



OFFICE OF THE COMMANDANT
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996-1602

MACC

NOV 20 2019

USCC POLICY MEMORANDUM (CC-19-09)

SUBJECT: Officer in Charge (OC) Duties and Responsibilities

1. **REFERENCE:** United States Corps of Cadets (USCC) Standard Operating Procedures (SOP)
2. **PURPOSE:** To establish guidelines for the OC and to define the duties and responsibilities of the OC during a normal tour of duty.
3. **APPLICABILITY:** This policy applies to all personnel assigned or attached to the USCC.
4. **POLICY:** USCC is required to maintain, at a minimum, one officer or NCO serving in the role of OC at all times. The OC is the direct representative of the Commandant and acts on the Commandant's behalf during non-duty hours. The OC position is required to ensure positive command and control over all USCC personnel, equipment and facilities are maintained at all times. The OC has overall supervisory responsibility for the Cadet guards' day-to-day operations. The OC provides specific guidance and counseling to the Cadet Senior Officer of the Day (SOD) in the performance of duty of the Cadet guard. The normal OC tour of duty is for 24 hours beginning at 0630 each day. The place of duty is the Central Guard Room (CGR) or the appointed inspection area.
5. **RESPONSIBILITIES:**
 - a. **Shift Change:** Reports to the CGR located on 1st Floor, MAC Long, NLT 0630 the day of duty and conducts a changeover brief with the outgoing OC.
 - (1) Conduct inventory of OC Hand Receipt, ensures all equipment is present and serviceable.
 - (2) Ensure all pending actions are discussed, understood, annotated in the OC report, and worked until they are resolved.
 - b. Reads and understands instructions. Upon assuming duties, the OC reads the OC instruction book located on the OC desk and ensures all instructions are understood.

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c. Supervise Cadet Shift Change: Briefs the Cadet SOD on their duties and responsibilities and overwatches the SOD issuing instructions to the CGR shift. The OC issues out brassards and ensures that all Cadets are wearing the appropriate brassard for identification purposes.

d. OC Report: Maintains a record of all significant events and annotates them on the OC report on the OC computer. The completed report is submitted prior to shift change with the incoming OC (o/a 0615) by email to the distribution list titled OCDAY REPORT, which is located in the personal address book of the OC computer. Information submitted in this report is subject to the Privacy Act and the Health Information Protection Act (HIPA).

e. Inspects meals in the Cadet Mess Hall. At a minimum, the OC eats the lunch meal in the Mess Hall and conducts an inspection of food quality, facility decorum, cadet appearance, cadet discipline, and any other area which requires attention during all meals. The OC can sit at any table, but 37B is always available if needed.

f. Inspects the Cadet Area. Throughout the tour of duty, the OC ensures the Cadet Area is maintained in a high state of police.

g. Evening Inspection of Guards: Between 1900-2300. If they are manned, inspects the Cadet guards at Eisenhower Hall (Cow Club), First Class Club, West Point Club, Central Area entry Points, and Guard posts. Areas inspected will include cleanliness, condition, decorum, cadet discipline, and any other area that requires attention.

h. Trip Sections: In coordination with trip section Officer In Charge (OIC), inspects all trip sections prior to departure from West Point. The OC overwatches that Cadets on the trip section are in the proper uniform and have a neat appearance and that all administrative data for the trip section is properly annotated in CIS/AMS. Cadets on CGR shift have access to all trip sections in the CGR computers and can ensure an accurate manifest of the trip section is maintained at CGR and all cadets are accounted for upon return. OC will ensure all trip section are signed in and accounted for every night prior to TAPs. Trip sections that were estimated to return, but are not logged in yet, will be contacted and verified for accountability. The OC records any reported results of trip section in the OC report (team and/or individual results and anything deserving attention or recognition).

i. Privately Owned Vehicles (POV) and Government Owned Vehicles (GOV) Parking in Central Area. Strictly enforces the parking regulations in the Cadet Area. The OC will ensure hourly checks are made throughout the day for unauthorized vehicles parked anywhere in the cadet area. The OC, SOD, Junior Officer of the Day (JOD), or any guard will radio the CGR when an illegally parked vehicle is found and the Military Police (MP) will be called immediately.

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j. Hospital Admissions. Maintains an accurate status of any Cadet admitted to the hospital. Hospital admissions are determined based upon severity of the injury and the length of stay (overnight). Cadet's company, gender, date, time admitted, and short synopsis of the health issue is recorded in the OC report. Due to the Health Information Protection Act the OC report will only list the company and the gender of the Cadet in the OC report. The Cadet's name and all specific data about the Cadet's health can be shared only with the chain-of-command for that specific Cadet (that Cadet's company TACs, RTO, BTD SEL, BTO, USCC CSM and the Commandant).

k. Arms Rooms Inspection: Conducts two arms rooms inspections and signs the arms room card. Arms Room is located in the basement of Washington Hall off of the Beat Air Force tunnel. One inspection will be executed after 1700, but before midnight, and one inspection will be executed after midnight, but before shift change.

l. Trunk Rooms Checks: Conducts two building trunk room checks in accordance with Inspection Matrix to ensure physical security procedures are being met. One inspection will be executed after 1900, but before midnight, and one inspection will be executed after midnight, but before shift change.

m. First Class Club, Eisenhower Hall (Cow Club), and West Point Club inspections: Conducts checks and inspections of all three Clubs to ensure Guards are properly carrying out duties and responsibilities (checking IDs, enforcing uniform policy, enforcing escort requirements, ensuring good order and discipline of Cadets, etc.).

n. Weekend OC Shift Inbrief. Weekend OC shifts during the academic year, for operational purposes, are defined as Saturday, Sunday, and training holidays. The OCs for those days will attend an OC inbrief the Thursday prior to their weekend shift at 1600 in the Brigade Executive Officer office in Washington Hall. This inbrief will cover any special events or activities occurring on the weekend of duty and lay out taskings.

o. Barracks Checks: The OC will inspect Cadet AOs (to include spot checking Company CCQs) IAW the attached barracks inspection matrix.

6. TIMELINE: The following is a typical timeline the OC can expect during a tour of duty:

a. **0630-0645:** Inbrief with outgoing OC and familiarization of duties and responsibilities.

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b. **0645-0700:** Briefs and gives guidance to the SOD. Inspects exterior guard posts, overwatches and ensures guard is in proper uniform and is marked with the appropriate brassard.

c. **0700-0725:** Inspection of Cadet Mess Hall during breakfast meal.

d. **1200-1235:** Inspection of Cadet Mess Hall during lunch meal.

e. **1845-1900:** Inspects guard detail and conducts changeover of the SOD. Checks the joint inventory conducted by the incoming and outgoing SOD to ensure all property is accounted for. Releases the outgoing SOD upon completion of successful changeover (SOD changeover can happen at other times during the day due to that specific details manning or rotation. Changeover is 'on order').

f. **1900-1920:** Inspection of Cadet Mess Hall during dinner meal.

g. **1930-2300:** OC inspects guards, four designated companies and two designated building trunk rooms according to the inspection matrix. Inspects guard details at the First Class Club, Cow Club (Eisenhower Hall), and West Point Club. Ensures the SOD/JOD checked all buildings as specified in the SOD/JOD inspection matrix by spot-checking at least three of the listed facilities that evening. Inspection matrix is listed as an attachment to this memo. Inspects Arms Room before midnight.

h. **2315-2330:** Calls Keller Army Community Hospital (KACH) for verification of and names of any Cadet admitted in the past 24 hours.

i. **2400-0015:** Inspects one company out of the four in the inspection matrix to include that company's trunk room, at a minimum, to observe accountability procedures. Inspects one out of the two buildings trunk rooms in the inspection matrix, at a minimum, to ensure trunk rooms are secured properly. OCs that are TAC officers may also observe their own company's accountability procedures.

j. **0100-0130:** Inspects and enforces the "lights out" policy and corrects as needed.

k. **0130-0530:** Sleeps in the CGR, if duty permits. Inspects the Arms room once after midnight.

l. **0530-0600:** Receives back brief from JOD on events occurring during the night and completes OC report.

m. **0630-0700:** Conducts out brief with the incoming OC.

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

8. **POINT OF CONTACT:** The proponent for this policy is the Brigade Executive Officer at x4029.

Encl

A handwritten signature in black ink, appearing to read 'C. Buzzard', with a long horizontal stroke extending to the right.

CURTIS A. BUZZARD
Brigadier General, USA
Commandant of Cadets

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Inspection Matrix

1. OC Company Area Inspection Matrix

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First Week of the Month	A1, B1, C1, D1	A2, B2, C2, D2	A3, B3, C3, D3, HHC	A4, B4, C4, D4	E1, F1, G1, H1, I1	E2, F2, G2, H2, I2	E3, F3, G3, H3, I3, HHC
Second Week of the Month	A2, B2, C2, D2	A3, B3, C3, D3, HHC	A4, B4, C4, D4	E1, F1, G1, H1, I1	E2, F2, G2, H2, I2	E3, F3, G3, H3, I3, HHC	A1, B1, C1, D1
Third Week of the Month	A3, B3, C3, D3, HHC	A4, B4, C4, D4	E1, F1, G1, H1, I1	E2, F2, G2, H2, I2	E3, F3, G3, H3, I3, HHC	A1, B1, C1, D1	A2, B2, C2, D2
Fourth Week of the Month	A4, B4, C4, D4	E1, F1, G1, H1, I1	E2, F2, G2, H2, I2	E3, F3, G3, H3, I3, HHC	A1, B1, C1, D1	A2, B2, C2, D2	A3, B3, C3, D3, HHC

2. OC Trunk Room Inspection Matrix

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First Week of the Month	Pershing, Grant	Bradley, Ike	Lee, Sherman	MAC Long, Scott	Bradley, Ike	Lee, Sherman	Pershing, Grant
Second Week of the Month	MAC Long, Scott	Lee, Sherman	Pershing, Grant	Bradley, Ike	MAC Long, Scott	Bradley, Ike	Lee, Sherman
Third Week of the Month	Pershing, Grant	MAC Long, Scott	Pershing, Grant	Bradley, Ike	MAC Long, Scott	Lee, Sherman	Bradley, Ike
Fourth Week of the Month	Pershing, Grant	Lee, Sherman	MAC Long, Scott	Lee, Sherman	Pershing, Grant	Bradley, Ike	MAC Long, Scott

3. SOD/JOD Building Inspection Matrix

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First Week of the Month	Eisenhower, Cullum Hall, West Point Club	Pershing, Thayer Hall, Jefferson Hall (Library)	MacArthur, Scott, Arvin Gym	Grant/ Lee/ Sherman,	Bradley, Washington Hall	First Class Club, Cow Club, North Area, Legion Square, 1x Barracks	First Class Club, Cow Club, North Area, Legion Square, 1x Barracks building
Second Week of the Month	Bradley, Washington Hall	Eisenhower, Cullum Hall, West Point Club	Pershing, Thayer Hall, Jefferson Hall (Library)	MacArthur, Scott, Arvin Gym	Grant/ Lee/ Sherman	First Class Club, Cow Club, North Area, Legion Square, 1x Barracks	First Class Club, Cow Club, North Area, Legion Square, 1x Barracks building
Third Week of the Month	Grant/ Lee/ Sherman	Bradley, Washington Hall	Eisenhower, Cullum Hall, West Point Club	Pershing, Thayer Hall, Jefferson Hall (Library)	MacArthur, Scott, Arvin Gym	First Class Club, Cow Club, North Area, Legion Square, 1x Barracks	First Class Club, Cow Club, North Area, Legion Square, 1x Barracks building
Fourth Week of the Month	MacArthur, Scott, Arvin Gym	Grant/ Lee/ Sherman	Bradley, Washington Hall	Eisenhower, Cullum Hall, West Point Club	Pershing, Thayer Hall, Jefferson Hall (Library)	First Class Club, Cow Club, North Area, Legion Square, 1x Barracks	First Class Club, Cow Club, North Area, Legion Square, 1x Barracks building