and guests are behaving and drinking responsibly.

(4) Ensures Cadets on CGR duty remain at the duty desk when not checking the CPRA area.

(5) Supervises and ensures that all personnel are present for duty NLT TAPS and must brief them on their duties and responsibilities.

c. Tours. The BDO has overall responsibility for the conduct of each tour period including accounting for, maintaining, and turning in tour cards and appropriate checklists. The BDO conducts the tours formation in accordance with [Training Circular 3-21.5 \(Drill and Ceremonies\)](#).

d. TAPS.

(1) BDO and Regimental Duty Officers (RDO) will meet 30 minutes prior to TAPS in the sallyport outside of CGR to be briefed by the OC. BDO is responsible to ensure all duty officers are present and on-time.

(2) In accordance with Chapter 4 of this regulation, the BDO conducts Brigade Staff TAPS inspection and inputs the report into the CIS NLT 30 minutes after TAPS.

(3) In accordance with Chapter 4 of this regulation, the BDO receives each RDO's TAPS inspection and restricted personnel report in CGR at TAPS + 45 minutes, then presents the TAPS report to the OC NLT TAPS+ 60 minutes. The BDO will remain in CGR after TAPS until the completion of the Brigade TAPS report and reconcile the report results and discrepancies with the OC.

(4) The BDO will conduct one patrol before TAPS and one patrol after TAPS, as determined by the OC. Additionally, the BDO will monitor disturbances and locked doors in accordance with Chapter 4 of this regulation.

5-5. Regimental Duty Officer (RDO)

a. The RDO serves as the direct representative of the Regimental Commander. Each Regiment will determine specific requirements for the RDO. Only members of Regimental and Battalion Staffs will serve as RDOs. The RDO will report to the BDO in CGR upon assumption of duty, NLT 0630hrs, and remain in communication with the BDO, Regimental Commander, Company Duty Officers (CDOs), and CGR throughout the tour of duty. The RDO is relieved of duty after fully briefing the in-coming RDO of special instructions and on-going issues or situations. RDOs are not excused from formations, classes, or other places of duty on the subsequent day unless events during their tour of duty result in less than four hours of consecutive sleep. It is the responsibility of the RDO to brief the next night's RDO.

b. TAPS.

(1) All duty officers (RDO and CDOs) will meet at TAPS – 30 minutes at CGR to be briefed by the OC. RDO is responsible to ensure all duty officers are present and on-time.

(2) In accordance with Chapter 4 of this regulation, conducts the Regimental and Battalion Staff TAPS inspections and submits the report electronically on CIS NLT 30 minutes after TAPS.

(3) Monitors their Regiment's completion of TAPS submission on CIS. In accordance with

Chapter 4 of this regulation, RDO reports in-person, to the BDO in CGR, at TAPS + 45 minutes when all units from the Regiment have electronically submitted the report and will remain to reconcile any discrepancies and finalize TAPS report.

(4) If CIS is down, the RDO will report to CGR upon completion of their TAPS checks and remain there until all CDOs from their respective Regiment report their TAPS accountability in person.

(5) The RDO will conduct one patrol before TAPS and one patrol after TAPS as determined by the OC. The RDO will also monitor disturbances and locked doors in accordance with Chapter 4 of this regulation (TAPS, Lights-Out, and Locked Doors).

c. Inspections.

(1) Monitors all operations within the regimental area and reports any problems immediately to the Regimental Commander and the BDO.

(2) Inspects at least one Company per Battalion each day for compliance with evening study period (ESP) standards and TAPS procedures.

(3) Presence Patrols. The RDO monitors Unit Duty Officer (UDO) and Cadet Duty Officer (CD) *presence patrols on the weekends to ensure patrol completion.*

d. Tours. The RDO is responsible for supervising their respective personnel and details. The RDO contacts CDOs NLT the Thursday prior to Tours to ensure CDOs have tour cards and are prepared for duty. The RDO consolidates respective Regimental tour cards and annotates tours served, then returns a copy to the companies for input into the systems of record by the TAC Teams.

5-6. Company Duty Officer (CDO)

a. The CDO serves as the direct representative of the Company Commander. The CDO will have the contact information for the RDO. Regimental Commanders can designate additional requirements for CDOs at their discretion. Only First Class (1CL) Cadets will serve as CDOs. The CDO assumes duty NLT 1630hrs and serves until the completion of breakfast formation the following morning. The CDO is relieved of duty after fully briefing the Executive Officer or Company Commander the next morning of any ongoing issues or situations. The CDO is on duty for the duration of weekends, even if only in an on-call status.

b. Place of Duty. Beginning at 1630hrs, the CDO must remain in the CPRA (The CPRA is outlined in the USCC SOP). From ESP until conducting TAPS checks, CDO's must remain in their own company area. After the completion of their TAPS checks until 0100hrs on weekdays or 0230hrs on weekends, CDO's will remain physically present at the Charge of Quarters (CQ) desk in the company area or roving the company area. On weekends, when not at one of the above specified locations or areas, the CDO will remain within the CPRA (CPRA) and available if needed. The CDO is required to attend all subsequent mandatory breakfast formations to back brief the chain of command and the next day's CDO. CDOs are not excused from formations, classes, or other places of duty on the subsequent day unless events during their tour of duty result in less than four hours of consecutive sleep. As an exception, CDOs may sign out once daily for up to 90 minutes to conduct physical fitness during his or her tour of duty.

c. TAPS and Recall Formation.

(1) Regimental Duty Officers will meet 30 minutes prior to TAPS in the Sallyport outside of CGR to be briefed by the OC.

(2) The CDO conducts the Company TAPS inspection and electronically submits the results in CIS NLT 30 minutes after TAPS. When conducting TAPS, CDOs will conduct an accountability inspection by inspecting each room assigned to the unit for cadet accountability regardless of whether a cadet is signed out. The CDO must physically see each cadet to count him or her as present unless all cadets in a room are signed out to "in room" on CIS, in which

case, the CDO must ensure the door is locked. An accountability form will be used to record the presence or authorized absence of each cadet along with any failure to report or unauthorized late. When conducting TAPS, The CDO will notify the RDO as soon as the inspection has been completed and submitted in CIS.

(3) In the case that CIS is down, the CDO is responsible for reporting TAPS accountability to CGR in-person to their RDO NLT TAPS + 45 minutes. CDOs will utilize their logbooks and ensure accuracy.

(4) It is the responsibility of the CDO to brief the next night's CDO.

d. Inspections. CDOs will annotate all inspections on in the Duty Officer log maintained at the CQ desk.

(1) The CDO monitors all operations within the Company Area and reports any problems immediately to the Company Commander or the RDO.

(2) The CDO ensures that the CQ desk is staffed in accordance with tours of duty during the prescribed times during the weekdays and weekends.

(3) On home football Saturdays, the CDO inspects his/her respective Company Area no earlier than (NET) the start of the game and NLT the end of the 1st quarter to ensure that all cadets without an excusal (e.g. departing on Trip section, prescribed quarters by a physician, etc.) are at the football game. Cadets found in the barracks, whose place of duty is the football game, will be marched to the game and released to a member of their Chain of Command.

e. Escorting. The CDO accompanies authorized visitors, to include the OC or Noncommissioned Officer in Charge, through the Company Area.

f. Presence Patrols. The CDO ensures UDOs conduct presence patrols, and monitors UDO presence patrols on the weekends, to ensure the patrols' completion. Following final check at Lights-Out, the UDO and CDO will be able to return to their room to sleep. During the final check, CDOs and UDOs are inspecting to ensure compliance with Chapter 4 of this regulation.

g. Tours. The CDO is responsible for securing his or her respective tour cards and bringing the tour cards to CGR prior to the tour formation on Friday. The CDO must also report to CGR with a Company phone contact roster. They are responsible for:

(1) Accounting for and inspecting their cadets in the Company Area prior to marching the cadets to the CGR. CDOs may also be tasked by the OC, BDO, and/or RDOs to supervise details.

(2) CDOs may not depart tours formation until released by the BDO. CDOs are required to make corrections and are responsible for the conduct and atmosphere of tours.

5-7. Unit Duty Officer (UDO)

a. The UDO is responsible for all actions in the Company Area during their tour of duty. The UDO will have the contact information for the CDO. Regimental Commanders and CDOs can designate additional requirements for UDOs at their discretion. Only 2CL cadets will serve as UDOs.

b. Tour of Duty. The UDO assumes duty NLT 1630hrs and serves until the completion of breakfast formation the following morning. The UDO is relieved of duty after fully briefing the First Sergeant or Company Commander the next morning of any ongoing issues or situations. The UDO is on duty for the duration of weekends, even if only on an on-call status.

c. Place of Duty. Beginning at 1630hrs, the UDO must remain in the CPRA (The CPRA is outlined in the USCC SOP). From ESP until TAPS checks, UDOs must remain in their own company area. While the CDO is conducting TAPS checks, the UDO will officially replace the Third Class (3CL) Cadet assigned as the Cadet in Charge of Quarters (CCQ) at the CQ desk. From TAPS check until 0100hrs on weekdays or 0230hrs on weekends, the UDOs will remain physically present at the CQ desk in the company area or roving the company area, as

appropriate and required. On weekends, when not at one of the above specified locations or areas, the UDO will remain within the Company Area and available, if needed. The CDO is also required to attend all subsequent mandatory breakfast formations to back brief the chain of command and the next day's UDO. As an exception, UDOs may sign out once daily for up to 90 minutes to conduct physical fitness during his or her tour of duty. UDOs are not excused from formations, classes, or other places of duty on the subsequent day unless events during their tour of duty result in less than four hours of consecutive sleep.

d. Inspections.

(1) UDOs will annotate all inspections in the Duty Officer log maintained at the CQ desk.

(2) The UDO ensures that the CQ desk is always manned, as required, and in good order throughout the tour of duty and that the CCQ is adhering to all standards, including the restriction on media use.

(3) They will also ensure that the CQ desk is stocked with hard copies of the PERSTAT in case the internet goes down.

(4) Prior to assuming duties at the CQ desk at TAPS, UDOs will inspect all company trunk and day rooms, stairwells, and hallways in support of physical security and TAPS checks. UDOs will initial SF702's on every trunk room and day room.

(5) Presence Patrols. The UDO will perform at least two presence patrols during their tour of duty to ensure the safety of the company. UDOs will annotate all inspections on in the Duty Officer log maintained at the CQ desk. These patrols will be conducted NET 1 hour prior to TAPS and NLT 30 minutes prior to TAPS.

(6) A final check for overhead lights at 0100hrs. Upon completion on weekdays, the UDO will be on-call and able to return to their room to sleep. During the weekends, the UDO will remain awake until 0230hrs.

e. Sign-out and Duty Officer Log. The UDO will ensure the sign-out log at the CQ desk is up to date and accurate to reflect who is in and out of company. Cadets are required to sign out when they go off post, in addition to signing out in the CIS. It is the job of the UDO to ensure this task is done. The sign-out log serves as a means of accurate accountability, as well as a contingency, in the case that the internet is unavailable at the time of TAPS. Violations of this provision will be reported to the chain of command. UDOs will also ensure that a Duty Officer log is present and filled out in accordance with the inspections, patrols, and checks conducted by the UDO and CDO.

5-8. The Cadet in Charge of Quarters (CCQ).

a. The cadet on duty at the CQ desk is the direct representative of the company, the Company Commander, and the Company Tactical Officer. Therefore, the CCQ is responsible for all actions in the Company Area during their tour of duty. The CCQ will have the contact information for the CDO and UDO. CDOs and UDOs can designate additional requirements for CCQs at their discretion. 3CL cadets will serve as the CCQ.

b. Tour of Duty. During the academic year, beginning reorganization week and ending on graduation day, after graduation requirements are complete, the CCQ assumes duty NLT 1630hrs on weekdays and serves until completion of breakfast formation and mandatory breakfast the following morning. On weekends, the CCQ assumes duty NLT 0520hrs and serves a 24-hour shift. The CCQ is assigned as on duty for the duration of weekends, even if only on an on-call status.

c. Place of Duty.

(1) Beginning at 1630hrs until TAPS check on weekdays, the CCQ will be present at the CQ desk in their company area. While the CDO is conducting TAPS checks, the UDO will officially replace the 3CL Cadet assigned as the Cadet in Charge of Quarters (CCQ) at the CQ desk.

From TAPS until mandatory breakfast formation on weekdays, the CCQ may be in their room sleeping, but is on-call as needed. CCQs will attend breakfast formation and mandatory breakfast during their tour of duty on the subsequent weekday to back-brief the chain of command and next CCQ. CCQs are not excused from formations, classes, or other places of duty on the subsequent day unless events during their tour of duty result in less than four hours of consecutive sleep.

(2) Beginning at 0520hrs until TAPS checks on weekends, the CCQ will be present at the CQ desk in their company area. While the CDO is conducting TAPS checks, the UDO will officially replace the 3CL Cadet assigned as the Cadet in Charge of Quarters (CCQ) at the CQ desk. From TAPS until 0520hrs on weekends, the CCQ may be in their room sleeping, but is on-call as needed. As an exception, CCQs may sign out once daily for up to 90 minutes to conduct physical fitness during his or her tour of duty.

d. CQ Desk Requirements and Procedures.

(1) Staffing. The CQ desk must be always staffed from 1630hrs-0200hrs (weekdays) and 0520hrs-0300hrs (weekends) beginning Reorganization week and ending upon completion of Company close-out after the May Graduation ceremony. There is no requirement to man the CQ desk during Winter Leave or during Spring Break. Training staff will work with the 1SG, PSGs, and PLs to produce the Staff Duty roster that includes the 3CL Cadet in Charge of Quarters (CCQ), Second Class Unit Duty Officer (UDO), and First Class Company Duty Officer (CDO) no later than three weeks prior to each shift.

(2) [DA From 1594 \(Daily Staff Journal or Duty Officer's Log\)](#) procedures. Each CQ desk will begin a new [DA From 1594 \(Daily Staff Journal or Duty Officer's Log\)](#), each day to be maintained by the CCQ, UDO, and CDO, as each assumes CQ desk duties. The Cadet on duty at the CQ desk will update the [DA From 1594 \(Daily Staff Journal or Duty Officer's Log\)](#) with any significant acts, presence patrols, leader visits/checks, CDO checks, RDO checks, BDO checks, MP presence patrols, OC presence patrols, and cadet arrivals after TAPS.

(3) Furthermore, the Cadet will include actions taken to remediate issues observed during presence patrols. The cadet on duty at the CQ desk is also responsible for reading and understanding all memorandums and SOPs applicable to Cadet duty positions, completing the required tasks listed herein, tasks directed by the Company Commander and 1SG, as well as complying with guidance from CGR and the Tactical Chain of Command.

e. Accountability. The cadet on duty at the CQ desk is required to maintain accountability of all Cadets in the Company that are on leave, trip section, pass, and special pass. The Cadet on duty at the CQ desk will maintain a physical sign-out sheet and will conduct checks throughout the shift to ensure they have accurate accountability of who is in the company area. This is critical in the event of an emergency. The Cadet on duty at the CQ desk will work directly with the 1SG, Admin staff, and CDO to maintain accountability of who is in the company area at any given time.

f. Absence. The cadet on duty at the CQ desk is authorized to leave his or her post to conduct inspections or tasks the 1SG, Company Commander, or other superior authority assigns. They must leave a note on the CQ desk explaining the purpose of their absence, departure time, and expected return. The duty officer must find and provide a replacement for the Cadet on duty at the CQ desk to go to a meal.

g. Presence Patrols. The cadet on duty at the CQ desk is required to conduct a company presence patrol no less than every 60 minutes, regardless of the time of day, in addition to inspections. The purpose of the presence patrol is to identify barracks cleanliness deficiencies, check physical security measures, enforce TAPS, and to enforce ESP. Each presence patrol and its outcome will be logged on the [DA From 1594 \(Daily Staff Journal or Duty Officer's Log\)](#).

h. Tactical (TAC) Team Presence. The cadet on duty at the CQ desk is responsible for calling

the company to "Attention" when their company TAC Officer arrives/leaves daily and is responsible for calling the company to "At Ease" when their company TAC Non-Commissioned Officer arrives/leaves daily.

i. The Cadet on duty at the CQ desk is responsible for calling the company to "Attention" when any individual who is of higher rank than the highest-ranking individual in the company area enters the company area.

j. If an O-5/E-8 or higher enters the company area, the cadet on duty at the CQ desk will immediately alert the Company Commander, 1SG, and the TAC Team during normal duty hours. The cadet on duty at the CQ desk is responsible for aiding any officer or NCO who enters the building. When escorting the OC or any other Officer/NCO, prior to entering a room, the cadet knocks on the door as described above in this pamphlet for reporting indoors. This is done to ensure proper military procedures (reporting) are executed and to present a professional appearance. The Cadet on duty will log these visits on the [DA Form 1594 \(Daily Staff Journal or Duty Officer's Log\)](#).

k. Uniform.

(1) The Cadet on duty at the CQ desk will wear the Army Combat Uniform. Cadets are not authorized to change into the Army Combat Uniform until after 1600hrs or completion of the last duty during the week. Civilian Clothes and the Army Physical Fitness Uniform are not authorized uniforms for CQ desk at any time. This includes any cadet serving as a temporary replacement.

l. Duties. The Cadet on duty at the CQ desk priorities of work are:

(1) Check for completion of [DA Form 1594 \(Daily Staff Journal or Duty Officer's Log\)](#) and accuracy of sign-out book.

(2) Physical Security checks.

(3) Area cleanliness. The Cadet on duty at the CQ desk finds and assigns details to police the company area, clean up trash from company dinners, tidy boxes/bags around the dumpster, and keep the halls generally clean and free of trash or debris.

(4) ESP enforcement.

m. Personal work and reading.

(1) Decorum. The Cadet on duty at the CQ desk will compose themselves in a manner expected of any Cadet while ensuring that fellow Cadets follow the USCC and Army standards. He or she will set a good example in appearance, bearing, performance of duty, and personal conduct.

(2) *Media Use.* The CQ desk is not a place of leisure; it is a place of duty. Therefore, any use of media will in no way impede the Cadet's ability to perform their duties. The use of headphones is not authorized, to ensure the Cadet on duty at the CQ desk is attentive and always has situational awareness. Watching movies, tv shows, and playing video/computer games at the CQ desk is not authorized. Music may be playing at a level where only the Cadet on duty can hear it but only outside of ESP hours. The completion of all academic work is authorized in accordance with the priorities of work outlined in paragraph k of this section.

n. Emergencies. Any staff duty officer position is authorized to call for an ambulance, fire department, police, and other emergency departments, as necessary. However, they must notify the OC as soon as is practicable. The Cadet on duty at the CQ desk should make every reasonable effort to contact the OC before calling outside authorities unless it's a true fire or medical emergency. Additionally, the Cadet on duty at the CQ desk must notify the chain of command, to include the Company TAC Team, regarding any CCIR/SIR in accordance with BTD Policy Letter #1 (CCIR). The Cadet on duty at the CQ desk must immediately notify the CDO who, in turn, reports to the CO/XO/1SG of any hospitalization after normal duty hours. If the CO/XO/1SG are unavailable, the Cadet on duty at the CQ desk must notify the Company TAC team immediately and maintain accountability of any Cadets sent to the hospital for any

reason. In case of fire, the Cadet on duty at the CQ desk will assist the 1SG in assuring all Cadets vacate the building. Once the building is cleared, the Cadet on duty at the CQ desk will inform the CO and proceed to the formation. The Cadet on duty at the CQ desk will take the sign-out book to formation and take accountability.

o. The Company 1SG is responsible for the day-to-day maintenance of the CQ Desk binder. The binder will be issued daily to the incoming CCQ along with any specific instructions for the shift. As the binder is passed along, the Cadet on duty at the CQ desk is required to use, safeguard, and update the organized binder that includes at a minimum:

(1) [DA Form 1594 \(Daily Staff Journal or Duty Officer's Log\)](#) (logs in order by date with most recent on top)

(2) A trunk room key log ([DA Form 5513 \(Key Control Register and Inventory\)](#))

(3) All BTD Policy Letters

(4) Company Specific Policies

(5) Company Alert/Contact Roster

(6) Tactical Chain of Command phone numbers

(7) Important phone numbers (emergency, police, CGR, KACH, etc.)

(8) Sign-out roster

p. The CQ desk must remain clean and, at a minimum, trash and recycling must be taken to the dumpsters, the area wiped down, the floor swept and mopped, and expired food removed from the company refrigerators before the next day's duty shift begins.

q. Location of CQ Desk. The CQ desk must remain located in the hallway of the company area and when possible as permitted by the layout of the hallways, have a clear view of the company in all directions.

5-9. Central Guard Room

a. See the Central Guard Room SOP for duties and descriptions of all personnel on CGR.

b. The uniform for cadets assigned to CGR is the Army Combat Uniform (ACU).

5-10. First Class Club (FCC) Guards

a. Reporting to duty. Individuals from the duty company assigned to be FCC Guards will report to CGR at 1730hrs on the day of their duty and read this memorandum.

b. Admittance. Guards will apply a stamp to the left hands of personnel who are authorized entry to the First-Class Club, in accordance with Chapter 14 of this regulation (Alcohol and Alcohol Containers/Vessels) and Chapter 15 of this regulation (Privileges, Pass, and Leave). Guards will validate the appropriate class of the Cadet for entry and their age as being 21 or older via their Common Access Card. Three additional cadets will support First-Class Club entrance and exits and rove between the First-Class Club and the barracks.

Chapter 6

Inspection Policies

6-1. General

Inspections are conducted to ensure the readiness of living areas, serviceability of uniforms, and general health and safety of cadets. All inspections serving both as training events for leaders and as an assessment of the item(s) under inspection. Cadets being inspected along with their chain of command will ensure the accountability, cleanliness, serviceability, fit, and overall appearance of the inspected item. See the figure below for the different inspections and when they are conducted. Inspection periods, definition, and expectations are outlined below. Inspection checklists for rooms standards are located in USMA Pam 420-1 located on the

[USMA G5 Publications Library](#) page; inspections related to uniforms are located in the appendix section.

6-2. Inspection periods, definition, and expectations

a. Monday Morning Formation. During breakfast formation on Monday mornings (or the first duty day of the week), cadets will conduct a uniform and haircut inspection.

b. Uniform Inspection. Each unit will conduct a weekly personal appearance inspection for all Cadets. This inspection will focus on the following:

- (1) Wear, fit, and serviceability of the uniform.
- (2) Haircut; shave and sideburns.
- (3) ID tags and ID card.
- (4) Shined leather low quarters or leather pumps.
- (5) Proper inspection techniques of the chain of command.

c. Morning Inspection (AMI).

- (1) This morning inspection is conducted Monday through Friday from 0730-1200 hours.
- (2) All clothing and equipment will be displayed in accordance with the prescribed standards.
- (3) Sinks will be clean and dry, stopper will be down, beds will be made, desks will be clear of clutter and dust, all storage space will be neat and organized, shoes and uniforms will be displayed as directed, uniforms will be displayed as worn, the room will be free of trash and recycling, window shades will be up, wardrobe doors will be open, and room door will be open unless the Cadet is dressing.

(4) During AMI, companies may focus on the following: room, common area, and police call area improvement; updating work order statuses and submissions; and spot fixing items delegated to the Cadet level. Cadets may not sleep during the AMI.

d. Post Morning Inspection (PMI).

(1) PMI is the baseline standard that Cadet rooms must always meet unless a higher inspection standard is prescribed. Standards are the same as AMI except that the doors may be closed, shades may be down, and sinks may be wet with stoppers up. Cadets may sleep during PMI but when not sleeping, beds must be made. PMI is the standard during holiday periods, PIAD duration, and leave periods, and during transient barracks usage.

(2) Awarding PMI. Awarding of PMI is a command function. Cadet Commanders and First Sergeants may award PMI with TAC approval. Each company must establish and post a company policy letter governing what PMI may be awarded for. Each PMI recipient must display a PMI card signed by the Cadet commander or TAC Team. The card will be centered below the Cadet name tapes in the nametape bracket outside the door and will be removed immediately upon completion of the awarded dates. PMI cards must include reason issued and approval authority clearly printed.

e. Saturday Morning Inspection (SAMI).

- (1) SAMI will be conducted when directed by the chain of command.
- (2) The Cadet chain of command may direct that a room be in SAMI on additional days of the week to accommodate re-inspection of major deficiencies. During inspection, Cadets may sit behind their desks, read, or do homework, but the room must have one laptop open to the USCC Pamphlet 420-1 for the duration of the SAMI. They must also report to the inspecting officer regardless of the inspector's class.

f. OCIE/TA-50 Inspection.

(1) Bottom Layer. (Bottom-Top): Sleeping Pad, Gortex Cover, Cold Weather Cover, Sleeping Bag

(2) Top Row. (Sleeping Bag Level Left-Right): Assault Pack, Camelback, Rucksack, Kevlar, Eye-pro, Gortex Top, Wet Weather Top, Wet Weather Bottom, Poncho Liner, Poncho, Wet

Weather Bag, Rappel Gloves, FLC, Sleeping Bag Stuff Sack, IFAK, E-Tool

(3) Bottom Row. (Left-Right): Pro Mask, Waist Pack, Canteen Cup Pouch, Canteens, Magazines, BFA, IBA, Elbow Pads, Knee Pads, Ammo Pouches, Grenade Pouches, Rifle Cleaning Kit

(4) General.

(a) OCIE/TA-50 Inspection. Cadets are responsible for the proper custody, care, and safekeeping of OCIE issued to them. They must keep these items in a serviceable condition.

(b) OCIE/TA-50 will be inspected, inventoried, and documented. See below for a TA- 50 layout and inventory.

(c) OCIE/TA-50 will be stored in a Cadet's bed and the bed must be locked unless the Cadet is in the room.

(d) OCIE/TA-50 is inspectable within every Cadet's bed storage space during SAMI.



Figure 6-2. OCIE/TA-50 Layout

g. In-Ranks. In-Ranks inspection is a yearly inspection to ensure proper wear, fit, and serviceability of the seasonal dress uniform.

h. Authorizations from Inspection by the Chain of Command. All planned absences from a Uniform Inspection, SAMI, MAMI, OCIE/TA-50, or In-Ranks inspection must be made ahead. Cadets who will not be present for these inspections will make up the inspections in accordance with the “make ahead” timeline in table 6-1 below. Cadets that miss a command inspection for unplanned reasons such as a hospital stay must make-up the inspection at the earliest opportunity.

Inspection	Minimum Frequency	Purpose	Make-Ahead Requirements
AMI	Daily	Cleanliness, Inspection Standards	N/A
PMI	Weekly	Cleanliness, Inspection Standards	N/A
Uniform/ Haircut Inspection	Weekly	Wear/fit of uniform, Serviceability, inspection standards	Lunch Formation
SAMI	1 per term	Uniform & Equipment Inventory, BAG, Appearance, Cleanliness, Work Order status and submission, on the spot fix as necessary	T-1 Week Make Ahead
OCIE/TA-50	1 per term	Cleanliness, Serviceability, Accountability	T-1 Week Make Ahead
In-Ranks (Dress)	At Commandant's Discretion	Wear/fit of uniform, serviceability, inspection standards	T-1 Week Make Ahead

Table 6-1: Inspections Matrix

Chapter 7

Relationships and Social Engagements

7-1. Cadet Relationships

West Point demands Cadets to work and live together. Conflicts between professional and personal relationships inevitably arise, and cadets must resolve such issues with maturity, respect for rank, and concern for the good order and discipline of the unit. All Cadets share the responsibility for maintaining professional relationships. However, in any relationship between cadets of different position or rank, the senior cadet is generally in the best position to terminate or limit the extent of the relationship. Nevertheless, all members may be held accountable for relationships that violate the following criteria.

7-2. Sexual Intercourse on the West Point Military Reservation

a. Sexual intercourse (vaginal, oral, anal, and hand-assisted) is strictly prohibited for cadets on the West Point Military Reservation (e.g. barracks rooms or trunk rooms) or any land/building leased or used by West Point, including Camp Buckner, Camp Natural Bridge, and any training areas, and MWR facilities.

b. Sexual intercourse (vaginal, oral, anal, and hand-assisted) is strictly prohibited for cadets

away from USMA on official business and/or traveling on orders, including but not limited to Trip Sections, AIADs, and CTLT.

7-3. Romantic Activity

a. Any other forms of romantic activity (kissing, fondling, cuddling, inappropriate touching) are prohibited for cadets on the West Point Military Reservation.

b. *Public Display of Affection (PDA)*. At all times, in or out of uniform, cadets must remain professional in their conduct and appearance. Affectionate physical contact with a guest or another cadet in public on the West Point Military Reservation (WPMR) such as holding hands or sitting with an arm around waist or shoulder is not permitted.

c. To accompany or escort another person a cadet may offer the left arm, and a guest may take it when walking conditions warrant. Walking arm-in-arm, however, does not preclude the requirement to render proper military courtesies. Cadets are responsible for the conduct and decorum of their guests while they are visiting West Point.

7-4. Fraternization.

a. Cadets are prohibited from engaging in inappropriate relations with any permanent party personnel, whether military or civilian, stationed at USMA, USMAPS cadet candidates, or any other Soldiers or Officers assigned temporarily to West Point to provide training or recruiting efforts, in accordance with the USMA Sponsorship policy, located on [USMA G5 Publications Library](#) page. This prohibition applies from the time an application to USMA is submitted, until six months past a cadet's graduation date. All prohibitions between trainers and trainees, as identified in AR 600-20, paragraph 4-15, apply unless specifically stated otherwise in the USMA Sponsorship policy.

b. Cadet Candidates stationed at the United States Military Academy Preparatory School are considered permanent party for the purposes of this paragraph. Inappropriate relations with a Cadet Candidate are strictly prohibited.

7-5. Prohibited Upper-Class/4CL Relationships

a. In addition to the prohibitions regarding relationships between Cadets and Non-Commissioned or Commissioned Officers, fraternization between Upper-Class and 4CL Cadets is prohibited.

b. The term "Upper-Class Cadet" used elsewhere in this section includes all Third, Second, and 1CL Cadets, including those of the rank Private First Class. This policy applies to both opposite-gender and same-gender relationships. In the context of USCC, relationships between Cadets of different rank are prohibited if they:

(1) Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command.

(2) Cause actual or perceived partiality or unfairness.

(3) Involve, or appear to involve, improper use of rank/position for personal gain.

(4) Are, or are perceived to be, exploitative or coercive in nature.

(5) Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the unit to accomplish its mission.

c. Dating, shared living accommodations other than those directed by operational requirements, intimate or sexual relationships and platonic relationships between Upper-Class and 4CL Cadets are strictly prohibited, unless the relationship meets the criteria to be considered a prior relationship.

7-6. Social media or online relationships between Upper and 4CL Cadets, or Cadets and

Non-Commissioned or Commissioned Officers

a. Upper-Class and 4CL Cadets will not interact on social media, including, but not limited to, 'following' one another on Instagram, "liking" posts, Direct Messaging, or becoming 'friends' on Facebook, Twitter, or Snapchat.

b. Cadets will not interact with permanent party Non-Commissioned or Commissioned Officers on social media, including, but not limited to, 'following' one another on Instagram, "liking" posts, Direct Messaging, or becoming 'friends' on Facebook, Twitter, or Snapchat.

c. This prohibition does not apply to situations in which an Upper-Class Cadet represents a West Point organization, such as a Cadet Company, club, or team.

d. This prohibition does not apply to official, organizational, or professional social media accounts such as the official West Point Twitter, or the Commandant's official Instagram account.

7-7. Undue Familiarity

Relationships that cause undue familiarity are prohibited amongst cadets, staff, and faculty. Examples of undue familiarity between Upper-Class and 4CL Cadets that may become "undue" include repeated prolonged non-duty related interactions such as socializing at bars, nightclubs, eating establishments, airports, while on pass, or while on leave. Other examples of undue familiarity include but are not limited to having a 4CL Cadet serve as a designated driver, having 4CL Cadets purchase items for Upper-Class Cadets, and Upper-Class Cadets excessively borrowing uniform pieces from 4CL Cadets.

7-8. Ongoing business relationships

Ongoing business relationships between cadets are prohibited. Examples of ongoing business relationships include but are not limited to borrowing or lending money, and commercial solicitation. This does not apply to one-time purchases such as the sale or purchase of an automobile, textbooks, or company stores. Such relationships are prohibited.

7-9. Dating or Personal Associations between Cadets and non-Cadet personnel

a. Professional and social associations between officers, NCOs, civilian staff / faculty, and cadets play an important role in the education and socialization of Cadets.

b. Participation in these professional associations is encouraged. Dating and/or overly familiar relationships, however, whether actual or perceived, erode the value of these professional associations and are prohibited. In accordance with Army policy AR 600-20 Army Command Policy for officers, cadets are prohibited from dating and or engaging in an overly familiar relationship with officers, warrant officers, NCOs, and civilian staff/faculty permanently or temporarily assigned to West Point or visiting West Point.

c. Only the Superintendent or his delegate may approve an exception to this policy for Cadets who have a prior existing relationship with a member of the staff and faculty (i.e. a cadet and a graduate assistant). In these cases, the cadet must submit a written memorandum through his/her chain of command requesting authorization to participate in said relationship.

7-10. Prior Relationships and Team/Club Friendships

a. Friendships that existed prior to the 4CL Cadet's entering USMA and social relationships derived from being on Competitive Club/Corps Squad Teams or DCA club activities may be formally permitted if both Cadets are not assigned to the same company.

b. The senior cadet will, in these instances, forward a written request for TAC Team approval of this relationship through his or her cadet company commander to both his or her TAC officer and the TAC officer of the junior cadet. The request must be approved by both TAC officers in

order for the request to be approved.

c. Approval does not eliminate the responsibility of both cadets to interact such that the expression of friendship will not cause the perception of improper bias, favoritism, or a lack of professionalism.

7-11. Conduct within the Sponsorship Program/When Visiting Staff and Faculty

The USMA Cadet Sponsorship Program, both formal and informal for all classes, allows sponsors the unique opportunity to influence and assist cadets with their social skills, provide mentorship, and an opportunity to interact with West Point personnel in an environment that is more relaxed than interactions in an academic or training environment. Know that in every situation, cadets will look to their sponsors to set the example. Cadets are taught to watch the example of someone senior to them if they are unsure of how to act in a social situation. The 4CL Sponsor Program is just one part of the entire Sponsor Program. A primary goal of the 4CL Sponsor Program is to assist 4CL Cadets (plebes) in realizing that the Army lifestyle involves families, homes, and an environment not all that different from what they knew as civilians just a few months earlier. Sponsors are assigned to plebes in a formal process. The Sponsor Program covers not only the assigned sponsors for the fourth class but also all sponsor relationships, whether formed in the classroom, on teams and clubs, or in other social contacts (family, friends, prior service, etc.). For more information about the program see the West Point Policy Memorandum for Cadet and Cadet Candidate Sponsorship Policy located on [USMA G5 Publications Library](#) page.

a. A cadet's personal relationship with staff and faculty members, official mentors, and their families, is expected to be exemplary with respect to social behavior and conduct.

b. Cadets are expected not to extend any visit to inconvenience their host or hostess. Although junior to their host or hostess, cadets are expected to take the initiative to inform their host or hostesses of standards expected of the Corps of Cadets.

c. Cadets will not bring along your roommate or a date if the host/hostess has not included them on the invitation.

d. Within 48 hours of receiving an invitation or by the host's deadline, cadets should respond if they can or cannot attend an event. Cadets must let their host know their response, whether it is "yes" or "no." Cadets should respond in kind to invitations, in that, formal and informal invitations require a written response, telephonic invitations require a telephoned response, and email/text invitation should elicit a response by email/text.

e. The mentor, parent, sponsor, or spouse must be present during quarter's visitation. Cadets whose parents reside on post may be present in their parent's quarters, when authorized, if their parents are absent. Cadets are not authorized to baby-sit, pet-sit, or perform other services for hire.

f. All military courtesies extended in the classroom and duty environment should apply in the sponsor's and/or staff and faculty member's home. Cadets should address staff and faculty as "sir" and "ma'am," not "John" and "Diane."

g. Cadets will wear uniforms in accordance with their class privileges and as outlined in this pamphlet located. 4CL Cadets may bring the APFU or the CCFU to wear while in a staff and faculty or sponsors quarters to participate in leisure activities while at the residence. If cadets depart the residence for any reason the expectation is that the cadet changes back into the uniform in accordance with their class privileges.

h. Cadets should send thank you notes after being hosted.

(1) The thank you note should be hand-written, addressed to both the host and hostess, and mailed to the home – not to the office.

(2) The thank you note should be mailed not later than 48 hours after the event.

The note should be brief, personal, and sincere.

Chapter 8

Academic Conduct

8-1 General

a. Cadets must understand that they alone bear the responsibility for completing an approved academic program and meeting all academic requirements for graduation.

b. The Academic Program in the Redbook located on [USMA G5 Publications Library](#) page provides information on graduation requirements related to academics to include, descriptions of the core and elective programs, enrollment and scheduling procedures, course descriptions, academic counseling, and related matters.

c. The Dean of the Academic Board policy index is located at <https://portal.westpoint.edu/dean/Pages/DPOMs.aspx>. Access this link for information regarding the following topic areas: Term End Examinations Procedures and Exceptions, Academic Program Score, Disposition of Academically Deficient Cadets, and Summer Term Academic Program (STAP) Guidance.

d. Cadets will ensure that they possess all required textbooks, course materials and accessories prior to the start of each academic course, except for any materials designated for issue in class. Cadets will not rely on others' materials; they must have sole use of required items for the entire term.

e. Cadets will conform to the highest standards of ethical behavior and military bearing in the performance of their academic duties.

f. Cadets will treat every member of the faculty with the courtesy appropriate to commissioned officers.

g. The primary responsibility for achieving satisfactory academic performance rests with each cadet. To meet this responsibility, cadets are obligated to know their academic status, manage their time, and establish effective priorities. Performance of academic duties is a significant part of preparing to become an Army officer. The standard for performance of academic duties is the same as that for the performance of duties as a military officer.

h. The uniform for classes will be the duty uniform, with exceptions made for injury and special class functions that occur during the class day.

i. Cadets will leave outer garments and bags in the hallway. Professors may, at their discretion, allow outer garments in class when environmental conditions warrant. Outer garments include Black Jacket, Sweater, ACU ECWCS Coats, and any other outer garment included in USCC Regulation 670-1.

j. The uniform for additional instruction (AI) is the duty uniform.

8-2. Instructor Authority

Military customs and courtesies will be maintained in academic settings. Cadets will not leave any place of instruction without the permission of their instructor. If they feel a need to leave the room for any reason, they will obtain the instructor's permission before departing.

8-3. Examinations

See the Dean's Policy and Operating Memoranda reference Classroom and Related Departmental Procedures.

a. Exam Attendance.

(1) All cadets, except those officially excused, will take Written Partial Reviews (WPRs) as scheduled. Cadets are officially excused from attendance at regularly scheduled WPRs only for

the following reasons:

- (a) Medically excused by the USCC Surgeon.
- (b) On emergency leave or special pass.
- (c) Participating in trip sections for a Competitive Club Team or Corps Squad competition.
- (d) Participating in a Cadet Public Relations Council (CPRC) trip.
- (e) Participating in honor investigative hearings.
- (f) Appearing before an investigating officer for misconduct or possible UCMJ action.

b. WPR Rescheduling. Arrangements for taking a WPR at alternate times should be coordinated as soon as possible after the conflict is determined, but no later than 48 hours prior to the regularly scheduled exam period.

(1) Department Heads may require Cadets to make ahead or make up a scheduled WPR regardless of their reason for absence.

(2) When a conflict with a WPR may result, cadets will not volunteer for official duties without prior approval from the department concerned.

(3) If Cadets have more than one graded requirement occurring during the same time (i.e. lab and WPR during the same Dean's hour block), they will alert the two departments no later than 48 hours prior to the event. Graded events that cannot be rescheduled will take priority over graded events that can be made-ahead or made-up.

c. Hospitalized Cadets. Hospitalized Cadets unable to prepare for, or take, a WPR as determined by the USCC Surgeon will be excused. Cadets will notify the department concerned that they are medically excused as soon as practically possible.

(1) Hospitalized Cadets unable to attend class, but not medically excused by the USCC Surgeon, may be required to take a WPR.

(2) Cadets may request to take an examination even though they are eligible to be excused for medical reasons, if the USCC Surgeon approves.

8-4. Additional Instruction (AI) and Tutoring

See the Dean's Policy and Operating Memoranda reference Classroom and Related Departmental Procedures.

a. Scheduling AI. AI may be scheduled in accordance with the Academy schedule (USMA REG 1-1). Departments are encouraged to arrange times for AI that are mutually agreeable to cadets and the department, particularly in the cases of cadets who bear heavy institutional responsibilities. AI will not be conducted during Evening Study Period (ESP) without prior approval from the Dean. AI will not take precedent over other places of duty including formation times or other duties as determined by the Company TAC Team.

b. MacArthur Time. AI will not be scheduled during MacArthur Time. Participation in the Sports Education program (i.e. Company Athletics, Competitive Club teams, Corps Squad teams) is mandatory.

c. AI as Place of Duty. Though AI is optional, once cadets schedule appointments or otherwise commit to AI at a specified time, attendance becomes mandatory, and Cadets will be reported if absent. Cadets are responsible to avoid conflicts or resolve any that occur.

d. Department of Physical Education (DPE) AI. Cadets are responsible for requesting and attending DPE AI. Some courses may publish a predetermined schedule at the beginning of the round of instruction. Cadets may choose to attend any number of sessions. Additional instruction may be offered in individual or group settings, depending on the course, material and activities presented.

8-5. Tutoring

See the Dean's Policy and Operating Memoranda reference Classroom and Related

Departmental Procedures.

a. General. Tutoring covers all supplemental instruction not included in AI. It is authorized for all cadets and is normally voluntary. Cadets may receive tutoring individually, as part of organized cadet groups, while confined to the hospital, or during trips away from West Point. Exceptions to this policy must receive prior written approval of the Dean.

b. Company Tutoring Programs. The USCC chain of command in conjunction with the Center for Enhanced Performance (CEP) manages company programs in which tutoring is conducted by other cadets. Cadets must keep the chain of command informed of any tutoring events, whether as tutor or tutee.

c. Group Study Sessions. Group study sessions are permitted under the oversight of the Company Academics Officer. All group study sessions will take place in common areas and will conform to the regulations listed in this pamphlet.

d. Payment. Cadets and USMA personnel may not accept payment for tutoring.

e. Documentation. When assistance is provided on any assignment that will be submitted to an instructor, tutors must caution tutored cadets regarding their obligation to document all assistance received.

8-6. Evening Study Period

Cadets are expected to create an environment within the barracks consistent with the intent and spirit of the Evening Study Period. This includes not playing loud music or participating in activities that will detract from facilitating studying conditions.

a. Evening study period (ESP) is defined in USMA Reg 1-1 Administration Scheduling Activities located on the [USMA G5 Publications Library page](#).

b. First and Second Class Cadets.

(1) In addition to academic preparation, First and Second-Class Cadets are authorized to conduct such activities as chain of command duties and individual physical training. They will not task 3CL and 4CL Cadets to complete any chain of command duties or requirements during ESP.

c. Third and Fourth Class Cadets.

(1) The expectation is that all Third and Fourth Class Cadets are engaged in study and homework during ESP.

(2) To this end, restrictions on Third and Fourth Class Cadets include, but are not limited to, the following:

(a) Conducting physical training in or out of Arvin Cadet Physical Development Center except to prepare for mandatory Physical Education courses and/or the ACFT under the supervision of their Company Physical Development Officer or NCO with Company TAC Officer/ NCO Approval.

(b) Conducting chain of command activities to include 4CL duties.

8-7. Center for Enhanced Performance (CEP)

Cadets requiring tutoring or assistance from the Center for Enhanced Performance are permitted to utilize these facilities with the permission of the chain of command and oversight from the Company Academics Office.

8-8. Lectures

a. Courtesy to Lecturers.

(1) Cadets will remove outer garments and hang them outside the lecture hall.

(2) Cadets will be seated no later than five minutes before a lecture is scheduled to begin.

(3) When specified, cadets will sit with their companies or per seating charts. Otherwise,

cadets will fill seating from the front of the lecture hall.

b. Etiquette.

(1) All cadets will observe proper standards of etiquette when the official party enters and exits the auditorium.

(2) When a lecturer or guest speaker enters and moves toward the stage or lectern, all attendees present, will come to the position of attention and remain so until told otherwise.

(3) Attendees will not leave a lecture for a drink of water or to otherwise take a break. Cadets may use the latrine only in case of an emergency.

c. Questioning.

(1) When addressing a question or comment to the lecturer or guest, Cadets will stand and state their name and company (i.e. Sir/Ma'am, Cadet Smith, Company B-4) before proceeding with their question or comment.

(2) The cadet may be seated after the question has been asked but will stand again before asking a follow-on question or thanking the individual.

8-9. Class Excusals

a. Excusals from Class. Cadets may be excused from class only by the Superintendent, Dean (only classes taught by academic departments), Commandant (only classes taught by DMI, DPE and SCPME) and, CEP, CPD, and USCC Surgeon (for illness or physical disability).

b. Alternate Arrangements. Cadets who need to attend a scheduled class at a time other than their scheduled section must obtain approval from their instructor and comply with all additional requirements. Cadets will not petition to attend a class at an earlier hour to arrange early departure on pass or leave. Additionally, Cadets must notify the chain of command, to include the TAC Team, of any alternate class arrangements.

c. Illness. Cadets who become ill during class in a way that prevents further participation will inform the instructor. The instructor will release the Cadet who will proceed immediately to sick call.

d. Physical Education Class Attendance for Corps Squad Athletes with Games. Corps squad athletes will attend DPE classes on days of competition unless they have previously coordinated their absence with the instructor. At the beginning of class, they will notify their instructor of the scheduled competition and then will participate in the class as directed by the instructor. Injured Cadets will be present for the class attendance report and will comply with directives issued by the instructor. See USMA REG 350-12 located on the [USMA G5 Publications Library](#) for more details.

e. Academic Trips. Cadet participation in educational trips, whether mandatory or voluntary, becomes a duty upon TAC team approval and appearance of the Cadet's name on the trip roster. Cadets must participate in the trip unless they are:

(1) Excused by the Superintendent, Dean of the Academic Board, or sponsoring academic department. The Commandant of Cadets, Director of Intercollegiate Athletics, or the head of an academic department may object, for cause, to a Cadet's participation (such objections will be considered on a case-by-case basis).

(2) Scheduled to take a WPR during the period of the trip. If prior arrangements to take the WPR at an alternate time have been made with the academic department, or waived by the department, a Cadet may then participate. The responsibility for obtaining waivers or establishing alternate times for WPRs rests with the Cadet.

(3) A member of a corps squad team that has a scheduled competition or practice for a scheduled intercollegiate competition for which a trip section has been put in and approved.

f. Attending Class in Departure Uniform. If a Cadet is assigned to a trip section that departs

immediately following a class, allowing insufficient time to change into the proper uniform, the Cadet may attend class in trip section uniform if it is one level above "As For Class" uniform.

g. Team Trip Sections. Members of teams departing for an away competition will attend as much academic instruction as possible. Cadets may request an early release from their instructors, but they may not leave earlier than thirty minutes prior to assembly for trip departure.

Chapter 9

Mess Hall Conduct

9-1. General Mess Hall Standards

- a.* Portions of this Chapter are also included in USCC Circular 351-2
- b.* During mandatory meals, the Cadet Mess Hall is the place of duty for all Cadets. Cadets will march to the mess hall after accountability formations.
- c.* Cadets are not authorized to miss a mandatory meal unless they are on an approved trip section, guard duty, or have TAC approval. TAC approval authority for missing mandatory lunch or breakfast is delegated from the BTO in alignment with USMA Regulation 1-1.
- d.* Duty uniform is the only authorized uniform for wear during mandatory meals; Gym-A's and athletic uniforms are permitted if clean and serviceable.
- e.* Backpacks are authorized in the Cadet Mess and will only be placed underneath the table for safety measures. Bags will not be placed behind any chair in the Mess Hall at any time. Under no circumstances will backpacks be left unattended at any time in the Cadet Mess.
- f.* Cadets will not throw any items in the mess hall and will always act professionally.

9-2. Table Commandant Responsibilities

- a. Table Commandant.* The Table Commandant, as a representative of the chain of command, is responsible for the conduct and decorum of the cadets assigned to his/her table.
 - (1) The Table Commandant will ensure that upper-class cadets and 4CL Cadets fulfill their responsibilities under the West Point Leader Development System while in the mess hall.
 - (2) The Table Commandant will ensure that cadets and 4CL cadets maintain proper etiquette and behavior at the table. At a minimum, the following standards will be enforced:
 - (a) Napkin placed in lap and eyes on the table.
 - (b) Correct placement and use of utensils.
 - (c) Chew an appropriate-sized portion with mouth closed.
 - (d) No talking while chewing.
 - (e) Elbows are to remain off the table.
 - (f) Proper posture: sit up straight - don't slouch.
 - (g) Bring the food to your mouth, not your face to the plate.
 - (h) Do not eat until everyone else is served.
 - (i) No reaching for or throwing items across the table (condiments, etc.)
 - (j) No banging pitchers, bowls, plates, waving napkins when greeting guests of the Corps, and slamming chairs on the ground.
 - (k) When serving food or taking food from the table, take only 1/10th of the amount served. Only take more after offering to divide the extras between the other table members.
 - (l) Respect the Mess Hall workers and their work; accordingly, keep the table neat and avoid spills and messes.
 - (3) The Table Commandant must ensure that each member of his/her table is permitted to eat a full and sufficient meal without undue time constraints. The meal is not to be used as a reward

or punishment.

9-3. 4CL Mess Hall Conduct

- a. The Mess Hall is NOT a fall-out zone.
- b. Plebes are not permitted to speak unless seated at a table or being spoken to by an upperclassman.
- c. Plebes must cup their hands when walking and standing in the mess hall. Plebes must greet upperclassmen in the Mess Hall.
- d. Table Duties
 - (1) "Cold Beverage Corporal" (Sits at the end of the table opposite the Table Commandant).
 - (a) Will announce the preferred beverage for the meal using the following format:
"SIR/MA'AM, THE BEVERAGE FOR THIS MEAL IS _____. WOULD ANYONE NOT CARE FOR A GLASS OF ICE, SIR/MA'AM?"
 - (b) Serves beverages as requested and distributes glasses to the table.
 - (c) Keeps the table supplied with cold beverages.
 - (d) Upon receipt of additional cold beverages, the "Cold Beverage Corporal" will announce:
"SIR/MA'AM, THE ADDITIONAL _____ IS ON THE TABLE."
 - (e) Upon completion of all table duties, the "Cold Beverage Corporal" will address the Table Commandant according to the following format: "SIR/MA'AM, THE FOURTH CLASS CADETS AT THIS TABLE HAVE PERFORMED THEIR DUTIES AND ARE NOW PREPARED TO EAT," unless otherwise directed. Once Table Commandant has confirmed that all duties have been complete, the proper reply will be "EAT."
 - (2) "Gunner" (Sits to the immediate left of the "Cold Beverage Corporal").
 - (a) Cuts the dessert at the appropriate time according to the following procedure: "SIR/MA'AM THE DESSERT FOR THIS MEAL IS _____. WOULD ANYONE NOT CARE FOR _____ SIR/MA'AM?"
 - (b) On receipt of the information needed, cuts the required number of pieces, then announce: "SIR/MA'AM, THE DESSERT HAS BEEN CUT. THE DESSERT TO CADET _____ FOR INSPECTION PLEASE, SIR/MA'AM. *The inspecting cadet will be designated by the Table Commandant. *
 - (c) Upon receipt of additional food, the "Gunner" will announce: "SIR/MA'AM, THE ADDITIONAL _____ IS ON THE TABLE."

9-4. Floaters

- a. Table Commandants must stand and hold up the number of fingers corresponding to the number of open seats at their table after being told to take seats.
- b. If a table is floated, Cadets are not authorized to leave the mess hall, but must search for an open seat through the wings of the mess-hall.

9-5. Taking Seats

- a. No Cadet may take their seat until the order to take seats.
- b. No eating is authorized before the order to take seats.
- c. Plebes will stand behind their chairs at parade rest until attention to orders and will adhere to all standards listed in this Chapter.
- d. Plebes are responsible for setting the table prior to the meal.
- e. 1CL Cadets may leave the meal following the announcement of "REST" and the illumination of the number '1' light at the base of the poop deck.
- f. 2CL Cadets may leave at the illumination of the number '2'
- g. 3CL at the illumination of the number '3'

h. 4CL Cadets may leave the meal following the announcement of “BRIGADE RISE” and the illumination of the number ‘4’ light.

9-6. Guest Meals

a. Guest Meals (Official).

(1) Cadets of all ranks may invite and escort a member of the staff and faculty (military or civilian), an official civilian guest (official as deemed by Protocol or Academy Relations), or a member of the Armed Forces, to dine with them in the Cadet Mess for meals specifically designated as official guest meals.

(2) Coordination must be made through the USCC G4.

b. Guest Meals (Informal).

(1) An informal meal is defined as lunch and dinner on Saturdays and brunch on Sundays or holidays. The only exception to this rule is when there is an official class weekend (i.e., Ring Weekend, Yearling Winter Weekend, 500th Night, 100th Night, or Graduation Week), and guest meal tickets are not authorized during these times.

(2) 3CL Cadets and above may invite and escort guests, otherwise not listed above, to meals specifically designated as informal meals.

(3) Each Cadet is authorized a maximum of five informal meal tickets.

(4) The exception for 4CL Cadets is during Plebe Parent Weekend (PPW) when they are authorized to escort guests to informal meals.

c. Plebe Parent Weekend is the only authorized official class weekend where guest meal tickets may be purchased from Pentagon Federal Credit Union. Plebes do not need an authorization from USCC G4 to purchase tickets for PPW and are not limited on the number of tickets they can purchase, unless otherwise directed by the BTO.

9-7. Optional Dinner Uniforms

a. Cadets may wear APFUs, CCFUs, Company Athletic Uniforms, Club Team Uniforms, or ODIA/AWPAA Uniforms into the mess hall to grab food during optional dinners following company athletics or Competitive Club/Corps Squad practice.

b. They may sit down in the mess hall wearing the uniforms listed above if they are clean and serviceable. Cadets will conduct proper hygiene and change into clean APFUs/CCFUs prior to sitting down to eat.

c. 1CL Cadets may wear civilian clothes in the mess hall beginning at the completion of their last duty on Saturday through Recall Formation.

Chapter 10

Control of Firearms in Central Post Restricted Area (CPRA)

10-1. General

Privately-owned weapons (POWs), firearms, and ammunition will not be brought into or stored in the CPRA. Privately-owned weapons, firearms, and ammunition will be stored before and immediately after use in the Cadet Arms Storage Facility. Privately-owned weapons are prohibited from being stored in the CGR at any time. Ammunition, pyrotechnics, and tactical training aids from Cadet Summer Training are also not authorized in the barracks.

a. No munitions or pyrotechnics, to include any class of fireworks (an ignition type device), are authorized in the CPRA. Any munitions coming into the possession of a cadet will be turned-in immediately to the TAC Team or OIC.

b. Cadets carrying firearms and other dangerous weapons outside those areas under the command of the Superintendent, USMA, must comply with applicable state laws. Sections 1896

and 1897 of the New York Penal Law, State of New York, prohibits the possession and carrying of dangerous weapons. The possession of an unloaded pistol without written license issued by the appropriate New York State authority is a misdemeanor. The carrying of a loaded pistol, or pistol with ammunition, without written license by the appropriate New York State authority is a felony.

c. Registration of Privately-Owned Weapons, Firearms and Ammunition. All privately-owned weapons, firearms, and ammunition will be registered within five working days after arrival or acquisition with the Provost Marshal, Department of Emergency Services (DES), USMA, in accordance with USMA REG 190-3 (Firearms and Other Dangerous Weapons) located on [USMA G5 Publications Library](#) page. Cadets will use the [West Point Weapon Registration Form](#) to register their weapon IAW USMA REG 190-3 and coordinate with their TAC Officer for signature as the "Unit Commander" on the form.

d. POW Storage

(1) The storage facilities used to store these weapons must meet all applicable Army Regulations, as does the USCC Arms Room, and be inventoried by an E7 or above specifically not involved with that club. This policy does not exempt cadets from registering their privately-owned weapons in accordance with Army Regulations and USMA Regulations.

(2) Weapons, firearms, and ammunition may be drawn from the Cadet Arms Room between 0800-1600 hours, Monday through Friday, for use and/or maintenance. Cadets must have signed authorization from their TAC Team giving authority to remove the weapon, firearm, and/or ammunition each time they are removed.

(3) Weapons, firearms, and ammunition boxes will be plainly marked with the owner's name, class, and company.

e. Cadets are prohibited to borrow weapons from other cadets or from USMA staff and faculty.

10-2. Hunting Season

During hunting season, a Cadet may temporarily store his or her privately owned weapon, firearm, and ammunition in the home of a staff or faculty member.

a. Each Cadet will submit a written request seeking authorization that must be approved by his or her TAC Team, prior to removing the weapon.

b. Authorization will include name of sponsor, rank, quarters address, type of weapon and inclusive dates for temporary storage.

c. The staff or faculty member is individually responsible that they are IAW all Director of Emergency Services (DES) policies for firearms storage.

10-3. Hobby Weapons

Pellet guns, BB Guns, Airsoft guns, or any similar type of hobby weapons are not authorized in the CPRA at any time. This includes storage in trunk rooms or cadet rooms, as well as use of such items.

10-4. Weapons Clubs

Weapons Clubs include those recognized Directorate of Cadet Activities clubs that use firearms as part of their primary club activities are permitted to use cadet POW's. These clubs include the Pistol Club, Combat Weapons Team, and the Skeet and Trap Team and will adhere to USMA REG 190-3 (Firearms and Other Dangerous Weapons) located on [USMA G5 Publications Library](#) page. Paint guns used by the Cadet Clubs will be stored in accordance with club rules. They will not be brought into cadet rooms or the CPRA.

10-5. Security of Government Property and Weapons

Cadets will safeguard all Government property. The Company Security Officer is the principal staff officer for coordinating physical security. Each Cadet will memorize his/her weapon serial number. Squad leaders, section leaders, platoon leaders, and company commanders will maintain a serial numbered roster of the rifles and sabers assigned to their subordinates.

a. Weapons Roster. The Company First Sergeant will provide the cadet in charge of quarters (CCQ) with a roster of all weapons, to include rifles, sabers, and dress bayonets, that should be present in each Cadet room in the company.

b. Inventories will be conducted as follows:

(1) Squad leaders will conduct a weekly inventory of rifles/sabers and bayonets by serial number and report the results to their platoon leader. Platoon leaders will report weekly inventory results to the Company First Sergeant.

(2) The Company Commander or designated Cadet officer (a different one each consecutive month) will conduct a 100 percent serial numbered inventory of all rifles and sabers each month.

(3) Weapons Receipt. All Cadets will be issued a [DA Form 3749 \(Equipment Receipt\)](#) which they will surrender when drawing their weapon from the Arms Room. The armorer will return the weapons receipt to the Cadet when the weapon is returned.

(4) Weapons Turn-In Requirement. Cadets will turn in their weapons to the Arms Room anytime they are absent from the company area for more than three days.

Chapter 11 Spirit Missions

11-1 General

Spirit missions are activities to demonstrate pride and esprit de corps. The fact that a Cadet is on an authorized spirit mission does not constitute a defense to a violation of the UCMJ or a bar to financial liability for any property damage. Symbols (flags, banners) and mascots of opposing teams or other Cadet companies will not be physically harmed, removed, or captured. Cadets are authorized to engage in spirit missions that meet the following criteria:

a. Rules of Engagement.

(1) Spirit missions must be chain-of-command approved by a Cadet Captain, led by a team leader or higher, team-focused, non- destructive, safe, and respectful.

(2) A successful spirit mission means that the Cadets conducting it obtained the desired item and brought it to their Company's CCQ desk. The Cadet on duty at the CCQ notifies the Company Spiritivities Officer and Company Commander, who record that the item that was taken.

(3) Once recorded, the item must be returned to the other Company's CCQ immediately. A tracker is kept for the entire BDE that ranks Companies based on the number of successful spirit missions.

(4) All spirit missions must include a recovery/clean-up plan. Cadets must ensure that spirit missions do not become videos that are posted to social media sites.

(5) Any action whether recorded or not, must be free of any disrespectful conduct that could in any way tarnish their role as a future commissioned officer or the image of USMA.

(6) All cross-academy spirit missions must receive BTO approval. Involvement of live animal mascots is prohibited during spirit missions.

(7) Monuments and Historical Items. All monuments or historical items are off- limits to spirit missions. Spirit activities must not cause physical harm to people, damage to property, or bring discredit upon the USMA. Cadets are responsible for knowing and following any memoranda of agreements between the Commandant and the leaders of other service academies.

b. Rewards. Companies provide their own incentives for spirit missions. At the end of each semester recognition is provided to the top 2 companies according to the Spirit Mission tracker. The BDE leadership determines the rewards for these companies.

Chapter 12

Privately Owned Vehicles

12-1. Maintaining and Operating a POV on West Point

a. Maintaining a vehicle is defined as possessing a POV located on post or within off post privilege limits for more than 24 hours while not on approved leave. Cadets may only maintain one (1) POV on West Point (e.g. one vehicle, one motorcycle)

b. Operating a vehicle is different from maintaining a vehicle. While maintaining a vehicle generally refers to its possession and storage as defined above, operating a vehicle is defined as actual use of a vehicle by an operator for the vehicle's intended use. An operator is not always necessarily the owner.

c. All cadets will adhere to adjacent installation policies related to the maintenance, operation safety, and storage of any privately owned vehicle or alternative method of mobility/transport.

12-2. Vehicles Authorized

Trucks, sedans, bicycles, motorized scooters IAW applicable installation/garrison policies.

12-3. Restrictions

Cadets are not authorized to maintain Boats, RVs, Buses, or jointly owned vehicles, such as party vans or club vehicles, within the walking privileges limits.

12-4. Eligibility

a. *By Law*. Only Cadets with a valid state driver's license, registration, and proof of insurance are authorized to maintain a POV on post.

b. *By Class*. Only the following Cadets are authorized to register, operate, and maintain a POV on West Point:

(1) 1CL Cadets.

(2) 2CL Cadets.

(a) 2CL Cadets are authorized to maintain and operate a POV upon return from Spring leave.

(b) 2CL Cadets that are Cadet NCOs in the duty position of Company first sergeant and above (this includes all positions of Sergeant Major from BN to Brigade) in good standing are authorized to operate a personally owned vehicle at USMA during the Fall semester and Spring semester.

c. *By Standing*.

(1) Cadets who are not in good standing and/or have loss of privileges will not bring a car to West Point to maintain or operate it, regardless of rank.

(2) Cadets whose demotions and/or loss of privileges causes them to become ineligible, after having brought a car to West Point while they were eligible, are authorized to maintain their vehicle parked at West Point but will not operate them until their rank is restored.

(3) Cadets whose demotions and/or loss of privileges causes them to become ineligible are authorized to maintain their vehicle parked at West Point but will not loan them to others to operate until their rank is restored. It will be as if that vehicle does not exist on the West Point installation for any person's use.

(4) An exception would include during home football weekends when demoted Cadets are

authorized to move their vehicles only to and from Camp Buckner or Camp Natural Bridge. These Cadets will sign out in the Cadet Information System (CIS) as "other" and input a comment to the effect, "Moving Car to Camp Buckner."

d. Ineligible Cadets. Ineligible Cadets are not authorized to operate their vehicle or another cadet's vehicle unless they are on approved leave.

e. Eligible Cadets. Eligible are not authorized to register, maintain, or operate a vehicle on post for ineligible cadets.

12-5. Standards

a. Registration Process.

(1) New Registrations: "D" represents the day that an eligible Cadet first brings an unregistered vehicle or motorcycle on post.

(2) NLT D+3: Cadets register their vehicle in CIS.

(3) NLT D+5: Cadets submit copies of the following documents to their TAC Officer or NCO.

(4) CIS registration print-out

(5) Driver's license

(6) State registration

(7) Common Access Card

(8) Proof of insurance

(9) If a Cadet is registering a vehicle owned by someone else, a signed letter from the vehicle's owner granting permission to register the vehicle is required. Cadets are not authorized to register a vehicle owned by another cadet or cadet's family.

(10) NLT D+7: TAC Officers and NCOs enter registration information into the TAC Information System and issue two standard decals.

(11) NLT D+9: Cadets permanently affix one decal on the right side of the front windshield and the other on the left side of the rear windshield using the adhesive on the decal. (Decals will not be removeable.)

b. Old Registrations. If a cadet's vehicle has decals from another installation or was previously registered at West Point by someone else, the Cadet will remove all the old decals and follow all the same new registration procedures.



Figure 12-5. Example of CDT POV Parking Decal

12-6. Parking

a. Eligible Cadets will park their vehicles only in C, E, AA, and F lot and only on improved surfaces therein. Parking in the grassy areas is not authorized.

b. 1CL Cadets will park their POVs in C, AA, and F lot.

c. 2CL Cadets will park in E Lot. Exceptions to park in C, AA, and F lot by 2CL Cadets will be approved by the TAC Team.

d. Following graduation and before Re-Organization Week, all Cadets will park their POVs only in E Lot.

e. Cadets are authorized to park registered, decaled vehicles in the authorized Cadet Parking Lots Point from 1530– 0630 daily and from Friday at 1530 – Monday at 0630 in any authorized parking areas on West Point on all weekends except when there is a home football game or other event parking considerations (e.g. Sandhurst, A Weekend) requiring access to parking lots.

f. Cadets are not authorized to park in Staff and Faculty housing areas unless they are participating in sponsor events. Cadets will move their vehicles out of the Staff and Faculty housing areas every day prior to TAPS.

g. By written exception, BTD will authorize Cadets to park short term in the Cadet Post Restricted Area (CPRA) to load and unload vehicles before or after Graduation.

h. Home Football Game Parking.

(1) Cadet POVs will be cleared from the lettered parking lots above Michie Stadium no later than 24 hours prior to each home game and moved to Camp Buckner or Camp Natural Bridge. Cadets will not park in the Red areas in Figure 12-7. Cadets will not block any roads or entrances to any building, parking area, or gate.

(2) Cadets are authorized to retrieve their vehicles and park in C, E, AA, and F lot three and a half hours after the end the game.

(3) Cadets are authorized to retrieve their vehicles and park in any authorized parking area on West Point one hour after the game.

(4) Cadets are not authorized to park at football tailgates.

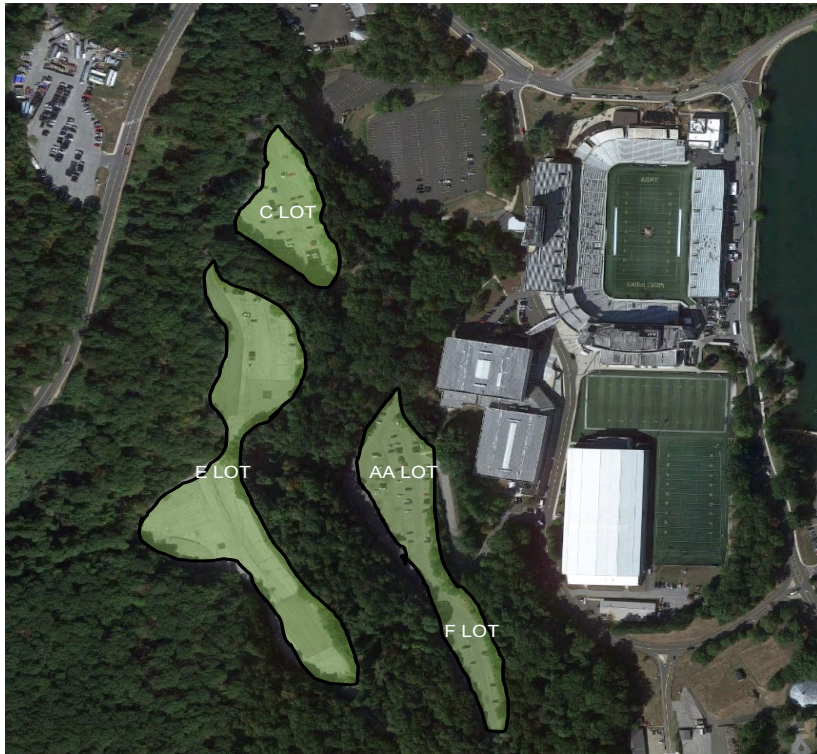


Figure 12-6. Cadet Parking Lots



Figure 12-7. Parking Areas at Camp Buckner

12-7. Operating a POV On and Off West Point

a. Eligibility.

(1) By Law. Only cadets with a valid state driver's license are eligible to drive a vehicle. All vehicles operated by a Cadet must have a valid registration and proof of insurance.

(2) By Rank. All Cadets in good standing are authorized to temporarily operate the following vehicles on post:

(3) By Standing. Only cadets in good standing and/or have not had privileges withdrawn are eligible to operate a vehicle on West Point.

(4) Rental Cars. All eligible Cadets are authorized to temporarily drive rental automobiles (not motorcycles) on post.

(5) Borrowed Cadet Cars. All cadets in good standing are authorized to borrow an automobile (not motorcycle) registered and maintained by another Cadet in good standing approved by the Borrower's TAC Officer or NCO, and the Lender's TAC Officer or NCO.

b. Personally Owned Vehicle (POV) Inspections. Companies will plan, prepare, and execute inspections of all registered vehicles during the following months.

(1) August

(2) November (prior to Thanksgiving leave)

(3) March (prior to Spring leave)

(4) May (prior to Term End Examination leave)

c. Guest Cars. Cadets in good standing are authorized to temporarily drive a guest's automobile (not motorcycle) provided the following. 1) The guest is in the vehicle; 2) The guest has third party insurance.

d. Motorcycles. Cadets that meet the eligibility requirements stated above for general operation of a POV and outlined below specifically for motorcycle riders are authorized to maintain and operate a motorcycle provided they do the following.

(1) Safety. Meet all AR 385-10 provisions to include, but not limited to, completing a Motorcycle Safety Foundation Basic Riders Course, and wearing the following personal protective equipment.

(a) Over-the-ankle boots.

(b) Long pants.

(c) Long sleeve shirt or jacket.

(d) Full-fingered gloves.

(e) Helmet.

(f) Eye protection.

(g) Approved reflective gear during hours of darkness.

(h) Vehicle Security.

(i) Cadets will always keep their vehicles locked when parked.

(j) Cadets will not store high-value items or TA-50 in their parked vehicles.

12-8. Other Modes of Transportation

a. Bicycles. Cadets are authorized to maintain and operate bicycles on post under the following conditions.

(1) TAC Officer approval.

(2) Secured at their sponsor's home or on a bike rack with sponsor approval.

Helmets and personal protective equipment will be worn while always operating a bicycle.

b. Other forms of mobility/transport. Cadets are authorized to maintain and operate other forms of mobility and transport in accordance with Army and installation guidance. Other forms of transport include but are not limited to scooters, roller blades, and skateboards. Cadets may only store these items in their assigned locker within their trunk room when not in use; they may not be left loose, outside of their locker. For safety reasons cadets are prohibited from storing any mobility device that operates using battery power or has a battery built in, single use or

rechargeable, in the CPRA. Examples include but are not limited to things like hover boards and electric scooters.

Chapter 13

Alcohol Conduct

13-1. Purpose

a. To outline the policy pertaining to the purchase, consumption, and storage of alcohol and the display of alcohol containers/vessels for cadets assigned to BTB.

13-2. General

The consumption of alcohol is a privilege afforded to cadets of legal age, by class, and by standing; it is not a right based simply upon age. This policy aims to teach habits of responsible consumption and enable cadets to maximize academic focus. Cadets authorized to consume alcohol will always drink in a manner becoming of a future officer. Alcoholic Beverages. Cadets face disciplinary action for violating any state law regarding alcohol (e.g. underage drinking) or committing any alcohol-related offense (e.g. driving while intoxicated, drunk and disorderly conduct.) Cadets are subject to New York State law and published USCC brigade policy when on the West Point Military Reservation. Cadets assume full responsibility for all improper behavior and consequences because of their decision to consume alcohol. Cadets cannot blame improper conduct or displays of poor judgment on alcohol impairment. The decision to consume alcohol requires careful consideration and safety awareness. It is the duty of military leaders to act responsibly and provide for the proper health, welfare, and training of subordinates. Cadets are responsible to advise their guests, hosts, and mentors of USCC regulations pertaining to consumption of alcohol.

13-3. Eligibility

a. By Age: By law and Army Regulation, only Cadets that are 21 years of age and older are authorized to drink alcohol. (This includes when Cadets are overseas and in locations where the local or regional drinking age is less than 21 years of age).

b. By Standing: Only Cadets in good standing are authorized to drink alcohol.

c. By Class:

(1) 4CL Cadets may not consume alcohol on the West Point Reservation to include Camp Buckner and Morale, Welfare, and Recreation (MWR) locations or while on walking privileges or OPPs; this includes while attending tailgates or other private events on post. Of-age 4CL Cadets may only drink while on leave or pass and must be outside of the walking privilege limits. Of-age 4CL Cadets are not permitted to consume alcohol while representing the Academy (examples: trip sections and athletic competitions).

(2) 3CL Cadets may not consume alcohol on the West Point Reservation to include Camp Buckner and MWR locations or while on walking 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. Of-age 3CL Cadets are not permitted to consume alcohol while representing the Academy (examples: trip sections and athletic competitions).

(3) 2CL Cadets. Of-age 2CL Cadets, in good standing, may consume alcohol after the completion of their last duty, but not before 1600hrs, at on-post facilities (Thursday – Saturday). They may consume alcohol while on leave, pass, walking privileges, walking privileges (Thursday – Saturday), and OPPs. 2CL Cadets will not enter the First-Class Club, except as a guest of a 1CL Cadet (Thursday – Saturday). 2CL Cadets may consume alcohol at the locations, times, and in the uniforms listed below.

(a) Times

(1) Leave

- (2) Pass
- (3) OPPs
- (4) After last duty or 1600hrs (whichever is later)
- (b) Locations
 - (1) FCC (Thursday - Saturday as a sponsored guest of a 1CL Cadet).
 - (2) Tailgates
 - (3) Unit Events and Venues (Including the Superintendent's Boat)
 - (4) West Point Club
 - (5) Thayer Hotel
 - (6) Golf Course
 - (7) Bowling Alley
 - (8) Locations within OPPs
 - (9) Ski Lodge
 - (10) Staff and Faculty Residences
- (c) 1CL Cadets in good standing may consume alcohol after the completion of their last duty, but not before 1600hrs, at on-post facilities. They may also consume alcohol on leave, pass, walking privileges, and OPPs.

- (1) Times
 - (a) Leave
 - (b) Pass
 - (c) OPPs
 - (d) After last duty or 1600hrs (whichever is later)
- (2) Locations
 - (a) FCC
 - (b) Tailgates
 - (c) Unit Events and Venues (Including the Superintendent's Boat)
 - (d) West Point Club
 - (e) Thayer Hotel
 - (f) Golf Course
 - (g) Bowling Alley
 - (h) Ski Lodge
 - (i) Staff and Faculty Residences
 - (j) Locations within OPPs

13-4. General Alcohol Standards and Restrictions

- a. Drinking Off-Post in Uniform.
 - (1) Cadets are not authorized to drink alcohol in uniform off-post, at any time, without the undersigned's written approval in memorandum format.
- b. Alcohol in the Barracks. Cadets are never authorized to drink or store alcohol in the barracks.
 - (1) Alcohol Containers/Vessels in the Barracks.
 - (a) Cadets are NOT authorized to display and/or maintain vessels or containers for alcohol in their barracks room that are not Class Memorabilia containers/vessels.
 - (b) Cadets may display on their desk up to three (combination of) Class-specific wine glasses, beer pitchers, pint glasses, and/or shot glasses.
 - (c) Class memorabilia containers/vessels brought into the barracks for commemorative purposes will be empty, clean, and dry, and will be displayed in accordance with paragraph (b) above or stored in the trunk room in the Cadet's assigned locker or space.
 - (d) Prior to storage, Company TAC Teams will inspect and verify, in written memorandum, that the specific vessel/container being stored is in fact empty, clean, and dry.

- (e) Cadets will be responsible for maintaining the written documentation of the inspection for that class memorabilia.
- (2) Alcohol in personally owned vehicles (POV).
 - (a) Cadets are never authorized to drink or store alcohol in any POV maintained or operated on-post. Transport of alcohol is only authorized under the conditions outlined in this chapter.
- (3) Alcohol purchase.
 - (a) Cadets will not purchase alcohol at any on-post location (i.e. Post Exchange, Shoppette) except as outlined in paragraphs 8 and 9.
- (4) Alcohol before duty.
 - (a) Cadets will stop drinking alcohol no later than eight (8) hours prior to their first duty for that day or the next day.
- (5) Alcohol at competitions or performances.
 - (a) A Cadet competing on a USMA team or club is considered on duty at the time of the competition.
 - (b) Cadets will not drink alcohol within eight (8) hours prior to, or during, any event in which a USMA team or club is competing or performing regardless of the venue.
 - (c) Third and 4CL Cadets are not permitted to consume alcohol at any time during competitions or performances.
- (6) Trip Sections.
 - (a) All trip sections will abide by the guidelines for alcohol consumption listed above based on standing and class.
 - (b) Third and 4CL Cadets are not authorized to consume alcohol on trip sections at any time.
 - (c) Directorates sponsoring the trip section may restrict drinking on a trip section further in accordance with their own policies, or as necessitated by the type of trip/event.
 - (d) Directorates may not loosen standards without an exception to policy (ETP) request routed through the undersigned for approval.
 - (e) Trip section Officers in Charge (OICs), Officer Representatives (ORs), and Cadets in Charge (CICs) are responsible and accountable for improper conduct of Cadets on trip sections.
 - (f) OIC/ORs will restrict alcohol consumption based upon official duty requirements and retain the right to restrict alcohol consumption for the trip, if deemed necessary.
 - (g) OIC/ORs will review the policy with all Cadets prior to departing for the Trip Section.
- (7) Individual Advanced Development (IAD) Training, Cadet Troop Leader Training (CTLT), and Semester Abroad Programs.
 - (a) Cadets on all IAD training, CTLT, and Semester Abroad opportunities may consume alcohol while involved in the program or training.
 - (b) Cadets must still be 21 years of age to drink per Army regulations and policies, regardless of any local or regional law that states otherwise.
 - (c) Cadets will abide by local regulations and laws.
 - (d) Additionally, Cadets on these developmental opportunities will abide by the restrictions/prohibitions, rules, and policies outlined by the department, directorate, agency, school, and/or unit responsible for that training or program, in addition to this policy.
 - (e) It is the Cadet's responsibility to know the laws, regulations, rules, and policies that apply to them at any given time and seek clarification if they are unsure.

13-5. First Class Club (FCC) Rules and Authorized Patrons

- a. The FCC is a 1CL Cadet only venue. The Commandant of Cadets maintains the authority to change the authorized patrons and rules of use at any time.
- b. Other Authorized Patrons of the FCC.
 - (1) Non-Cadets are authorized admission to the FCC only when accompanied by a Cadet who has authorized access, or during special events, as approved by the Commandant of

Cadets.

(2) Cadets must sign all guests into the ID Check desk and are responsible for the behavior of their guests.

(3) Non-Cadets may be asked to leave the premises, in the event of unruly behavior, by the Cadet Guards and/or the FCC manager.

(4) The FCC manager reserves the right to refuse service to any patron in the FCC.

c. Special Events at the FCC.

(1) Cadets, staff, and faculty may request use of the facility outside of normal operating hours for meetings or special events through the Directorate of Cadet Activities.

(2) The Commandant of Cadets may approve special events in the FCC, during which non-Cadets may be authorized to use the FCC.

Special events will be requested through the Director of Cadet Activities for approval by the Commandant. Examples of special events may include the Army West Point Football Coach's radio show, Army West Point televised national sporting events, USMA Class Reunion events, events associated with command-sponsored conferences, and other West Point public events. These events will be conducted outside of normal operating hours, when possible.

d. 1CL Club Conference Room Use.

(1) Cadets may request the use of the FCC Conference Room for company, club, and personal events.

(2) All requests must be approved by the FCC Manager.

13-6. Enforcement

a. See CGR SOP for enforcement requirements related duties.

b. The BTO also withholds the authority to close establishments for limited periods of time in the event of elevated and/or egregious alcohol related misconduct by a cadet.

c. All violations of this policy letter involving suspected and/or confirmed consumption of alcohol may result in an automatic command referral by the Company TAC Officer to the Army's Substance Use Disorder Clinical Care (SUDCC) services.

13-7. Alcohol At Unit Events

a. General.

(1) The Regimental TAC Officer is the approving authority to consume alcohol at unit social functions (i.e. company dining-ins, wine tastings, or mixology classes) but must remain in compliance with all specifications within this Chapter.

(2) If a Cadet does not have a Regimental TAC Officer, approval authority rests with the BTO.

(3) Approval for events outside of the specifications in this Chapter is withheld by the BTO.

(4) The purchase and transport of alcohol in support of these events requires Company TAC Officer approval.

(5) All requests to consume, purchase, and transport alcohol for use in a unit social function will be written in accordance with regimental requirements and processes.

(6) Once approved in writing, as outlined above, the identified Cadets may take the approved memorandum to the on-post Shoppette and purchase the alcohol specified in the memorandum in support of the unit event. The on-post Shoppette is the only approved location to purchase alcohol for unit functions.

(7) Cadets transporting alcohol purchased for unit events will ensure they proceed directly from the point of purchase at the Shoppette back to the company area. The Company TAC Team is responsible for receipt and storage of the alcohol until the event if the event is not immediately to follow. Cadets are only authorized to transport alcohol in their registered vehicle and are not permitted to borrow another Cadet's vehicle for the purposes of purchasing and transporting alcohol.

(8) Any residual alcohol remaining after the unit event will be taken into the custody and control of the Company TAC Team for appropriate disposal and/or storage.

b. Exception to Policy

(1) On the rare occasion that an ETP is required, requests for consideration will be submitted in accordance with [AR 25-50 \(Preparing and Managing Correspondence\)](#), in memorandum format, through the appropriate departments and subordinate authorities.

(2) The BTO is the approval authority for all exceptions to this policy.

(3) CICs must submit an ETP to the BTO no later than 15 days prior to the event and include the following considerations:

(a) The specific time(s), date(s), location(s), and reason(s) that alcohol will be consumed (open ended timelines will not be accepted).

(b) Risk reduction control measures outlined for the event.

(c) Finalized trip or event roster that lists Cadets' ages, graduation year, and company.

A roster of any Cadets that are not in good standing, flagged, deficient in any pillar, and/or have had previous alcohol-related boards that are NOT eligible to consume alcohol at the event, regardless of whether the ETP is approved.

(d) CICs of an educational trip (i.e. academic trip section or AIADs) that submit an ETP will adhere to the additional guidance issued through the applicable policies and procedures outlined by the Dean's Directorate. The ETP will also route through the trip section OIC for their recommendation, prior to reaching the office of the BTO.

Chapter 14

Standard Privileges, Passes, and Leave

14-1. Purpose

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

14-2. Definitions

a. A privilege is a special advantage available to individual Cadets. Privileges are earned and are usually commensurate with rank.

b. Pass. 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.

c. Leave. 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.

d. Immediate Family Members are defined as: Parents (Stepparents), Brothers/Sisters (Stepbrother/Sister), Only living blood relative, person in loco parentis [IAW AR 600-8-10].

e. Extended Family Members are defined as: a Grandparent (Not in loco parentis), Aunt/Uncle, Cousin, Niece/Nephew, Fiancé/Fiancée, Friend [IAW AR 600-8-10]

14-3. 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 three 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 TAC Team if there is any ambiguity. Cadets are considered deficient when:

- (1) Placed on probation or conditioned status by the Academic Board for one or multiple deficiencies of the Academy Program Areas (academic, military, and physical).
- (2) A failing grade is posted (Academic, Military, or Physical) at the current time that Cadets are requesting privileges.
- (3) They fail, either through performance or failure to report without a valid excuse, the most recent Indoor Obstacle Course Test (IOCT).
- (4) They fail to meet Army Height/Weight and body fat percentages in accordance with [AR 600-9 \(The Army Body Composition Program\)](#).
- (5) They receive an Article 10 under the Cadet Disciplinary Code (CDC). Cadets are considered deficient until completion of the entire punishment to include restriction, withdrawal of privileges, and tours served.
- (6) They fail to meet performance standards as outlined in Chapter 16-5.
- (7) Enrolled in the Special Leader Development Program.
 - b. Deficient cadets immediately lose all privileges. This includes, but is not limited to:
 - (1) Operating a personally owned vehicle
 - (2) Pass
 - (3) Off-post privileges (OPPs)
 - (4) Walking privileges
 - (5) Voluntary extracurricular trip section privileges
 - (6) The wear of Black and Gold attire and/or civilian clothes, as applicable.
 - c. Cadets that are flagged in AMS are ineligible for favorable actions, to include privileges, IAW USCC Regulation 350-1. See Chapter 4, USCC Regulation 351-1 located on [USMA G5 Publications Library](#) page for guidance on flagging procedures and exceptions to policy approval authorities.
 - d. Cadets/Midshipman attending USMA as part of the Service Academy Exchange Program will adhere to the respective class privileges of USMA Cadets. They are not authorized the privileges of their home Academy. Written ETPs are not required for special passes, extensions to chargeable pass, or pass/leave under emergency conditions, but will be submitted as specified above in the AMS.

14-4. Standards of Performance, Probation, and Conditioned Statuses

The following paragraphs outline the standards of performance cadets must maintain in each of the academy programs to remain proficient and in good standing:

- a. Academic. Academic probation is a result of a Cadet's performance throughout one or more complete terms. This may be the result of a single course failure, multiple-course failures, Academic Performance Score - Term (APST) falling below Performance Evaluation Goal (PEG) point, or Academic Performance Score - Cumulative (APSC) falling below PEG point. PEG points by term and class are in the USMA Academic Program (Red Book) located on [USMA G5 Publications Library](#) page. The Academic Board may place Cadets who fail to meet minimum requirements in their academic coursework on academic probation. The Dean's Directorate is the lead agency in identifying Cadets who fall within the scope of being placed on probation status.
- b. Military. Cadets are considered conditioned in the Military Program for failing to meet Military Performance Score - Cumulative (MPSC) PEG points for their class and term or if they receive an MD grade of F for the term. Conditioned is a status resulting from a Cadet's performance across one or more complete terms in the Military Program; Cadets are placed in a conditioned status by the Academic Board. MPSC is calculated on an annual basis upon the completion of Term 2. PEG points by term and class are listed in USMA Military Program (Greenbook) located on [USMA G5 Publications Library](#) page. Cadets in a conditioned status for military performance are not considered deficient but are not eligible for privileges.
- c. Physical. Cadets are considered conditioned in the Physical Program for failing to meet

Physical Program Score - Cumulative (PPSC) PEG points for their class and term. Conditioned is a status resulting from a Cadet's performance across one or more complete terms in the Physical Program; Cadets are placed in a conditioned status by the Academic Board. PEG points by term and class are listed in the USMA Physical Program (Whitebook) located on [USMA G5 Publications Library](#) page. Cadets in a conditioned status for physical performance are not considered deficient but are not eligible for privileges.

14-5. Privilege Reinstatement.

a. In general, privilege reinstatement authority is retained by the authority level that withdrew, sanctioned, and initiated the flag.

Privilege reinstatement for cadets with an ongoing deficiency will be temporary in nature bounded to a specific event, location, and reason for the request. Cadets may not request full reinstatement of privileges until the deficiency has been remediated at the next snapshot in time (i.e. next graded period, next IOCT, etc).

b. Privilege reinstatement requests will be in writing, in accordance with AR 25-50, to the approval authority no later than 7 days from the requested reinstatement date.

c. Absent a request for an exception to policy, privilege reinstatement is effective on the date the flag is removed in AMS.

14-6. Pass and Leave Privileges Commensurate with Cadet Rank

a. Leave.

(1) Definition. See Chapter 14-2.

(2) Eligibility. All cadets are eligible for leave regardless of standing, but deficient Cadets may have leave curtailed under certain circumstances. Cadets will not purchase tickets for travel arrangements without receiving approval of their leave request by the appropriate approval authority.

(3) Accountability. All cadets remaining at USMA during a leave period will attend morning and evening in-person accountability formations.

(4) Roles and Responsibilities

(a) BTO.

(1) Withholds the authority to deny cadets from taking leave during the block periods listed above.

(2) Serves as the final approval authority for all exceptions to policy (ETP) withheld at brigade level, as outlined above.

(b) Regimental Tactical Officer.

(1) Approval authority for Cadet emergency leave, emergency pass, and special pass.

(2) Requesting Privileges Outside of Prescribed Times, Locations. RTOs maintain the approval authority for Cadets in good standing seeking to take privileges during a time, to a location, and/or in a manner not in compliance with USMA, USCC, and BTD regulations, policies, and/or procedures. For example, any Cadet that requests to take pass during F, A, weekend when there is a conflict with their place of duty.

(c) Company TAC Officers / NCOs.

(1) Serves as the final approval authority for all exceptions to policy withheld at company, as outlined above.

(2) TACs will vet and approve all standard leave requests in AMS.

(3) Enforce accountability and sign-out/sign-in procedures IAW the Cadet SOP.

(5) Leave Periods.

(a) Thanksgiving Leave.

(1) Cadets are authorized to take leave after their last duty prior to the holiday and until recall formation on the Sunday after the holiday.

(b) Winter Leave.

(1) Cadets are authorized to take leave after their last Term-End Examination (TEE) until recall formation on the prescribed last day of the leave period.

(2) Cadets are not authorized to reschedule TEEs for the explicit purpose of facilitating a change of leave dates. (Valid reasons for TEE schedule change are outlined by the Directorate of the Dean and approved by the Company TAC Officer).

(c) Spring Leave.

(1) Cadet Corporals and higher are authorized to take leave after their last duty on the first Friday of Spring Leave until recall formation on the prescribed last day of the leave period.

(2) Cadet Privates (to include Cadet's that have been turned back to the Plebe class), are authorized to take leave after the last duty of Plebe Parent Weekend until recall formation on the prescribed last day of Spring Leave.

(d) Summer Leave.

(1) Cadets are authorized to take leave after the graduation ceremony, in between summer training requirements, and until recall formation on the first Sunday of reorganization week.

(2) The BTO is the approval authority for any cadet schedule that has less than two weeks of leave over the Summer Leave period.

(e) Graduation and Reorganization Week Leave.

(1) Graduation and reorganization weeks are duty weeks. The expectation is that all Cadets will be present for duty unless otherwise engaged in Cadet summer training (CST) requirements.

(2) RTOs are the approval authority for leave during these periods on a case-by-case basis for reasons related to once in a lifetime events (weddings, funerals, graduations, etc).

(3) Lack of leave during the summer due to non-mandatory summer training requirements is not considered a valid reason for requesting graduation leave.

(4) Cadets requesting leave during these periods will submit the request in writing, in accordance with [AR 25-50 \(Preparing and Managing Correspondence\)](#), to the approval authority no later than 01 May of that graduation year.

(f) Emergency Leave.

(1) Cadets are authorized emergency leave IAW [AR 600-8-10 \(Leaves and Passes\)](#), Chap. 6.

(2) During the academic year, Cadets will submit emergency leave (special pass) requests through AMS.

(3) During CST, Cadets will submit emergency leave requests IAW [AR 600-8-10 \(Leaves and Passes\)](#) Chap. 6.

(4) The RTO is the approving authority for emergency leave and special pass. Emergency Leave is appropriate for the following situations:

(a) A member of the household or immediate family has died.

(b) Cadet's presence would contribute to the welfare of a dying member of the household or immediate family.

(c) Serious accident, major surgery, or illness of a member of the household or immediate Family imposes a demand on the Cadet that must be met immediately and cannot be accomplished from the duty station or by any other means.

(d) The Cadet's failure to return home places a severe or unusual hardship on the Cadet, his or her household, or immediate Family.

(6) Leave Procedure.

(a) Cadets requesting leave for any period listed above must sign up electronically within AMS. The Cadet chain of command will recommend approval or disapproval and forward to the TAC team for review and final approval or disapproval. Cadets are not authorized to miss classes, formations, and/or mandatory TAPS on their own accord to depart on leave early.

(b) Prior to signing out, each cadet must check to determine if his or her leave was approved. For travel outside of the United States, cadets must submit OCONUS paperwork requirements IAW USMA G3 OCONUS guidance and process. Final approval authority for OCONUS leave is

dependent on the location of leave.

(c) Departure. Cadets may only depart after all mandatory and required duties are complete. Cadets can only sign out on leave between 0520hrs and TAPS. Cadets are not authorized to reschedule classes, projects, labs, and/or exams to accommodate personal itineraries. Cadets may take leave after completion of duty on a trip section, only if he or she obtains prior permission from both the trip OIC and the TAC. Cadets are not authorized to join a trip section from leave status.

(d) Return. Leave terminates NLT 1930 hrs or at recall formation, whichever is first. Once a cadet returns from leave to the CPRA, they must immediately sign in on AMS.

b. Pass.

(1) Definition. See Chapter 14-2.

(2) Authorities.

(a) BTO

(1) Serves as the final approval authority for all ETPs withheld at the brigade level, as outlined above.

(b) Regimental Tactical Officers (RTOs).

(1) Maintain the approval authority for cadets in good standing seeking to take privileges during a time, to a location, and/or in a manner not in compliance with USMA, USCC, and BTDR regulations, policies, and/or procedures. For example, any cadet that requests to take pass during A or F weekend when there is a conflict with their place of duty.

(2) Serve as the final approval authority for all ETPs and types of passes, as outlined above.

(c) Company TAC Officers/NCOs.

(1) Serve as the final approval authority for all standard pass (On B Weekends Only) and leave requests in AMS.

(2) Award and vet all performance and spirit pass requests in AMS.

(3) Enforce proper sign-out and sign-in procedures in accordance with this Chapter.

(3) Types Of Passes.

(a) Routine Pass.

(1) Eligible Cadets are authorized routine passes.

(2) A routine pass is defined as the authorization to depart West Point for a period of up to three days. Cadets on pass are not authorized in the barracks area between TAPS and 0520 on any night and are not authorized to sleep in the barracks if signed out on pass.

(3) Cadets are expected to return from pass NLT recall formation.

(b) Performance Pass.

(1) 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.

(2) They are not automatic and are intended to reward outstanding performance.

(c) Spirit Pass.

(1) 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.

(2) 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.

(d) Religious Retreat Pass.

(1) A religious pass is for attending spiritual retreats or observance of other major religious events requiring a Cadet to be continuously absent from class or duty.

(2) Cadets are authorized to attend one (1) religious weekend retreat or attend religious worship or holiday away from the United States Military Academy per semester.

(e) Special Pass or Extension to a Chargeable Pass.

(1) Cadets must submit a Special Pass/Extension to a Chargeable Pass when, for personal reasons, they will miss any duties or training time as outlined in USMA REG 1-1 located on

[USMA G5 Publications Library](#) page.

(2) The Cadet requests the pass electronically through the pass request system immediately upon receipt of the information (for Special Passes, the request must be submitted NLT 15 calendar days prior to the desired date of the pass).

Electronic requests are routed to a Cadet's instructors, department heads, and the Office of the Dean for concurrence.

(3) If the cadet will not miss any academic classes or activities, or when time is critical (e.g. for Emergency Leave Pass or Pass Under Emergency Conditions), the TAC or RTO may approve the request before these recommendations are filed.

(f) Special Pass Under Emergency Conditions.

(1) A pass that may be granted to cadets when a serious situation arises involving an extended family member such as a Grandparent (Not in loco parentis), Aunt/Uncle, Cousin, Niece/Nephew, Fiancé/Fiancée, Friend IAW [AR 600-8-10 \(Leaves and Passes\)](#) that does not meet the criteria for Army emergency leave status.

(2) This pass category serves as the alternative to the Army's Ordinary Leave status, which is not available to cadets.

(3) The pass is requested by the cadet, recommended for approval by the TAC, and approved by the RTO in the AMS system.

(4) This special pass does not count against the cadet's base pass allocation.

(5) Special passes may not be used as a mechanism to expedite LOA departure.

(g) TEE Leave. TEE Leave is a privilege to allow for Cadets to take time off prior to, during, and after Term End Examinations. There is no radius limit on TEE Leave. Company TAC Officers/NCOs serve as the final approval authority for all standard pass and leave requests in AMS.

(1) Prior to TEE Week. Cadets may depart on leave following the completion of their last duty as determined by Company TAC Officers the Friday before TEE Week.

(2) During TEE Week. Cadets must return NLT 1 TEE Period before their next TEE (ex: if a Cadet has a Thursday night TEE, the Cadet must be back before the start of the Thursday afternoon TEE).

(3) After Final TEE. Cadets may also depart after the completion of their last TEE with approval from their TAC Officer and return no later than recall formation the Sunday before Graduation Week.

(4) Eligibility. Only cadets in good standing are eligible for pass. Cadets are authorized pass commensurate with the privileges afforded to their current rank. Cadets in good standing are authorized routine, performance, and spirit passes with the approval of their TAC Team. Cadets may take pass after completion of duty on a trip section, only if he or she obtains prior permission from both the trip OIC and their TAC Team. Cadets are not allowed to join a trip section from pass.

(5) Driving Radius. Cadets are authorized driving privileges within 150 miles of West Point for pass. TACs are the approval authority for ETPs beyond that radius.

(6) Procedures.

(a) The Cadet chain of command will recommend approval or disapproval and forward to the TAC for review and final approval or disapproval. Prior to signing out, each Cadet must check to determine if his or her pass was approved.

(7) Departure. Cadets may only depart after all mandatory and required duties are complete. Cadets can only sign out on leave between 0520hrs and TAPS. Cadets are not authorized to reschedule classes, projects, labs, and/or exams to accommodate personal itineraries.

(a) A Weekend. Cadets are authorized to take privileges IAW with their class after their last duty on an A weekend. The Friday night of an A Weekend is an official evening study period (ESP) regardless of whether cadets have another duty requirement on Saturday. The cadet

chain of command is still in charge of unit actions and designated unit leadership must be present at all requirements.

(b) B Weekend. Cadets are authorized to depart on pass after last duty on Friday but no earlier than completion of the noon meal in the Cadet Mess Hall.

(c) F Weekend. Cadets are authorized to take privileges after the conclusion of the football game and the singing of the Alma Mater. Cadet Officers are authorized to depart on OPPs or pass after last duty on Friday of an F Weekend. Cadet Officers on OPPs on the Friday of an F weekend must return by TAPS that evening. Cadet Officers on pass on the Friday before a football game must return and sign-in NLT 1 hour prior to first duty on Saturday morning. For all Cadets, F Weekends become a B Weekend at the end of the football game.

(8) Return. Privileges terminate NLT 1930 hrs or at recall formation, whichever is first. Once a cadet returns from pass to the CPRA, they must immediately sign in on AMS. Exceptions to this policy must be written to the approval authority IAW USCC Regulation 351-1, Chapter 4 located on [USMA G5 Publications Library](#) page.

14-7. Walking 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.

14-8. Off-Post Privileges

a. Off-Post Privileges (OPPs). Cadets are required to remain within a 75-mile radius of West Point while exercising OPPs and must be off the West Point military reservation.

b. OPPs may not be taken in conjunction with a leave or pass.

14-9. Uniform and Attire Authorizations

a. The table below prescribes the allowances for uniform and attire commensurate with class rank. For more detailed descriptions on the proper wear and appearance of the uniforms and attire below, see USCC PAM 670-1 located on [USMA G5 Publications Library](#) page.

Class	First Class Cadets (1CL)	Second Class Cadets (2CL)	Third Class Cadets (3CL)	Fourth Class Cadets (4CL)
Locations				
Departure/Return for Leave	CDT/CAS	CDT/CAS	B/G	S/D
Departure/Return for Pass	CDT/CAS	CDT/CAS	B/G	S/D
Departure/Return for OPPs	CDT/CAS	CDT/CAS	B/G	S/D
Departure/Return for Walking Privileges	CDT/CAS	CDT/CAS	B/G	S/D
After Last duty or 1700hrs (Whichever is Later) in CPRA	C/C	C/C	B/G; UOD; APFU/CCFU	UOD; APFU/CCFU
Escorting	S/D	S/D	S/D	S/D
Chapel	B/G	B/G	B/G	S/D
Library	B/G	B/G	UOD	UOD
Academic Buildings (After last duty)	B/G	B/G	B/G	UOD
Mess Hall (Weekends)	CDT/CAS	B/G; UOD	B/G; UOD	UOD
Thayer Hotel	CDT/CAS	CDT/CAS	B/G	S/D
First Class Club	CDT/CAS	CDT/CAS		
Cow Club	CDT/CAS	CDT/CAS		
West Point Club	CDT/CAS	CDT/CAS	B/G	S/D
Tailgates (Before Game)	UOD	UOD	UOD	UOD
Tailgates (After Game)	CDT/CAS	CDT/CAS	B/G	S/D
PX/Commissary/Class Six	CDT/CAS	CDT/CAS	B/G; UOD	S/D
Bowling Alley	CDT/CAS	CDT/CAS	B/G; APFU	APFU
Golf Course/Ski Slope	CDT/CAS	CDT/CAS	APFU	APFU
Staff/Faculty/Sponsor Residence	CDT/CAS	CDT/CAS	B/G	S/D
USMA Optional Sporting Events	CDT/CAS	CDT/CAS	UOD	UOD
<p>1. Definitions: S/D-Seasonal Dress; UOD-Uniform of the Day; B/G: Black and Gold; CDT/CAS-Cadet Casual; C/C-Civilian Casual; APFU/CCFU: Army Physical Fitness Uniform/Corps of Cadets Fitness Uniform</p> <p>2. All uniforms listed above reflect a minimum uniform standard. If a Cadet cannot meet the minimum standard or has two concurrent situations (i.e. on leave but informally escorting someone) they will dress up in next Uniform by Class Privilege. Order of precedence from lowest to highest standard: APFU, C/C or CDT/CAS (as per class privileges), B/G, UOD (AFC or ACU), Seasonal Dress, Full Dress</p> <p>3. First-Class Cadets, as well as second semester Second Class Cadets will maintain at least one business attire outfit.</p> <p>4. Uniform of Day (UOD) is always authorized for specific areas listed above (w/ exception to per invitation events) and at optional sporting events. Cadets will not deviate from the UOD (example OCP instead of AFC)</p> <p>5. Golf Course: Each golfer is expected to dress in a manner considered appropriate to the standards of a collegiate golf course. Here are a few guidelines to follow: Cadets are allowed to play in the Gym Alpha uniform; Clothing with obscene, offensive, suggestive or derogatory statements is not permitted; Shirts for men must have sleeves; Beachwear or gym clothing are not permitted; Cut-off jeans or any clothing with holes or tears in them are not permitted; The use of golf shoes or tennis shoes is required, and only soft spikes are allowed on the golf course. Absolutely no metal spikes are allowed; Sandals or flip-flops are not allowed; Any other footwear, which might cause damage to the course, is not allowed.</p>				

Figure 14-1: Authorized Attire by Location and Class

Chapter 15

Privileges by Class Weekend or Event

15-1. General

In general, class weekends and associated class weekend events are mandatory events for cadets, unless excused by an approved trip section or through an exception to policy with Commandant approval. This includes banquets, shows, and receiving lines as planned for during the respective weekend.

(1) During class weekends, cadets are only authorized to escort guests in the Cadet Barracks Restricted Area directly to the Mess Hall for the Banquet and escort them out of the Cadet Barracks Restricted Area at the conclusion of the Banquet. Guests are not authorized in any other part of the Cadet Barracks Restricted Area except the mess hall for the banquet, unless there are specific allowances made for additional visitations approved for the purposes of the class weekend (e.g. Plebe-Parent Weekend events that authorize guest visitation in the Cadet Barracks Restricted Area.)

(2) Prior to departure, cadets must sign out IAW their company sign out procedures and IAW USCC REG 600-20 and this pamphlet.

(3) Any privileges request by the Corps of Cadets in addition to those outlined below will be submitted by the First Captain to the BTO.

(4) For cadets serving punishment whose punishment is temporarily suspended, disciplinary tours, restriction, and loss of privileges for those cadets will resume on the Monday following the class weekend IAW the published disciplinary tours schedule.

(5) The paragraphs below describe the privileges afforded to cadets in good standing or those cadets who receive an exception to policy as described in the next paragraph.

b. Deficient Cadets and Exceptions to policy for Class Weekend Privileges.

(1) IAW USCC Regulation 351-1, cadets who are actively flagged are not considered to be in good standing, and are ineligible for favorable personnel actions, to include privileges.

(2) (1) IAW USCC Regulation 351-1, exceptions to the restrictions below may be granted by the Tactical Officer who is superior to the Tactical Officer who initiated the flag.

(3) ETPs should be routed through the chain of command in memorandum format to the appropriate approval authority.

15-2. Acceptance Day

c. Privileges for all cadets are not authorized until after completion of the Acceptance Day Parade on Saturday.

a. 1CL – 3CL Cadets have normal weekend privileges IAW the type of weekend. 1CL-3CL Cadets will return for recall formation on the Sunday of Acceptance Day Weekend.

b. 4CL Cadets will be afforded Area Walking Privileges for the remainder of the weekend after the Acceptance Day parade and must return NLT 30 minutes prior to TAPS that Saturday evening. Required seasonal uniform for 4CL Cadets and standard sign out procedures remain in effect.

c. On Sunday, 4CL Cadets may depart on Area Walking Privileges NET 0520 and must return for recall formation.

15-3. Plebe Parent Weekend

a. 1CL-3CL Cadets have normal privileges IAW the type of weekend and IAW Spring Break departure procedures.

b. From the Friday to Sunday during Plebe-Parent Weekend, 4CL Cadets are authorized Area

Walking Privileges as outlined below and during the following times:

(1) The Friday leading into Plebe-Parent Weekend from 1630 to 30 minutes prior to TAPS, when they must be signed into the barracks.

(2) The Saturday of Plebe-Parent Weekend Parade, when released after M14 rifle turn in until 1530 that Saturday afternoon.

(3) The Saturday of Plebe-Parent Weekend, after the dinner/banquet and any receiving lines from 2030 until 30 minutes prior to TAPS, when they must be signed into the barracks.

c. Room standards are PMI from the Friday of Plebe-Parent Weekend until the Sunday of Plebe-Parent Weekend and must remain in PMI before departing for Spring Leave.

d. 4CL Cadets are authorized 'Fall out' from on the Friday of Plebe Parent Weekend at 1345 until the Sunday of Plebe-Parent Weekend at 0800, suspending 4CL Conduct expectations outlined within this pamphlet for that time period.

e. 4CL Cadets conduct all Duty Officer responsibilities and CGR duties for the weekend beginning Friday at 0600hrs until Sunday at TAPS, except during mandatory Plebe-Parent Weekend events.

(1) Class Officer and Company Ring and Crest Reps will be exempt from conduct all Duty Officer responsibilities and CGR duties for the weekend.

f. The uniform for Plebe-Parent Weekend will be prescribed by the Plebe Brigade Commander.

(1) The uniform for the banquet is Full Dress over the seasonal required pants.

(2) The uniform for escorting is IAW USCC REG 600-20 and the provisions outlined in the pamphlet.

(3) The uniform for the parade is Full Dress Under Arms, but will upgrade to Long Overcoat Under Arms pending a weather call on Friday.

g. Departure for Spring Leave. 4CL Cadets departing on Spring Leave may depart West Point once approved by their Company TAC Team on the Sunday of Plebe-Parent weekend when the weekend is aligned with Spring Break.

h. 4CL Cadets will depart and return from Spring Leave in Dress Gray.

i. 4CL Cadets will return from Spring Leave and be present at recall formation.

j. Exceptions to departure and return times are reserved at the Regimental Tactical Officer level.

15-4. Yearling Winter Weekend

a. 3CL Cadets are authorized to take a non-chargeable pass for the duration of Yearling Winter Weekend. Cadets must be present for mandatory weekend events, and, when applicable for OPPs or walking privileges, must be signed in for TAPS.

b. 3CL Cadets are excused from recall formation on the Sunday Yearling Winter Weekend. All cadets must be signed into their barracks room by TAPs that evening.

c. Civilian casual will be authorized for 3CL Cadets beginning on the Friday of Yearling Winter Weekend at 1630 until the following Sunday at TAPS.

d. PMI is authorized for all 3CL Cadets from the Wednesday preceding Yearling Winter Weekend through the following Sunday of that weekend.

e. 3CL Cadets do not have to occupy the CCQ Desk for the weekend beginning Friday at 0600hrs until Sunday at TAPS. 2CL Cadets conduct CCQ duties beginning Friday at 0600hrs until Sunday at TAPS.

f. The uniform for the banquet is Full Dress over gray.

15-5. 500th Night

a. All 2CL Cadets are granted a non-chargeable pass from the Friday to Sunday of 500th

Night Weekend.

b. All 2CL Cadets are excused from recall formation the Sunday of 500th Night Weekend.

c. 1CL Cadets conduct all Duty Officer responsibilities and CGR duties for the weekend beginning Friday at 0600hrs until Sunday at TAPS.

d. For the 500th Night Weekend Friday to Sunday, 2CL Cadets are authorized to take a non-chargeable pass, off-post privileges (OPPs), and walking privileges. 2CL Cadets must be present for mandatory weekend events, and, when applicable for OPPs or walking privileges, must be signed in for TAPS.

15-6. Ring Weekend

a. Any large-scale safety violations during Ring Weekend events result in an immediate loss of all privileges for the Corps of Cadets (i.e., walking privileges, OPPs, etc.). This is to promote inclusion and the mental well-being of all 1CL Cadets during this once-in-a-lifetime event.

b. 2CL- 4CL Cadets have normal weekend privileges IAW the type of weekend. 2CL-4CL Cadets will return for recall formation on the Sunday of Ring Weekend.

c. All 1CL Cadets are authorized to take a non-chargeable pass, off-post privileges (OPPs), and walking privileges. 1CL Cadets must be present for mandatory events and, when applicable for OPPs or walking privileges, TAPS.

d. All 1CL Cadets are excused from recall formation on the Sunday of Ring Weekend. All cadets must be signed into their barracks room by TAPs that evening.

e. Underclass Cadets in good standing who have a family member that is a 1CL Cadet receiving their ring are excused from weekend training and allowed to take OPPs or walking privileges with their respective family member, but must return for recall formation on Sunday.

f. All 1CL Cadets may operate their own POV regardless of current or impending infractions unless the infraction imposes a risk to the wellness and safety of the cadet or others on the road.

g. 2CL Cadets conduct all Duty Officer responsibilities and CGR duties for the weekend beginning Friday at 0600hrs until Sunday at TAPS.

15-7. 100th Night

a. All 1CL Cadets are excused from recall formation on the Sunday of 100th Night Weekend. 1CL Cadets must be signed in at TAPS.

b. The Guidon, FCC, and West Point Club will be reserved for 1CL Cadets for the duration of 100th Night Weekend.

c. 2CL Cadets conduct all Duty Officer responsibilities and CGR duties for the weekend beginning Friday at 0600hrs until Sunday at TAPS.

d. The uniform for 100th Night Banquet is 'formal attire', shown in Enclosure 2.

e. Guest Restrictions.

(1) No guests outside of the United States Military Academy are authorized to attend the 100th Night Banquet.

(2) 1CL Cadets are authorized '2CL Cadet Guests' for the 100th Night Banquet and Show.

(3) Only 2CL Cadets are authorized due to the consumption of alcoholic beverages at the 100th Night Banquet.

f. 2CL Cadets attending the 100th Night Banquet may wear formal attire.

Chapter 16

Cadet Summer Training Privileges

A privilege is a special advantage available to individual cadets, which is earned. Deficient

cadets immediately lose all privileges.

a. Reference Table 16-8: CST Privilege Matrix for a consolidated list of Cadet privileges commensurate with CST Status.

b. Definitions for the following statuses are per appropriate BTD Policy Letter and per class privileges: Leave, Pass, Walking Privileges, Off Post Privilege, On Post Facilities, Civilian Clothes, Alcohol Consumption, Tobacco Use.

c. For cadets on AIAD, this policy applies only for AIADs that are based out of the CPRA and are considered ADCON to SGR as members of the "Transient" population.

d. CST Cadre, CST Trainee, Transient (UQR/MED Holds), AIAD, and PIAD ETPs will be approved by the BTO.

e. The only leave authorized for CST Trainees is emergency leave approved by the BTO thru the detail Regimental Tactical Officer and the Director of the Department of Military Instruction (THRU DMI6 only for CFT, CBT, CLDT, and Air Assault). CST Cadre will be approved by the detail Regimental Tactical Officer. Any Cadets that miss training may be at risk of being dropped from the detail.

f. Special Passes requested by CST Trainees (i.e. attending sibling's graduation, weddings, funerals, etc) will be approved by BTO thru the detail Regimental Tactical Officer and the Director of the Department of Military Instruction (THRU DMI6 only for CFT, CBT, CLDT, and Air Assault). CST Cadre will be approved by the detail Regimental Tactical Officer. Any Cadets that miss training may be at risk of being dropped from the detail.

g. Air Assault failures/drops or any other CST drops (medical or admin drops) that are assigned to SGR for the remainder of their scheduled AASLT detail timeline will fall under the CST Trainee privileges outlined below. Air Assault and CST drops or failures will be adjudicated with BTO approval on a case by case basis regarding the remainder of their summer schedule.

h. All ETPs will be submitted in writing, in memorandum format in accordance with AR 25-50, to the specified approval authority no later than 3 business days prior to the requested exception during CST. Written ETPs are not required for special passes, extensions to chargeable pass, or pass/leave under emergency conditions.

Cadet Status	Leave	Pass	Walking Privs	Off Post Privs	On Post Facilities	Civilian Clothes	Alcohol	Tobacco/ Nicotine Use
CFT, CBT I, CBT II, CLDT, AASLT								
Cadre	ETP	ETP	NO	NO	NO	NO	NO	NO
Trainee	ETP	ETP	NO	NO	NO	NO	NO	NO
Air Assault	ETP	ETP	NO	NO	NO	NO	NO	NO
SUMMER GARRISON REGIMENT (SGR)								
Cadre	ETP	ETP	YES	NO	YES	YES	NO	YES
Voluntary STAP	ETP	TAC/REQ	YES	NO	YES	YES	NO	YES
Mandatory STAP	ETP	TAC/REQ	ETP	ETP	NO	YES	NO	YES
Transient (UQR/MED Hold)	ETP	ETP	NO	NO	YES	YES	NO	YES
Transient (CFT II Trainee Hold)	ETP	ETP	ETP	ETP	YES	NO	NO	YES
Transient (All Others)	ETP	ETP	YES	YES	YES	YES	NO	YES
AIAD	ETP	TAC/REQ	TAC/REQ	NO	YES	YES	NO	YES
PIAD	ETP	TAC/REQ	ETP	ETP	YES	YES	NO	YES
MIAD	ETP	TAC/REQ	YES	NO	YES	YES	NO	YES
<p>Approval authority IAW USCC Regulation 351-1, Chapter 4.</p> <p>Civilian Clothes: If "Yes" will only be worn after the Duty Day.</p> <p>"YES" that privilege is per appropriate policy letter.</p> <p>"NO" that privilege is not authorized during CST by category.</p> <p>"ETP" then an ETP must be approved by the appropriate level below.</p>								

Table 16-8: Cadet Summer Training Privileges Matrix

Appendix A
Inspection Checklists

A-1. AMI Checklist

See USCC Pamphlet 420-1 Appendix A-1

A-2. Room Maintenance Checklist

See USCC Pamphlet 420-1 Appendix A-2

A-3. SAMI Checklist

See USCC Pamphlet 420-1 Appendix A-3

A-4. Common Area Checklist.

See USCC Pamphlet 420-1 Appendix A-4

A-5. Uniform & Haircut Inspection Checklist & In-Ranks Inspection Checklist

See below.

A-6. OCIE Checklist

See below.

A-5. Uniform & Haircut Inspection & In Ranks Inspection Checklist

<p><u>COVER</u></p> <p><input type="checkbox"/> CLEAN (GO/NO GO)</p> <p><input type="checkbox"/> SATISFACTORY EMBLEM CONDITION (GO/NO GO)</p> <p><input type="checkbox"/> PROPER FIT/PRESS (GO/NO GO)</p> <p><u>RIBBONS/ INSIGNIAS</u></p> <p><input type="checkbox"/> PROPER PLACEMENT (GO/NO GO)</p> <p><input type="checkbox"/> CLEAN/SERVICEABLE (GO/NO GO)</p> <p><u>SHIRT/COAT/JACKET</u></p> <p><input type="checkbox"/> ID CARD (GO/NO GO)</p> <p><input type="checkbox"/> ID TAGS (GO/NO GO)</p> <p><input type="checkbox"/> CLEAN SHIRT (GO/NO GO)</p> <p><input type="checkbox"/> PROPER PRESS (GO/NO GO)</p> <p><u>BELT/BRASS</u></p> <p><input type="checkbox"/> PROPER LENGTH (GO/NO GO)</p> <p><input type="checkbox"/> CLEAN (GO/NO GO)</p> <p><input type="checkbox"/> PROPER GIG LINE (GO/NO GO)</p> <p><input type="checkbox"/> BUCKLE (SHINED, NOT SCRATCHED, ETC.) (GO/NO GO)</p> <p><u>TROUSERS</u></p> <p><input type="checkbox"/> PROPER FIT (GO/NO GO)</p> <p><input type="checkbox"/> CLEAN (GO/NO GO)</p> <p><input type="checkbox"/> PROPER PRESS (NO WRINKLES) (GO/NO GO)</p> <p><u>SHOES</u></p> <p><input type="checkbox"/> SHINED (NOT DIRTY/SCUFFED) (GO/NO GO)</p> <p><input type="checkbox"/> SERVICEABLE (GO/NO GO)</p> <p><u>HYGIENE</u></p> <p><input type="checkbox"/> PROPER HAIRCUT (GO/NO GO)</p> <p><input type="checkbox"/> PROPER SHAVE (GO/NO GO)</p> <p><input type="checkbox"/> NOSE/EAR HAIR KEPT (GO/NO GO)</p> <p><input type="checkbox"/> FOUL/UNPLEASANT ODOR (BREATH, UNIFORM, ETC.) (GO/NO GO)</p> <p><input type="checkbox"/> FINGERNAILS (CLEAN, PROPER LENGTH/COLOR, ETC.) (GO/NO GO)</p> <p><u>DRILL</u></p> <p><input type="checkbox"/> PROPER FACING MOVEMENT (4CL ONLY) (GO/NO GO)</p> <p><input type="checkbox"/> PROPER RIFLE DRILL (IN-RANKS ONLY) (GO/NO GO)</p> <p><input type="checkbox"/> PROPER SABER DRILL (IN RANKS ONLY-1CL/SABER BEARS) (GO/NO GO)</p> <p><u>KNOWLEDGE (4CL ONLY)</u></p> <p><input type="checkbox"/> 1st QUESTION (GO/NO GO)</p> <p><input type="checkbox"/> 2nd QUESTION (GO/NO GO)</p> <p><input type="checkbox"/> GO/NO GO</p>	<p>RANK/NAME:</p> <p>COMPANY:</p> <p>DATE:</p> <p>INSPECTOR:</p> <p>INSTRUCTIONS TO INSPECTORS:</p> <p>a. Inspectors will refer to USCC Regulation 600-20 and USCC Pamphlet 670-1 for correct standards for each inspection item.</p> <p>b. This grading sheet is based off discrepancies, so the only things needed to be written is the GO/NO GO.</p> <p>c. If a Cadet fails any of these inspection items, the fault must be corrected by the following formation. Haircuts must be corrected by the next duty day.</p> <p>d. Use a ruler for all measurements, do not eyeball.</p> <p>e. Knowledge questions are to be strictly from Army, USMA, and USCC regulations to include but are not limited to: USCC Regulation 600-20, USCC Pamphlet 600-20, USCC Pamphlet 670-1, and USCC Pamphlet 420-1.</p>
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A-6. OCIE Checklist

Inspector/Position: _____

Cadet Name: _____

Date: _____

Company/REGT: _____

LIN	NOMENCLATURE	AUTH	PCS	ETS	SIZE	SERVICEABLE	COMMENTS
B28123	BODY ARMOR: INTERCEPT	1	N	N			
H53175	HELMET: ADVANCED COMB	1	Y	N			
C28472	COVER: HELMET CAMOUFL	1	Y	N			
J23458	JACKET WET WEATHER: E	1	Y	N			
T36205	TROUSERS EXTREME COLD	1	Y	N			
DA707G	PAD SET, SUSPENSION	1	Y	Y			
PA4042	BRACKET LEVER	1	Y	N			
B13907	BAG BARRACKS: COTTON	2	Y	N			
B15825	BAG CLOTHING WATERPRO	1	Y	N			
C96536	CANTEEN WATER: PLASTI	2	Y	N			
F54817	CUP WATER CANTEEN: ST	1	Y	N			
DA0529	PONCHO, WET WEATHER	1	N	N			
DA151M	HELMET	1	Y	N			
DA1556	ELBOW, PAD	1	Y	N			
DA1588	PAD, KNEE	1	Y	N			
DA6508	FIELD, BUTT, & BACKPA	1	Y	N			
DA650F	PACK, FRAME, MOLLE	1	N	N			
DA6517	BELT, MOLDED WAIST	1	N	N			
DA651E	BLADDER, HYDRATION S	1	Y	Y			
DA6529	MAGAZINE POUCH, MOLLE	1	Y	N			
DA652Q	CARRIER HYDRATION 5	1	Y	N			
DA652Z	SHOULDER STRAPS, FRA	1	N	N			
DA6545	CARRIER, ENTRENCHING	1	Y	N			
DA654J	PACK, PATROL MOLLE, L	1	N	N			
DA654N	SLEEPING BAG ICW, MOD	1	Y	N			
DA655K	CARRIER, FIGHTING LO.	2	Y	N			
DA655V	SUSTAINMENT POUCH	3	N	N			
DA6562	POUCH MAGAZINE, M4 TW	1	Y	N			
DA6563	POUCH, GRENADE	1	Y	N			
DA657E	PACK, ASSAULT, MOLLE	1	Y	N			
DA657S	BUCKLE, MALE SHOULDE	1	Y	Y			
DA657W	LOAD LIFTER ATTACHM	2	N	N			
DA6588	POUCH, CANTEEN-GENER	2	Y	N			
DA658H	POUCH MAGAZINE, M4 TH	2	Y	N			
DA658Z	BAG, PATROL, MODULAR	1	Y	N			
DA6593	POUCH, GRENADE, HAND	2	Y	N			
DA659E	STUFF SACK MODULAR SL	1	Y	N			
DA7019	STRAP ASSEMBLY, CHIN	1	Y	Y			
M24944	MAT: SLEEPING SELF I	1	Y	N			
M37042	MAT SLEEPING: POLYETH	1	Y	N			
M60483	MODULAR SLEEP SYSTEM:	1	N	N			
M95975	SCARF: NECKWEAR COTTO	1	Y	Y			
MC20CH	INTRENCHING TOOLS, HA	1	Y	N			
NA4578	FIRST AID KIT, UNIVER	1	Y	N			
P17415	PONCHOWETWEATHE: C	1	Y	N			