



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

MACC-O

21 September 2016

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

SUBJECT: Policy Letter #25: Cadet in Charge of Quarters Standing Operating Procedures

1. Purpose. The purpose of this memorandum is to outline the policy and execution of the Cadet in Charge of Quarters (CCQ) for the United States Corps of Cadets.

2. General Description. The CCQ is the direct representative of the company. This policy increases security in the barracks and property accountability. The CCQ is authorized to issue orders in the discharge of their duties to all Cadets regardless of the seniority of the Cadet involved.

3. Concept of the Operation:

a. Staffing. The post of 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. Additions to these minimum requirements may be made at the company commander's discretion for different situations including, but not limited to, weekdays without academic classes, before/during/after leave/long weekends, or if the duty of CCQ is not properly performed. The new CCQ will sign in at the appropriate time each day and will start and maintain a new CCQ log sheet (DA Form 1594). The CCQ is also responsible for reading and understanding all memorandums and SOP for the CCQ, completing the required tasks as deemed by the company commander and first sergeant, as well as complying with guidance from the Central Guard Room (CGR).

b. Failure of duty. If the CCQ fails to meet one or more of his or her responsibilities throughout the day (as determined by the chain-of-command), it will result in a written counseling statement or additional correction as deemed fit by the company first sergeant or company commander.

c. Accountability. The CCQ is required to maintain accountability of all Cadets in the company that are on leave or trip section. An accountability log will be maintained at the CCQ.

d. The CCQ is authorized to leave his or her post to conduct inspections or tasks assigned by the first sergeant. A note must be left on the CCQ desk explaining their purpose of absence, departing time, and expected return. If the CCQ is leaving their post to go to a meal, a replacement must be found.

e. The CCQ is required to conduct a company presence patrol every 60 minutes at a minimum, regardless of time of day.

f. DA Form 1594. Cadet in Charge of Quarters Duty Officer's Log Sheet (DA Form 1594). The CCQ must sign out on the Log sheet whenever leaving the desk.

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g. The CCQ will be responsible for calling the company to "Attention" when his or her company Tactical Officer arrives/leaves daily.

h. The CCQ will be responsible for calling the company to "At Ease" when his or her company Tactical Non-Commissioned Officer arrives/leaves daily.

i. The CCQ will be responsible for calling the company to "Attention" when an individual, who is of higher rank than the highest ranking individual in the company area at the time, enters the company area.

j. If an O-5/E-8 or higher enters the company area, the CCQ will immediately alert the company commander, executive officer, or if neither is available, the TAC. 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 proper military procedures (reporting) are executed and to present a professional appearance.

k. Uniform. The CCQ will wear the duty uniform of the day during the duty week. Weekend Uniform will be ACUs/OCPs unless otherwise directed.

l. Duties. Daily duties of the CCQ are to be determined by the first sergeant and will be noted in the company memo.

m. 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. Set a good example in appearance, bearing, performance of duty, and personal conduct.

n. 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. 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. The completion of all academic work is authorized.

o. Emergencies. CCQs are authorized to call for an ambulance, fire department, police, and other emergency departments, as necessary. Notify the TAC/TAC NCO of any CCIR/SIR. Notify the CO/XO/1SG of any hospitalization after normal duty hours, immediately. If the CO/XO/1SG are unavailable, notify the company TAC team, immediately. Notify the CO as per his/her CCIR. Maintain accountability of any Cadets sent to the hospital for any reason.

(1) 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.

(2) The CCQ will take the sign-out book to formation and take accountability.

p. The CCQ is required to maintain an organized binder that includes at a minimum:

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DA Form 1594 (logs in order by date), a sign-out roster as detailed in paragraph 3c, a trunk room key log (DA Form 5513), CCQ memorandum, and other memorandums published during the AY in order to act as a resource for any questions.

4. Location of CCQ Desk. All CCQ desks must be located in the hallway of the company area and have a clear view of the company in all directions. Companies must coordinate with one another on location of CCQ desks. Company CCQ desks must not be in sight of one another in order to maintain maximum visibility in company areas.

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



BRIAN J. REED

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Brigade Tactical Officer