



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

MACC-O

26 September 2016

MEMORANDUM FOR United States Corps of Cadets, West Point, New York 10996

SUBJECT: Policy Letter #1: TAPS Regulations and Door Lock Policies

1. Purpose. The purpose of this memorandum is to provide specific guidance on the regulations and enforcement of TAPS for the Corps of Cadets. This policy is punitive. Violations of the standards set herein are punishable under the Uniform Code of Military Justice, Article 92, *Failure to Obey Order or Regulation*, and under Article 10 of the Cadet Disciplinary Code, USCC Regulation 351-2, under the provisions of Army Regulation 210-26, *United States Military Academy*, Chapter 6-17.
2. TAPS times and late lights procedures can be found in USMA Regulation 1-1, *Installations, Administration, Scheduling Activities*.
3. Door Lock Policy. All Cadets must have their doors locked between TAPS – 0520 when present in the room. During hot weather periods, the commanding officer may authorize Cadets to keep their doors unlocked and propped open no wider than the width of a trash can in order to regulate room temperature. Otherwise, there is no exception to this policy. Cadets may not depart their room following TAPS check, except to use the restroom. This does not include using the shower or conducting personal hygiene.
4. In-Room (TAPS) Sign out. If Cadets choose to go to sleep prior to the nightly TAPS check, all Cadets in the room must sign out to "In-Room (TAPS)" on CIS before locking the door. This digital procedure is the only authorized method of informing the CDO/RDO/BDO that all of the room's occupants are inside and asleep. Other methods, such as hand-written notes or Post-It notes, are not acceptable for use and are only authorized if CIS is not functioning. Failure to report in the aforementioned manner will result in the CDO/RDO/BDO waking up the room's occupants to get physical accountability.
5. Doors must be unlocked NLT 0655 on duty days to include Academic Days, and any A/C Saturday. On all A/D, F, B weekends, Sundays, and any Federal Holiday, rooms will be unlocked NLT 1200 or one hour before first duty, whichever comes first.

MACC-BTD

SUBJECT: Policy Letter #1: TAPS Regulations and Door Lock Policies

6. TAPS Report Submission. These procedures are outlined in Policy Letter #24:
Standard Operating Procedure for Staff Duty Officers.

7. The point of contact for this memorandum is the Brigade Senior Enlisted Leader at 845-938-7904.

A handwritten signature in black ink, appearing to read 'BJR', is positioned above the printed name.

BRIAN J. REED
COL, IN
Brigade Tactical Officer