



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

MACC-O

01 July 2018

MEMORANDUM FOR United States Corps of Cadets

SUBJECT: Brigade Tactical Department (BTD) Policy Letter #18 – Disciplinary Tours

1. References.

- a. United States Corps of Cadets Standard Operating Procedures (SOP)
- b. United States Corps of Cadet Regulation 351-2

2. Purpose. To outline the regulations associated with Disciplinary Tours for all Cadets assigned to the United States Corps of Cadets (USCC).

3. Scope. Provisions of this memorandum apply to personnel assigned, attached, or under Operational Control (OPCON) of the United States Corps of Cadets.

4. Types of Disciplinary Tours.

- a. Tours will be served on the weekends. Cadets will serve Area Tours or Sitting Tours, as specified by the TAC Team on the tour card for each disciplinary period. TAC Teams will annotate any changes or reasons for authorized absence from tours on the tour card.

- b. All Cadets regardless of the type of tour will report to inspection at CGR unless excused by their TAC Team or the Officer in Charge (OC).

5. Schedule. Each week the Regulations and Discipline Officer will publish the tour schedule NLT TAPs Wednesday. Prior to commencement of the Academic Year (AY), the Regulations and Discipline Officers will publish the tour schedule for the AY. The Regulations and Discipline Officer will also publish instructions outlining when accelerated tours will be served (i.e. TEE and Graduation Week). Reference Table 1 below for standard timeline.

DAY	TIME	EVENT	LOCATION
FRIDAY	1630	Accountability Formation	CGR
	1630-1700	In-Ranks Inspection	
	1700-1850	Area Tours	North Area
	1700-1850	Sitting Tours	Drafting Room
SATURDAY	1230	Accountability Formation	CGR
	1230-1300	In-Ranks Inspection	
	1300-1750	Area Tours	North Area
	1300-1850	Sitting Tours	Drafting Room
SUNDAY	1230	Accountability Formation	CGR
	1230-1300	In-Ranks Inspection	
	1300-1850	Sitting Tours	Drafting Room
HOLIDAYS (Friday or Monday)	0830	Accountability Formation	CGR
	0830-0900	In-Ranks Inspection	
	0900-1100, 1200-1750	Area Tours	North Area
	0900-1100, 1200-1750	Sitting Tours	Drafting Room
MONDAYS (CS-CCA In Season Athletes)	1900	Accountability Formation	CGR
	1900-1930	In-Ranks Inspection	
	1930-2315	Sitting Tours	Drafting Room

Table 1 – Standard Timeline

6. Formations and Inspection. Tour formations will be held for all Cadets serving tours to establish accountability and conduct inspection. All Brigade, Regiment, and Company Duty Officers must report to disciplinary tours inspections, regardless of whether their unit has anyone serving tours for the first inspection only. For the sequential inspections only the BDOs, RDOs, and CDOs with Cadets serving disciplinary tours are required to be at 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.

a. Inspection Failure. The CDO will write a negative COR on the Cadet to inform the Cadet's TAC Team. Cadets who fail inspection immediately lose one hour of tour credit, are released to their room to fix discrepancies, and must return within the hour. Cadets who fail the re-inspection will be sent back to their room to fix discrepancies and will be re-inspected one hour later. Cadets are required to pass uniform inspection to serve tours. The RDO will annotate lost tour credit on the Cadet's unit tour card, and each failed uniform inspection equals an hour of lost credit.

b. Best Uniform. One Cadet may be selected as best uniform by the BDO at uniform inspection. He or she will be released an hour early for the day and receive credit for that hour. If the uniform is ACU, a winner will not be selected.

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7. Area tours. Area tours require Cadets to march across a designated portion of North or Central Area, under arms, at 120 steps per minute. A Cadet will serve area tours unless sitting tours or fatigue tours are specified by their TAC Team. Cadets with area tours may only serve them on Fridays and Saturdays, and Mondays of holiday weekends. A Cadet Area tour hour consists of 50 minutes marching and 10 minutes of rest.

a. Area Tour Supervision. At least (2) CDOs will watch the Area Tours under the supervision of the RDO.

b. In the case of severe inclement weather (i.e. lightning, hurricanes, or blizzards), the OC may authorize the movement of area tours to the stoops of Grant, Scott, Lee and Sherman Barracks or Arvin Gym.

c. Inclement Weather Matrix:

SEASON	TEMP (Fahrenheit)	UNIFORM
SPRING/SUMMER/FALL UNIFORM	46° to 55°	White over Gray with Black Jacket
	35° to 45°	Dress Gray over White
	Below 34°	OCP under gortex wearing fleece cap and black gloves
WINTER UNIFORM	Below 40° and Rain	Dress Gray wearing raincoat
	Below 32°	Dress Gray wearing Long Overcoat
	Below 20°	OCP under gortex wearing fleece cap and black gloves

Table 2 – Weather Matrix

8. Fatigue Tours. Cadets who are awarded area tours may serve fatigue tours when directed by the OC, or the BDO at tours formation. Cadets serving sitting tours are not authorized to serve fatigue tours. The BTD Senior Enlisted Leader (SEL) is the approving authority for all fatigue detail requests. Fatigue tours are conducted in ACU (UCP or OCP pattern). Cadets will be notified of fatigue tours either before the detail through BTD channels or at the Friday 1630 inspection formation. Cadets may be released to change from the seasonal dress uniform to ACU in a timely manner. All fatigue tours afford 1:1 credit for work or guard related tasks.

9. Sitting Tours. Sitting tours require Cadets to sit at a desk or stand within an arm's reach of that desk and serve their punishment while reading, studying, or writing. Cadets serving sitting tours are authorized to bring only academic books and academic study materials. Cadets are only authorized the use of headphones for audio study purposes, not for music. Sitting Tours are conducted in the designated Drafting Rooms

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on the sixth floor of Washington Hall. Cadets with sitting tours will serve them on Fridays, Saturdays, Sundays, and Mondays of holiday weekends.

a. A Cadet will only serve sitting tours when specifically prescribed by their Company TAC, if they fall 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.

b. Sitting tours supervision. There will be at least two CDOs from the duty regiment assigned to supervise sitting tours. The RDO will designate one of these CDOs as the sitting tour CIC. The duty may be served in shifts as designated by the duty regiment RDO. There will be no fewer than two CDOs at a time supervising sitting tours.

c. Sitting Tours Accountability. Following uniform inspection, the sitting tour CIC will take accountability. The CIC will cross-reference the names on the list with the tour cards to ensure the correct Cadets are present. The CIC will then make the following announcement 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." The CDOs supervising sitting tours must take accountability hourly during the tour period. At the end of each day, the CIC must submit all daily tour accountability records to the BDO.

d. Sitting Tours Brief. The CIC will move the sitting tour formation to the appropriate drafting rooms and seat Cadets by regiment. They will then make the following announcement: "You are required to sit or stand at your desk at all times. You may read (academic material only), study, or write. You may not lean on the desk or walls. Talking, listening to music, playing cards, smoking, 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 must serve their tours at the earliest available date. Duty (i.e. CGR) takes precedence over disciplinary tours. Cadets are only authorized to receive credit for tours served during authorized tour periods.

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 during a standard two-day weekend, and twenty-two (22) hours during a long weekend. Cadets assigned sitting tours will receive one (1) tour credit for every two (2) hours served sitting tours. Cadets assigned sitting tours will receive seven (7) tour credits per standard two-day weekend and eleven (11) tour credits during a long holiday (3-day) 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 particular 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. **Knight Rider.** Cadets will not receive tour credit for driving the Knight Rider van.

e. **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.** Each unit is responsible for maintaining an accurate digital tour card for all Cadets serving punishment under the Cadet disciplinary system. Maintenance of the digital tour card includes inputting of board proceedings by the Cadet R&D Officer, submission of the tour card information by the TAC Team, and final verifying the served punishment data by the BDE Cadet R&D officer at the start of the next week.

a. **Inputting Board Proceedings in the Digital Tour Management System.** The BDE Cadet R&D officer is responsible for inputting all summarized and USMA level Form 2-3s and 2-3-1s into the digital tours management system via CIS. Once the punishments have been inputted, the 2-3 and 2-3-1 forms must be turned into the Regimental XOs to the Brigade R&D Office for tracking and historical records. The Brigade R&D Office will input all Battalion level and higher Form 2-3s.

b. **Submitting the Tour Card.** TAC Teams must verify and approve the Company tour cards in order for the data to be stored in AMS. During this approval process, TAC Teams must annotate each day of the tour period whether a Cadet will be present or absent, if the Cadet will sit or walk tours, and if the Cadet is sitting, whether or not the

Cadet will get 1 for 1 credit. Any administrative changes or corrections should go through the TAC channels be turned in to the Brigade SEL NLT 1200 on Thursday to be included on that week's tour card. The TAC will submit the tour card, then print the tour card sign and stamp the Tour Card verifying its accuracy. The TAC will issue the Tour Card, signed, to the Cadet R&D Officer, prior to Friday at 1600. The Cadet R&D Officer will ensure the CDO receives one copy of the Tour Card for tour formation on Friday at 1630.

c. Physical Control of Tour Card during the Disciplinary Period.

(1) The CDO brings the tour card to formation, and uses the tour card to verify accountability of all 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.

(2) Once Cadets are complete with the tour period or complete with their tour balance, the RDO obtains the tour card(s) back from the BDO, and annotates the number of hours credited for that specific day. Every day, once each Cadet has been credited or lost credit for the day, the RDO will sign below the column for the specific day of the disciplinary period. At the end of the day, the BDO will collect 53 tour cards signed by the RDO/BDO, and report accountability to the OC. The following day, at the tour formation, the BDO will re-issue the tour cards to the RDOs to issue to CDOs to again take accountability for the new day. This process will repeat daily until the last day of tours for the weekend.

(3) At the end of the last day of the disciplinary period, the BDO will collect all 53 signed tour cards, scan a copy of all 53 and email to the OC, and photocopy all 53 and issue a photocopy of each back to the RDOs. The BDO will then give the originals to the OC. The OC will deliver all originals back to the BDE SEL in WH 4004 NLT 0900 on the first day of the duty week. It is the CDO's responsibility to get their company tour card back from the RDO at the end of the weekend and turn the tour card in to the company R&D officer.

d. Crediting Hours on the Card. The Brigade R&D Office will credit all tours into AMS NLT Tuesday at close of business. Using the photocopied tour card, the Cadet R&D officer will verify correctly input number of tours served by each Cadet into CIS. The Cadet R&D Officer will also verify lost credit, the weekend duty officer's name, and the infractions

12. Authorized Excusals.

a. Cadets may only be excused from serving area tours for a specified disciplinary period with TAC Team approval. When a Cadet is excused from tours, the TAC Team must designate "EX" for excused on the company Tour Card.

b. Examples include: Additional Instruction (AI), participation in an extracurricular activity (Trip Section), guard and related duties, religious activities and services, and class functions.

13. Automatic Excusals. Cadets in the following categories are automatically excused from serving tours during the period of time that meet the following criteria:

a. Hospitalized on or off post.

b. Serving on an Honor Board.

c. Corps Squad or Competitive Club Team official in-season practice or competition. Individual lifts or workouts that 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.

d. Deferment of graduation: First class Cadets who have received more tours and/or restriction than they can serve prior to Graduation Day may be subject to deferred graduation until completion of restriction and/or tours. The TAC Team will make a recommendation to the Brigade Tactical Officer whether the Cadet should be allowed to graduate, or whether to request deferment until all tours and/or restriction are served. The Commandant will make a recommendation to the Superintendent for disposition.

14. 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.

15. Point of Contact for this memorandum is the Brigade Tactical Department Senior Enlisted Leader at x7904.

BRIAN J. REED
COL, IN
Brigade Tactical Officer

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