



**DEPARTMENT OF THE ARMY**  
UNITED STATES MILITARY ACADEMY  
West Point, New York 10996

MACC-O

15 September 2023

**MEMORANDUM FOR RECORD**

**SUBJECT: BTD Policy Letter #4 - Cadet Extra Duty Tours**

1. References. USCC REG 600-20 Command Policy for Conduct, Appearance, and Living Standards, 16 June 2023.
2. Purpose. To provide a schedule and guidance for the Cadet disciplinary tours. This guidance clarifies and supplements all provisions from USCC Regulation 351-1 "Cadet Disciplinary System, Chapter 6 "Cadet Extra Duty Tours". Provisions of this memorandum apply to personnel assigned, attached, or under Operational Control (OPCON) of the BTD.
3. Process. The United States Corps of Cadets (USCC) Regulations and Discipline (R & D) Officer will publish the Academic Year (AY) tour schedule prior to the AY commencement. Additionally, the USCC RDO will publish outlining instructions for accelerated tours (i.e. TEE and Graduation Week). Additionally:
  - a. The Cadet RDO will publish the weekly tour schedule (NLT) Taps each Thursday.
  - b. The TAC must input tours in the Academy Management System (AMS) NLT 1200 hours on Thursday of the week the tours would be performed.
4. Reporting. All Cadets will report for the accountability and inspection formation on the Apron (centered on Washington Hall facing the plain) unless excused by their TAC Team or the Officer in Charge (OC) IAW the table in Figure #1 (Tours Timetable) of this document.
5. Formations and Inspections. Tour formations are mandatory for all Cadets serving tours to establish accountability and conduct inspections. All Brigade, Regiment, and Company Duty Officers will conduct disciplinary tour formations and inspections regardless of whether their unit has anyone serving tours for the first inspection of the weekend. For the sequential inspections, only the BDOs, RDOs, and CDOs with Cadets serving disciplinary tours attend the formation. The uniform for Disciplinary Tours is the seasonal dress uniform, under arms with respect to class and rank. Duty Officers will wear the seasonal dress uniform. The OC/BDO will determine the appropriate over garments for tours.

6. Inspection Failure. The Cadet Duty Officer (CDO) will write a negative COR on Cadets who fail inspection. This action will inform the Cadet's TAC Team of the discrepancy. Cadets who fail inspection will lose one hour of tour credit. Cadets failing inspection will have one hour to fix the correction and return to their tour of duty for reinspection. Cadets must pass uniform inspection to serve tours. See inspection checklist (Figure #2, Uniform Inspection Checklist).

7. Best Uniform. At the end of the accountability and inspection formation, the BDO will select one Cadet as the supernumerary for having the most professional appearance in the formation. This selection will only occur when the uniform is seasonal dress. Inspections in ACUs will not have a supernumerary. The BDO will release the supernumerary for the day and credit the winner with the appropriate hours scheduled for the day as hours served. The criteria in the selection of the supernumerary are:

- a. Hair and grooming standards IAW USCC Regulations.
- b. All required documentation (ID card and dog tags) present.
- c. Uniforms fit IAW the USCC Regulations.
- d. Footgear is highly shined.
- e. Cadet demonstrating the correct stationary drill positions IAW Army and USCC Regulations.

8. Types of disciplinary tours. Cadets will serve tour hours by attending Area, Fatigue, or Sitting tours during the prescribed schedule in this memorandum.

a. Area tours. Cadets will perform tours in the North area, Central area, or on Davis Shelf based on mission requirements. A Cadet area tour hour consists of 50 minutes of marching and 10 minutes of rest. Area tours require Cadets to march across the designated location under arms and at a pace of 120 steps per minute. Cadets will serve area tours unless sitting tours are specified by their TAC Team. Area tours will occur on Fridays, Saturdays, and Mondays of holiday weekends. Two assigned Cadet Company Disciplinary Officers (CDO) will actively supervise Cadets performing area tours under the supervision of the Regimental Disciplinary Officer (RDO). Cadets serving area tours may be tasked for fatigue tours as directed by the OC or the BDO at tours formation. The TAC must input area tours in the Academy Management System (AMS) NLT 1200 hours on Thursday of the week the tours would be performed.

b. Fatigue tours. The BTD Senior Enlisted Leader (SEL) is the approving authority for all fatigue detail requests. Cadets will conduct fatigue tours in the Army Combat Uniform (ACU). The Cadet BDO and RDO will notify Cadets that are going to perform fatigue tours at the 1645 Friday inspection formation. Cadets who will conduct fatigue tours on Friday, may be released to change from the seasonal dress uniform to ACUs in a timely manner. Cadets will gain 1:1 credit for fatigue tour tasks. Two assigned Cadet Company Disciplinary Officers (CDO) will actively supervise

Cadets performing area tours under the supervision of the Regimental Disciplinary Officer (RDO). The CDOs will wear the ACU during the performance of their supervisory duties. Cadets serving sitting tours are not authorized to serve fatigue tours. The TAC must input tours in the Academy Management System (AMS) NLT 1200 hours on Thursday of the week the tours would be performed.

c. Sitting tours. During sitting tours, Cadets will sit at a desk or stand within an arm's reach of the desk while reading, studying, or writing during the sitting tour. Cadets may possess academic books or study materials. Cadets may use headphones for studying educational material and/or listen to music. Cadets may not use headphones to watch movies, shows, or other non-educational videos. Cadets will perform sitting tours in the designated Drafting Rooms on the sixth floor of Washington Hall. Cadets will serve sitting tours on Fridays, Saturdays, Sundays, and Mondays of holiday weekends. Cadets will only serve sitting tours when specifically designated by their Company Tactical Officer (TAC). The TAC must input sitting tours in the Academy Management System (AMS) NLT 1200 hours on Thursday of the week if the Cadet falls into the following categories:

- (1) On academic probation.
- (2) Excused from performing area tours (due to a physical profile) by the USCC Brigade Surgeon.
- (3) A member of an in-season Corps Squad or Competitive Club Team who is in a competitive season.
- (4) Upon request of the Cadet. Note: The Brigade Tactical Officer (BTO) is the approval authority if not IAW sections (1) - (3) above. Requests must be routed through the TAC team and sent to the office of the BTO NLT 1600 Wednesday preceding the weekend tours would be performed.

At least one CDO from the assigned duty regiment will supervise sitting tours. The RDO will designate one CDOs as the sitting tour CIC. The duty regiment RDO may rotate CICs during this duty.

9. Sitting tours accountability. Following uniform inspection, the sitting tour CIC will take accountability to ensure the Cadet names on the list are present. The CDOs supervising sitting tours must take accountability hourly during the tour period. At the end of each day, the CIC will submit the tour accountability records to the BDO. The CIC make the following announcements:

- a. Before moving the Cadets to the sitting tour area: "The only items allowed during sitting tours are proper academic reading materials, homework and laptop computers."
- b. After moving the Cadets to the sitting tour's location: "You are required to sit or stand within an arm's reach of your desk at all times. You may read (academic material only), study, or write. You may not watch television, movies, shows, or other

videos. You may not lean on the desk or walls. Talking, playing cards, using tobacco in any form, eating, drinking, gum chewing, sleeping, and interaction with other Cadets are unauthorized. You will not move or deface any equipment in this room. There are no breaks. If you need to go to rest room or to the water fountain, you must sign out in the departure book and return within five minutes. You may not enter any other rooms during this tour period. You must sign in upon your return. You will not leave your post without the permission of the Cadet Duty Officer or the OC."

10. Disciplinary tour service and credit. Cadets will serve tours at the earliest available date. Cadets will only receive credit for tours served during authorized tour periods (see Figure #1, Tours Timetable). Credits for Cadet tours are as follows:

a. Area and Fatigue Tours. Unless authorized by the BTO, Cadets will serve a maximum of seven (7) hours during a regular weekend, and fifteen (15) hours on a long weekend. Daily weekend maximums are two (2) hours on Friday, five (5) hours on Saturday and eight (8) hours on Monday of the long weekend.

b. Sitting Tours. Unless authorized by the BTO, Cadets will serve a maximum of fourteen (14) tour hours (7 Tour credits at 2:1 ratio) during a standard two-day weekend, and twenty-two (22) tour hours (11 Tour credits at 2:1 ratio) during a long weekend. The 2:1 ratio for Cadets assigned sitting tours identifies that they will receive one (1) tour credit for every two (2) hours served. Daily weekend maximum credits at 2:1 ratio is one (1) hour credited on Friday, three (3) hours credited on Saturday, three (3) hours credited on Sunday, and four (4) hours credited on Monday of the long weekend. **A Cadet may not serve both sitting and area tours on the same weekend.**

c. Sitting Tours for Corps Squad and Competitive Club Athletes. A qualified athlete may perform sitting tours Monday only if the team schedule does not allow for tours on the weekend. To qualify for individual 1:1 sitting tour credit, a Club or Corps Squad Cadet must not have been afforded the opportunity to complete at least eight (8) sitting tour hours in a single weekend. The lack of opportunity to complete at least eight (8) 2:1 sitting tours (4 hours credit) in a weekend must be as a direct result of a competition or travel to a competition. Practice time does not qualify. A Cadet must be a Club or Corps Squad rostered player or manager and must have dressed for the competition in question. Each Cadet that meets these prerequisites must individually request 1:1 sitting tour credit prior to submitting the tour card in AMS, or earlier as specified by the TAC Team.

d. Removal of Credit. The OC and CDO's are authorized to withdraw credit from a Cadet who fails to meet the standards of military appearance or duty performance during the tour period.

11. Tour Cards. Cadet R&D representatives at the Company, Battalion, Regimental,

and Brigade level are responsible for maintaining a digital tour card for all Cadets under their command serving punishment under the Cadet disciplinary system. Maintenance of the digital tour card includes inputting of board proceedings by the Cadet R&D Officer and submission of the tour card information by the TAC Team. The BDO/RDO/CDOs will utilize the following guidance during the process:

12. Submitting the Tour Card. To submit the tour cards TACs will:

- a. Verify and approve the Company tour cards for the data to be stored in AMS.
- b. Annotate each day whether a Cadet will be present or absent, if the Cadet will sit or walk tours, and if the Cadet is sitting, whether the Cadet will get 1:1 or 2:1 credit.
- c. Process administrative changes or corrections on that week's tour card through the Regimental SEL to the Brigade SEL NLT 1200 on Thursday to be included on that week's tour card.
- d. Submit tours in AMS, print the "Tour Schedule Confirmation Page" also known as the tour card, sign and stamp the tour card verifying its accuracy.
- e. Issue the signed tour card to the Cadet R&D Officer prior to Friday at 1600.
- f. Ensures the CDOs for each day receives one copy of the tour card for their respective tour's formation prior to Friday at 1645.

13. Tour cards for accountability of Cadets. The CDO reports accountability to the RDO, and then gives the tour card to the RDO for consolidation. The RDO collects all 13 tour cards for the regiment (nine company, three battalion, and one regiment) and verifies that all cards are present and signed and submits them to the BDO at the tour formation. The BDO verifies there are 53 signed cards (13 per regiment, one brigade), and reports accountability to the OC.

14. Tour Credit. Cadets will receive credit for hours using a CAC-scanning device provided to the duty regiment RDO each day. The duty regiment RDO will scan in CACs within the first twenty minutes of the hour and scan out CACs after fifty minutes have elapsed. For example, cadets have from 1300-1320 to scan into the hour, then 1350-1400 to scan out. This will repeat until the conclusion of tours for the day. Cadets leaving the tours area must retain their CACs with them for purposes such as release to change uniforms or early excusal.

15. Authorized Excusals. Authorized excusal authority from Cadets serving area tours may only be granted from the residing level which awarded the tours (i.e. Company TAC for Company Board, RTO for Regimental Boards, etc.). Requests for excusal must be submitted in memorandum format to the approval authority NLT the

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Wednesday 1600 preceding the weekend of the scheduled tours. When a Cadet is excused from tours, the TAC Team submitting tours must designate "EX" for excused on the company tour card. Unless flagged or restricted from participating in the following events, excusal examples may include:

- (1) Additional Instruction (AI).
- (2) Participation in an extracurricular activity (Trip Section).
- (3) Religious activities and services.
- (4) Approved USMA Class functions

16. Automatic Excusals. Cadets in the following categories are automatically excused from serving tours during the scheduled tour period:

- a. Hospitalized on or off Post.
- b. Serving on an Honor Board.

17. Corps Squad/Competitive Club Team Practice. Official in-season practice or competition when individual lifts or workouts can be accomplished before or after area tours do not constitute automatic excusal. Out of Season Cadet Athletes are not authorized to miss hours for individual or unofficial team practice.

18. Inclement Weather. In the case of severe inclement weather (i.e. lightning, hurricanes, or blizzards), the OC will move the area tours to inside Thayer Hall or Arvin Gym. For uniform configuration based off weather conditions refer to USCC REG 600-20, Chapter 4, Section 11, *Wear of Items Based on Environmental Conditions (Weather)*. The BTD Sergeant Major will provide the uniform for the inclement weather conditions.

19. Summer Training. Any unserved disciplinary tours awarded during the academic year or during the period of summer training are suspended from the first day of Term End Examinations (TEE) in May until the first Friday after academics begins the following academic year. Exceptions may be approved by the BTO.

20. POC this memorandum is the BTD SGM at x 9688.

MICHAEL F. KLOEPPER  
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Brigade Tactical Officer

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**Figure 1 – Tours Timetable**

Tours Timetable				
DAY	TIME	EVENT	LOCATION	Total Hours Potentially Available
Friday	1630-1700	Accountability/ In-Ranks	Apron	
	1700-1850	Walking Tours	North/ Central/ Davis Shelf Areas	2 Hours
	1700-1850	Sitting Tours	Drafting Room	1:1 = 2 Hours credit/ 2:1= 1 Hours credit
	1700-1850	Fatigue Tours	As Directed by BTM CSM	2 Hours
Saturday	1230-1300	Accountability/ In-Ranks	Apron	
	1300-1750	Walking Tours	North/ Central/ Davis Shelf Areas	5 Hours
	1300-1850	Sitting Tours	Drafting Room	1:1 = 6 Hours credit/ 2:1= 3 Hours credit
	1300-1750	Fatigue Tours	As Directed by BTM CSM	5 Hours
Sunday	1230-1300	Accountability/ In-Ranks	Apron	
	1300-1850	Sitting Tours	Drafting Room	1:1 = 6 Hours credit/ 2:1= 3 Hours credit
Federal Holidays (Monday)	0830-0900	Accountability/ In-Ranks	Apron	
	0900-1100, 1200-1750	Walking Tours	North/ Central/ Davis Shelf Areas	8 Hours
	0900-1100, 1200-1750	Sitting Tours	Drafting Room	1:1 = 8 Hours credit/ 2:1= 4 Hours credit
	0900-1100, 1200-1750	Fatigue Tours	As Directed by BTM CSM	8 Hours
Monday (CC-CCA In Season Athletes)	1900-1930	Accountability/ In-Ranks	Apron	
	1930-2315	Sitting Tours	Drafting Room	1:1= 4 Hours credit

**Figure 2 – UNIFORM INSPECTION CHECKLIST**

Uniform Inspection Checklist		
Item	Pass	Fail
Shoes	Clean, Shined, Scuff Free	Scuffed, Unshined, dirty
Shirt	Clean shirt/ collar, pressed/ wrinkle free	Dirty/ stained shirt/ collar, wrinkled
Pants	Clean pants, pressed/ wrinkle free, proper length/ waist fit	dirty pants, wrinkled, too long/ short (single break in pant leg/ pant reaches low quarters), pant waist to large/ tight
Gigline	Gigline spot checked and properly aligned	Gigline off (zipper and shirt mal-aligned)
Saber, (White Sash)	Clean sash, free of tears/runs	Tattered/ torn saber sash, dirty
Chapel Belt, Catridge Box, Breast Plate	Chapel belt clean, appropriately sized, breast plate shined/ scratch free	Chapel belt dirty, improperly sized/fitted, breast plate tarnished/scratched
Belt Buckle	Buckle shined, scratch free, extending the correct direction	Buckle tarnished, scratched, improperly worn