



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 # 9 – Pass

1. References.

- a. United States Corps of Cadets Standard Operating Procedures (SOP)
- b. AR 600-8-10, Leaves and Passes
- c. USMA Regulation 1-1

2. Purpose. To outline the regulations associated with pass for all Cadets assigned to the United States Corps of Cadets (USCC). This policy is punitive. Violations of the standards set herein are punishable under the Uniform Code of Military Justice (UCMJ) and the Cadet Disciplinary Code (CDC).

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. Pass is defined as an authorization for Cadets to remain away from the Academy and typically no longer than 3 days.

5. Eligibility. Only Cadets considered to be in good standing are eligible for pass. Cadets should not purchase tickets for travel arrangements prior to receiving approval of the pass by the Brigade Tactical Department.

- a. Cadets are authorized pass commensurate with the privileges afforded to their current rank. Reference Policy Letter # 7 for breakdown of Cadet privileges by rank.

- b. Cadets in good standing are authorized to exercise routine, performance, and spirit passes with the approval of their Company Tactical Officer.

- c. Cadets may take pass after completion of duty on a trip section only if he or she obtains prior permission from both the trip OIC and their Tactical Officer. Cadets are not allowed to join a trip section from pass.

6. Driving Radius. Cadets are authorized driving privileges within 150 miles of West Point for pass.

7. Roles and Responsibilities:

a. Brigade Tactical Officer. The undersigned withholds the authority to deny Cadets from taking pass.

b. Regimental Tactical Officers.

(1) Serve as the final approval authority for all exceptions to policy for Cadet's requesting pass.

c. Academic Year Company Tactical Officers.

(1) Vet and approve all pass requests in AMS.

(2) Award and vet all performance and spirit pass requests in AMS.

(3) Serve as the intermediate approval authority for all AMS-generated emergency leave requests.

(4) Enforce proper sign-out and sign-in procedures IAW BTD Policy Letter #2.

d. Cadet Summer Training Company Tactical Officers.

(1) Vet, process, and serve as the intermediate authority for all emergency leave requests IAW AR 600-8-10 Chap. 4.

(2) Enforce proper sign-out and sign-in procedures IAW BTD Policy Letter #2.

8. Special Circumstances. The following actions are available to Cadets who may require special circumstances to be away from the Academy.

a. Special Pass or Extension to a Chargeable Pass. Cadets must submit a Special Pass/Extension to a Chargeable Pass when, for personal reasons, they will miss any duties or training time as outlined in USMA REG 1-1. The Cadet requests the pass electronically through the pass request system immediately upon receipt of the information (for Special Passes, the request must be submitted NLT 15 calendar days prior to the desired date of the pass). Electronic requests are routed to a Cadet's instructors, department heads, and O/Dean for concurrence. If the Cadet will not miss any academic classes or activities, or when time is critical (e.g. for Emergency Leave Pass or Pass Under Emergency Conditions), the TAC or RTO may approve the request before these recommendations are filed.

b. Special Pass Under Emergency Conditions. A pass that may be granted to Cadets when a serious situation arises (i.e. involving a Cadet's close family members or friends) that does not meet the criteria for Army emergency leave status. This pass category serves as the alternative to the Army's Ordinary Leave status, which is not available to

Cadets. The pass is requested by the Cadet, recommended for approval by the TAC, and approved by the RTO. This special pass does not count against the Cadet's base pass allocation.

9. Procedures.

a. Cadets requesting pass must sign up electronically within AMS. The Cadet's chain of command will recommend approval or disapproval and forward to the Tactical Officer for review and final approval or disapproval. Prior to signing out, each Cadet must check to determine if his or her pass was approved. For travel outside of the United States, Cadets must submit OCONUS paperwork requirements IAW USMA G3 OCONUS SOP.

b. Departure. Cadets may only depart after all mandatory and required duties are complete. Cadets can only sign out on leave between 0520 and 2200. Cadets are not authorized to reschedule classes in order to accommodate personal itineraries.

(1) A/C Weekend. Cadets are authorized to depart on pass after last duty but NET 1130 on Saturday.

(2) A/D Weekend. Cadets are authorized to depart on pass after last duty but NET 1130 on Saturday. Cadet Sergeants and Officers may depart on OPPs or pass after last duty on Friday on A/D Weekends if there are no duties other than accountability formation and breakfast on Saturday morning. The Cadet chain of command is still in charge of unit actions and designated unit leadership must be present at all requirements. The Friday night of an A/D Weekend is an official Evening Study Period (ESP) regardless of whether or not Cadets have a class or academic requirement on Saturday.

(3) F Weekend. Cadets are authorized to depart on pass after the conclusion of the football game and the singing of the Alma Mater. Cadet Officers are authorized to depart on OPPs or pass after last duty on Friday of an F Weekend but must return and sign-in 1 hour prior to first duty on Saturday morning. For all Cadets, F Weekends become a B Weekend at the conclusion of the football game.

(4) B Weekend. Cadets are authorized to depart on pass after last duty on Friday but NET completion of the noon meal in the Cadet Mess Hall.

c. Return. Leave terminates NLT 1900 on the day of recall formation. Once a Cadet returns from pass to the Cadet Area, they must immediately sign in on AMS. Exceptions to this policy require written approval by the Company Tactical Officer.

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

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