



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 #4 – TAPS and Lights-Out Procedures

1. References.

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

2. Purpose. To outline the regulations associated with TAPS and Lights-Out Procedures for 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 during the following time periods:

		TAPS	Lights Out
Sunday - Thursday		2330	2330
A/C, A/D & F Weekends	Friday	2330	2330
	Saturday	0100	0100
B Weekends	Friday	0100	0100
	Saturday	0100	0100

4. Standards and Expectations.

a. TAPS.

(1) Cadets will not depart their rooms between TAPS and 0520.

(2) The expectation is that all Cadets are in their beds asleep from TAPS to 0520.

b. Lights-Out. Only a computer monitor and desk light are authorized between TAPS and 0520. All overhead lights will remain off.

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5. Exceptions.

a. Cadets may use the latrine after TAPS but not shower or conduct personal hygiene.

b. Cadets signed out to leave or pass will remain outside the Cadet Barracks area and in the vicinity of their approved destination addresses between TAPS and 0520.

c. Guard Duty.

(1) Duty Officers at all echelons will return to their rooms immediately following the completion of their TAPS check duties and remain there until 0520.

(2) Cadets on weekend Charge of Quarters duty will remain at the duty desk when not roving their company areas.

(3) Cadets on Central Guard Room (CGR) duty will remain at the duty desk when not checking the Cadet barracks area.

(4) All duty officers will remain in the uniform of the day with the appropriate brassard at all times.

6. Accountability Procedures.

a. TAPS -15 MINUTES. Duty Officers print out their units' Academy Management System (AMS) personnel status (PERSTAT) reports.

b. TAPS.

(1) Duty Officers visually confirm the presence of every Cadet not reflected as signed out on their PERSTAT and enforce the lights out policy ICW their room checks.

(2) See BTD Policy Letter #5 for related locked door policy.

c. NLT TAPS +30 MINUTES.

(1) Duty officers submit TAPS check reports in AMS.

(2) Duty officers turn off all common room and area lights.

d. NLT TAPS +45 MINUTES. All Regimental Duty Officers link up with the Brigade Duty Officer at CGR to reconcile any discrepancies and finalize TAPS report.

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e. NLT TAPS +60 MINUTES. The Brigade Duty Officer presents the TAPS report to the USCC Officer-in-Charge and requests approval for final submission in AMS.

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

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Brigade Tactical Officer

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