



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 #5 – Locked Room Doors

1. References.

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

2. Purpose. To outline the regulations associated with Cadet Barracks' room door locking 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. Standards.

- a. Door Locking.

- (1) 01 OCT – 30 APR: Cadets will lock their doors NLT TAPS +30 minutes.

- (2) 01 MAY – 30 SEP: Cadets are authorized to prop doors a trashcan's width (in non-climate controlled barracks).

- (3) This policy authorizes Cadets to lock their doors prior to TAPS check under the following conditions.

- (a) All room occupants are present.

- (b) All room occupants sign out to "In Room (TAPS)" in the Cadet Information System. Substitutes for signing out such as door notes are never authorized.

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- b. Door Unlocking. Cadets will unlock their doors IAW the times listed below.

	NET	NLT
Monday – Friday	0520	0655
A/D, A/C, & F Saturdays	0520	0655
B Saturdays	0520	1200
Sundays	0520	1200
Other Days of No Scheduled Activities (DONSAs)	0520	1200

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

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