



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 #12 – Fourth Class Privileges

1. References.

- a. United States Corps of Cadets Standard Operating Procedures (SOP)

2. Purpose. To outline the regulations associated with Fourth Class Privileges for all Cadet Privates 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. Standards.

- a. Customs and Courtesies.

(1) Fourth Class (4CL) Cadets will stand at attention when addressed by Cadet Officers and parade rest when addressed by all Cadet NCOs.

(2) Until recognized, 4CL Cadets will address all Cadets Officers as “Sir” or “Ma’am” and all Cadet NCOs by their rank.

- b. Uniforms.

(1) 4CL Cadets will leave their rooms in a full uniform at all times.

(2) Corps Squad and Club Squad 4CL Cadets will change out of their team-specific apparel and into a standard uniform before returning to the Cadet barracks area.

(3) 4CL Cadets are only authorized to wear issued leather low quarters.

(4) 4CL Cadets are not authorized to wear Cadet Casual apparel.

- c. Movement.

(1) 4CL Cadets will walk as if marching at all times outside their rooms. This standard includes the following:

- (a) Moving out smartly
- (b) Keep their heads and eyes straight forward
- (c) Keeping their hands tightly cupped
- (d) Refraining from talking except to greet or when addressed.
- (e) Squaring all corners
- (f) Walking along all walls

(2) 4CL Cadets are always authorized to “fall out” inside academic buildings, the library, and the Arvin Cadet Physical Development Center (ACPDC).

(3) After 1600 on weekdays and their last duty on weekends, 4CL Cadets are authorized to “fall out” beyond Grant Turnaround, Thayer Road, Washington Road, the Cadet Chapel, and ACPDC.

d. Greeting.

(1) 4CL Cadets will loudly and proudly greet all Cadet Officers, NCOs, and Tactical Officers with the correct unit motto every time they cross paths.

(2) 4CL Cadets will greet all other Cadets, Army officers, and NCOs with “Beat” and the school the Army football team is playing next during the Fall Semester. For example, “Beat Fordham!”

(3) The default greeting is always “Beat Navy!”

e. Miscellaneous.

(1) 4CL Cadets are not authorized to retrieve their mail from the mail room immediately following lunch.

(2) 4CL Cadets may not sit in Grant Hall unless accompanied by a Tactical Officer, instructor, or coach, but may purchase food to take out.

(3) 4CL Cadets are not authorized to serve as Corps or Club Squad managers during the Fall Semester.

(4) 4CL Cadets are not authorized projectors or external speakers in their rooms.

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

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