



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

MACC-O

30 MAY 2018

MEMORANDUM FOR United States Corps of Cadets, West Point, NY 10996-1692

**SUBJECT: Policy Letter #23: Cadet in Charge of Quarters and Company Duty Officer
Standing Operating Procedures**

1. Purpose. The purpose of this memorandum is to outline duties, responsibilities, and processes for the Cadet in Charge of Quarters (CCQ). Company accountability processes and good order within the company area rely on proper execution of CCQ duties. Additionally, CCQ duties are similar in both scope and importance to duties that each cadet will be required to execute as a Cadet SGT, Cadet LT, and eventually one day as an Officer; it is a developmental opportunity. Each member of the company is responsible for knowing this policy and abiding by and/or enforcing the requirements listed.

2. General Description. The CCQ is the direct representative of the company, the Cadet Company Commander, and the Company Tactical Officer. This policy serves to increase the effectiveness of accountability measures, security in the barracks, property accountability, and barracks cleanliness. The CCQ is authorized to issue orders in the discharge of their duties to all Cadets regardless of the seniority of the Cadet involved. This policy is punitive in nature. Failure to adhere to any element of this policy is a failure to do a duty.

3. CCQ Requirements and Procedures.

a. Staffing. The CCQ must be staffed at all times from 0700 to TAPS during Reorganization Week, from 1630 to TAPS on academic class days following the start of the academic year, and on weekends from 1630 Friday to TAPS on Sunday (or the final day of the weekend in the case of 3-day weekends/holidays). Training staff will work with the 1SG and PSGs to produce the CCQ roster no later than three weeks prior to each shift.

b. DA1594 procedures. Each CCQ will begin a new DA1594 and maintain it throughout his/her shift. He or she will update the DA1594 with any significant acts, CCQ presence patrols, leader visits/checks, CDO checks, RDO checks, BDO checks, MP presence patrols, OC presence patrols, and cadet arrivals after TAPS. Furthermore, he or she will include actions taken to remediate issues observed during presence patrols. The CCQ is also responsible for reading and understanding all memorandums and SOPs for the CCQ, completing the required tasks listed herein, tasks directed by

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the company commander and first sergeant, as well as complying with guidance from the Central Guard Room (CGR) and the TAC team.

c. Failure of duty. The CCQ is a duty. Failure to accomplish assigned tasks constitutes a 'failure to do duty' IAW USCC 351-2. Such failures may also constitute 'failure to maintain accountability', 'failure to obey regs/order/instructions', etc. CCQs are liable for toleration and have an obligation to report major regulations violations, make on-the-spot corrections, and/or submit timely reports.

d. Accountability. The CCQ is required to maintain accountability of all Cadets in the Company that are on leave, trip section, OPPs, walking privileges, study hall, etc. The CCQ will maintain a physical sign-out sheet and will conduct checks throughout his/her shift to ensure he/she has an accurate picture of who is in the company area. This is critical in the event of an emergency. The CCQ will work directly with the 1SG, Admin staff, and CDO to maintain accurate picture of who is in the company area at any given time.

e. The CCQ is authorized to leave his or her post to conduct inspections or tasks the 1SG assigns. He or she must leave a note on the CCQ desk explaining the purpose of his/her absence, departure time, and expected return. The CCQ must find and provide a replacement in order to go to a meal.

f. The CCQ is required to conduct a company presence patrol no less than every 60 minutes regardless of time of day. 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 in the DA1594.

g. IAW the USCC Cadet SOP, The CCQ is responsible for calling the company to "Attention" when his or her company Tactical Officer arrives/leaves daily and is responsible for calling the company to "At Ease" when his or her company Tactical Non-Commissioned Officer arrives/leaves daily.

h. The CCQ is responsible for calling the company to "Attention" when an individual who is of higher rank than the highest ranking individual in the company area enters the company area.

i. If an O-5/E-8 or higher enters the company area, the CCQ will immediately alert the company commander, executive officer, and the TAC during normal duty hours. Outside of normal duty hours, the CCQ is the official representative of the Company. The CCQ is responsible for aiding any officer or NCO who enters the building. When escorting the OC or any other Officer/NCO around at any point and entering a room, conduct knocks on the door in accordance with USCC SOP. This is done to ensure

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proper military procedures (reporting) are executed and to present a professional appearance. The CCQ will log these visits on the DA1594.

j. Uniform. The CCQ will wear the duty uniform of the day during the duty week. Weekend Uniform will be ACUs unless otherwise directed. Cadet casual and APFU are not authorized uniforms for CCQ at any time. This includes any cadet serving as temporary replacement.

k. Duties. The CCQ's priorities of work:

- (1) Check for completion of DA1594 and accuracy of sign-out book.
- (2) Physical Security checks.
- (3) Area cleanliness. The CCQ finds and assigns details to police the company area, clean up trash from company dinners, neaten up boxes/bags around the dumpster, and keep the halls generally clean and free of trash/debris.
- (4) ESP enforcement.
- (5) Personal work and reading.

l. Decorum. Cadets on CCQ will compose themselves in a manner expected of any Cadet while ensuring that fellow Cadets follow and maintain USCC and Army standards. He or she will set a good example in appearance, bearing, performance of duty, and personal conduct. The CCQ is not an extension of the Company dayroom or a barracks room. It is not a hangout area nor is it exclusively a study desk.

m. Media use. The CCQ 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 all of his or her duties. IAW BDE policy, the use of headphones is not authorized in order to ensure the CCQ has full attentiveness and situational awareness at all times. Watching movies at the CCQ is not authorized. Music may be played 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 IAW priorities of work outlined in paragraph k of this section.

n. Emergencies. CCQs are 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 CCQ should make every reasonable effort to contact the OC before calling outside authorities. Additionally, the CCQ must notify the CDO and TAC/TAC NCO of any CCIR/SIR. The CCQ must notify the CDO who in turns reports to the CO/XO/1SG of any hospitalization after normal duty hours, immediately. If the CO/XO/1SG are unavailable the CCQ must notify the company TAC team immediately. Maintain accountability of any Cadets sent to the hospital for any reason. In case of fire, the CCQ will assist the 1SG in assuring all Cadets vacate the building. Once the building is cleared, the CCQ will inform the CO and proceed to formation. The CCQ will take the sign-out book to formation and take accountability.

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

- (1) DA Form 1594 (logs in order by date with most recent on top)
- (2) A trunk room key log (DA Form 5513)
- (3) BDE CCQ memorandum Policy Letter #25
- (4) Company Specific Policies
- (5) Company Alert/Contact Roster
- (6) TAC CCIR
- (7) BDE CCIR
- (8) Important phone numbers (emergency, police, CGR, KACH, etc.)
- (9) Sign-out roster

p. The CCQ must clean the CCQ Desk Area at the end of each shift; 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.

q. The CCQ will give an out-brief to the Company 1SG at the end of each shift O/A TAPS; at a minimum the CCQ will brief highlights from the DA1594 and turn in the CCQ binder. The Company 1SG is responsible for collecting the binder, ensuring all duties were performed to standard, and deficiencies are corrected.

4. Location of CCQ Desk. The CCQ desk must remain located in the hallway of the company area and have a clear view of the company in all directions.

5. Point of The point of contact for this memorandum is the Brigade Senior Enlisted Advisor at x7904.

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