



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 #17 – Physical Security

1. References.

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

2. Purpose. To outline the regulations associated with Physical Security 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. Definition. The security of personnel and Government property is the responsibility of all personnel. Security includes denying access to the barracks to those individuals who do not possess authorized access. Cadets are expected to secure their own property, safeguard Government property, and safeguard the property of others. Cadets will use sound judgment in these matters.

5. Security of Personal Property.

a. Personal Responsibilities. Cadets will ensure that their valuables are safeguarded. Articles of value such as rings, watches, or cash will not be left unsecured in Cadet Rooms, basements, gymnasiums, or in any other conspicuous place.

(1) Items over \$100.00 that are small enough to be stored under lock in a trunk must be secured when no Cadets are present in the room. This includes items such as watches, wallets, cash over \$100.00, passports, military ID cards, and any other item that may contain personal information that could be used in identity theft.

(2) Computers, stereo equipment, and any other high-value item will, size permitting, be locked in a wall locker when stored in the trunk room.

(3) Cadets will not take another Cadet's property without prior face-to-face permission, and will return the items in a manner and condition satisfactory to the owner.

(4) The lockbox will be secured in a locked Cadet footlocker or locked bed. The lockbox will be secured with a lock at all times.

(5) Cadets will notify their company Tactical Officer concerning any lost, missing or stolen personal and or government property within 24 hours of discovery. Theft of personal and/or government property may be reported to the Military Police by calling the MP Desk at ext. 3333.

b. Unit Responsibilities.

(1) Companies will have a system to check every room for compliance with security measures mentioned above.

(2) Companies will maintain trunk rooms and ensure all trunk rooms are secured at all times.

6. Security of Government Property and Weapons. Cadets will safeguard all Government property (to include issued field gear). The Company Security Officer is the principal staff officer for coordinating physical security. Each Cadet will memorize his/her weapon serial number. Squad leaders, section leaders, platoon leaders, and company commanders will maintain a serial numbered roster of the rifles and sabers assigned to their subordinates.

a. Weapons Roster. The company 1SG will provide the CCQ with a roster of all weapons (to include rifles, sabers, and dress bayonets) that should be present in each Cadet room in the company.

b. Inventories will be conducted as follows:

(1) Squad leaders will conduct a weekly inventory of rifles/sabers and bayonets by serial number and report the results to their platoon leader. Platoon leaders will report weekly inventory results to the Company First Sergeant.

(2) The company commander or designated Cadet Officer (a different one each consecutive month) will conduct a 100 percent serial numbered inventory of all rifles and sabers each month.

c. Weapons Receipt. All Second, Third and Fourth Class Cadets will be issued a DA Form 3749 (Weapons Receipt) which they will surrender when drawing their weapon from the Arms Room. The armorer will return the weapons receipt to the Cadet when the weapon is returned.

d. Weapons Turn-In Requirement. Cadets will turn in their weapons to the Arms Room anytime they are absent from the company area for more than three days.

7. Control of Firearms in the Cadet Area. Privately-owned weapons, firearms, and ammunition will not be brought into or stored in the Cadet Barracks. Privately-owned weapons, firearms, and ammunition will be stored before and immediately after use in the Cadet Arms Storage Facility; they will not be stored in CGR. Those recognized clubs that use firearms as part of their primary club activities are permitted to use Cadet privately-owned weapons. These clubs include the Pistol Club, Combat Weapons Team, and the Skeet and Trap Team. The storage facilities used to store these weapons must meet all applicable Army Regulations, as does the USCC Arms Room, and be inventoried by an E7 or above specifically not involved with that particular club. This policy does not exempt Cadets from registering their privately-owned firearms in accordance with Army and USMA Regulations.

a. Weapons, firearms, and ammunition may be drawn from the Cadet Arms Storage Facility between 0800-1600 hours, Monday through Friday, for use and/or maintenance. Cadets must have signed authorization from their Tactical Officer giving authority to remove the weapon, firearm, and/or ammunition each time they are removed.

b. Weapons, firearms, and ammunition boxes will be plainly marked with the owner's name, class, and company.

c. No munitions or pyrotechnics, to include any class of fireworks (an ignition type device), are authorized in the Cadet barracks.

d. During hunting season, a Cadet may temporarily store his or her privately-owned weapon, firearm, and ammunition in the home of a staff or faculty member. Each Cadet will submit a written request seeking authorization that must be approved by his or her Tactical Officer. Authorization will include: name of sponsor, rank, quarters address, type of weapon and inclusive dates for temporary storage.

e. Paintball guns used by Cadet Clubs will be stored in accordance with club rules. They will not be brought into Cadet Rooms or the barracks area.

f. Cadets carrying firearms and other dangerous weapons outside those areas under the command of the Superintendent USMA, must comply with applicable state laws. Sections 1896 and 1897 of the New York Penal Law, State of New York, prohibits the possession and carrying of dangerous weapons. The possession of an unloaded pistol without written license issued by the appropriate New York State authority, is a misdemeanor. The carrying of a loaded pistol, or pistol with ammunition, without written license by the appropriate New York State authority, is a felony.

6. Bomb Threats. Bomb threats, actual bomb discoveries, or subsequent explosions may occur at any time. Even though a bomb threat may be a hoax, it must be treated seriously and steps taken to minimize damage and personal injury. All personnel must

MACC-O

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be continually aware of the potential for the placement of bombs on the installation and should challenge or report suspicious activities to their chain of command or the military police immediately.

7. Registration of Privately-Owned Weapons, Firearms and Ammunition. All privately-owned weapons and firearms will be registered by type, caliber, make, model, and serial number with the Provost Marshal, USMA, within 5 working days after the Cadet acquires and/or brings the weapon on post. Firearms include rifles, shotguns, pistols, and revolvers. Registration will be accomplished by submitting TRADOC Form 563-R, in three copies, through the Tactical Officer for approval. Proof of ownership must be established at this time by submission of one of the following documents:

- a. The original or a carbon copy of the bill of sale.
- b. Statement of the circumstances under which the weapon was acquired.
- c. Prior registration certificate.

d. All three copies of TRADOC Form 563-R will be forwarded to the Provost Marshal. The PMO will retain one copy and return two copies to Cadet supply where one copy will be retained. The third copy will be sent thru the TAC Team to the Cadet. The Cadet will also complete a Weapons Receipt Card (DA Form 3749, dated 1 Aug 71) for use by Cadet Supply who will maintain a register of all Cadet-owned weapons, firearms, and ammunition.

e. A complete listing of unauthorized weapons particular to West Point can be found in USMA Reg 190-3, Firearms and Other Dangerous Weapons. Cadets may own hunting knives and bows and arrows provided they are stored in the Cadet Arms Room. All other dangerous weapons are prohibited.

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

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