



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, NY 10996-1692

SUBJECT: Policy Letter #4: Passes, Privileges, and Leave

1. Purpose. The purpose of this memorandum is to provide specific guidance on passes, leave and privileges for the Corps of Cadets. This policy is punitive. Violations of the standards set herein are punishable under the Uniform Code of Military Justice, Article 92, *Failure to Obey Order or Regulation*, and under the Cadet Disciplinary System under the provisions of Army Regulation 210-26, *United States Military Academy*, Chapter 6-17.
2. Cadet Eligibility Requirements. A privilege is a special advantage available only to a particular group of Cadets. Privileges are earned, are commensurate with rank, and are applicable to Cadets proficient in all of the three Academy Program Areas: academic, military, and physical. If a Cadet is deficient in any of the three Academy Program Areas or in conduct, as defined below, they immediately lose all privileges. Deficient Cadets will be flagged and counseled accordingly by the Company Tactical Team and Cadet Chain of Command (see USCC REG 351-2 for a detailed explanation of flagging procedures). Cadets who lose privileges or are reduced in rank must follow the privileges of the rank they are reduced to, not their class.
3. The term deficient refers to a snap-shot in time of the Cadet's current performance. Cadets are considered deficient when:
 - (a) A failing grade (Academic, Military Science, and DPE courses; mid-term and final Military Performance) is posted in the Tactical Officer Information System (TIS).
 - (b) They fail a record Army Physical Fitness Test (APFT).
 - (c) They fail most recent Indoor Obstacle Course Test (IOCT).
 - (d) They fail to achieve minimum class standards for the APFT (see Table 2 below).
 - (e) They fail to meet Army Height/Weight and body fat percentage standards in AR 600-9.
4. Deficient Cadets immediately lose all privileges. Deficient Cadets are not authorized driving, pass, OPP, walking privileges, and voluntary extracurricular trip section

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privileges. Exceptions to this provision for privileges and trip section participation are authorized by the Brigade Tactical Officer delegable to the Regimental Tactical Officer.

5. Cadets that are under investigation by CID, the Military Police, civilian law enforcement, or by an Investigating Officer for a Preliminary Investigation (PI), AR 15-6 investigation, Honor Investigation, or Misconduct Investigation are not deficient but will be flagged for tracking purposes and may lose privileges as determined by their Tactical Officer.

6. If a Cadet is reduced in rank, the privileges that correspond to their new rank are in effect.

7. Academic Probation. Cadets who fail to meet minimum requirements in their academic coursework at the completion of the term may be placed on academic probation by the Academic Board IAW the USMA Academic Program (Redbook). Cadets on academic probation are not considered deficient but are not eligible for privileges and are restricted (see below). Academic Probation is a result of a Cadet's performance throughout one or more complete terms. This may be the result of a single course failure, multiple-course failures, Academic Performance Score – Term (APST) falling below peg point, or Academic Performance Score – Cumulative (APSC) falling below peg point. Peg points by term and class are listed in the Table 1.

(a) Cadets deficient in APSC who are retained at the Academy and Cadets whose APST is below 1.67 will be placed on academic probation for the following term. Cadets are removed from academic probation at the end of the next term in which both their cumulative and term scores exceed the peg points in the table. Grades earned in the summer term academic program (STAP) may raise the cumulative score (APSC) above the required peg point and remove a Cadet from cumulative probation. However, Cadets must achieve better than 1.67 in a full academic term of 16 weeks in order to be removed from academic probation for term performance.

(b) Cadets placed on academic probation are subject to the following measures during the probationary period:

(1) Mandatory counseling by the Cadet's assigned academic counselor within 2 weeks of the start of the current term (it is the Cadet's responsibility to seek out the counselor). The counselor will review academic performance following the 10th and 15th weeks of the term and conduct additional counseling as warranted. The company tactical officer will review the report and place a copy in the Cadet's TAC file.

(2) Mandatory review by the company tactical officer of the chain of command duties, extracurricular activities, and club and corps squad sports participation that may interfere with the Cadet's academic performance and time management.

(3) Assessed sitting tours in lieu of area or fatigue tours.

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(4) Cadets on academic probation will be flagged by the tactical officer and are no longer eligible for driving privileges, routine passes, off-post privileges (OPPs), walking privileges, and voluntary extracurricular trip sections (see USCC REG 351-2 for specifics regarding flagging).

(5) Limited to participation in one extracurricular activity or corps squad sport or extracurricular activity at a time. This will be reviewed on a monthly basis.

(6) Ineligible to participate in events which involve the loss of academic time, either class or evening study period (e.g., away booster trip sections, spectator at home athletic contests, extracurricular activity events - DCA and religious trips, voluntary lectures or films, CPRC, conferences, etc.). Participation in a mandatory educational trip that is required for a course requirement is permitted with TAC approval.

(7) All cadets that are academically deficient will participate in evening study period as per Policy Letter #22: Academic Policy.

(8) Instructors may request that a Cadet's privileges are reduced or withdrawn through the Cadet's TAC team. The initial withdrawal of privileges may be verbal followed with a written request sent through the BTO to the company tactical officer. The request will be followed with a monthly review.

(9) Withdrawal of Privileges. The company tactical officer may withdraw a Cadet's privileges upon the request of an instructor if both agree that this course of action is essential to improve the Cadet's grades.

8. Military Conditioned. Cadets are considered conditioned in the Military Program for failing to meet Military Performance Score – Cumulative (MPSC) peg points for their class and term. Conditioned is a status resulting from a Cadet's performance across one or more complete terms in the Military Program; Cadets are placed in a conditioned status by the Academic Board. MPSC is calculated on an annual basis upon the completion of Term 2. Peg points by term and class are listed in the table below. Cadets in a conditioned status or military probation for military performance are not considered deficient but are not eligible for privileges.

9. Physical Conditioned. Cadets are considered conditioned in the Physical Program for failing to meet Physical Program Score – Cumulative (PPSC) peg points for their class and term. Conditioned is a status resulting from a Cadet's performance across one or more complete terms in the Physical Program; Cadets are placed in a conditioned status by the Academic Board. Peg points by term and class are listed in the table below. Cadets in a conditioned status or physical probation for physical performance are not considered deficient but are not eligible for privileges.

CLASS	TERM	APST	APSC	MPSC	PPSC
Fourth Class	Term 0			N/A	
	Term 1	1.67	1.67	N/A	N/A
	Term 2	1.67	1.70	1.70	1.80
	STAP	N/A	1.70		1.80
Third Class	Term 0			1.80	
	Term 1	1.67	1.80	1.85	1.90
	Term 2	1.67	1.90	2.00	2.00
	STAP	N/A	1.90		2.00
Second Class	Term 0			2.00	
	Term 1	1.67	1.95	2.00	2.00
	Term 2	1.67	1.95	2.00	2.00
	STAP	N/A	1.95		2.00
First Class	Term 0			2.00	
	Term 1	1.67	2.00	2.00	2.00
	Term 2	1.67	2.00	2.00	2.00
	STAP	N/A	2.00		2.00

Table 1: Academy Program Area Peg Points

10. Cadets on academic probation or conditioned status are not eligible for privileges. Only the Academic Board may remove a Cadet from academic probation or conditioned status. Tactical officers may exercise discretion in returning part or all of a Cadet's privileges based on performance during the current term provided the Cadet is not also deficient.

(a) Tactical officers will not grant privileges to Cadets on academic probation prior to the four-week mark of the current term or completion of the first major graded event in each course, whichever occurs first.

(b) Tactical officers will not grant privileges to conditioned Cadets who earned a failing MD grade in the previous term prior to assignment of mid-term MD grades.

(c) Tactical officers will not grant privileges to physically conditioned Cadets without some demonstration of remediation in the failed requirement, such as performance on a diagnostic APFT or IOCT or a passing DPE course grade posted in TIS.

11. Cadets who fail to meet APFT Class Minimum Standards, but otherwise pass the APFT, will receive the privileges to whichever class standard he/she does meet. The Cadet is not considered to be deficient. The APFT Class Minimum Standards are:

Class Year	Record APFT	Minimum Class Standard
Fourth Class	Fall	180 pts / 60 pts per
	Spring	200 pts / 60 pts per
Third Class	Fall	220 pts / 60 pts per
	Spring	230 pts / 60 pts per
Second Class	Fall	240 pts / 60 pts per
	Spring	250 pts / 60 pts per
First Class	Fall	250 pts / 60 pts per
	Spring	250 pts / 60 pts per

Table 2: APFT Class Minimum Standards

12. Privileges.

(a) Routine Pass. Eligible Cadets are authorized routine passes. Routine passes not taken do not carry over to the following term.

Rank	1st Term	2nd Term
Private	1	1
Private First Class	1	1
Corporal	2	3
Sergeant	3	4
Officer	Unlimited	Unlimited

(b) Performance Pass. The Cadet chain of command may request that an individual Cadet be awarded an additional non-chargeable weekend pass for exceptional performance. Performance passes must be awarded by the Tactical Officer prior to being used – they are not automatic and are intended to reward outstanding performance. The approving authority for each individual pass is the Company Tactical Officer. With Tactical Officer approval, this pass may be carried over to the next semester when circumstances do not allow the Cadet to take it during the semester it was awarded. The approval of performance passes is not limited based on rank as performance passes are meant to reward exceptional behavior regardless of position. Performance passes may be awarded when a Cadet performs in a truly exemplary fashion in any one of the four pillars (academic, physical, military, and character).

(c) Spirit Pass. Spirit Passes are non-chargeable passes that authorize Cadets to depart the academy on pass with the duty requirement of supporting a designated Army West Point sporting event while on pass. A Spirit pass cannot be taken as a personal pass. A non-chargeable pass (designated by the BTO or higher) does not count against a Cadet's chargeable spirit pass total.

Maximum Allowed Spirit Pass by Rank

Rank	1 st Term	2 nd Term
Private	1	1
Private First Class	1	1
Corporal	1	1
Sergeant	1	2

(d) Walking Privileges. Cadets may take Walking Privileges beyond the reservation limits. The limits for taking Walking Privileges are defined by the following boundaries: North - main post limits; South - Bear Mountain traffic circle (intersection of Routes 6 and 9W) when on foot, (grounds of Bear Mountain Hotel and adjoining state park facilities when traveling by vehicle); East - the Hudson River; and West - west side of Route 9W (Cadets may use establishments located directly on the west side of 9W). Walking privileges commence after the completion of all duties on Acceptance Day, as specified by the chain of command with the following restrictions:

(1) All eligible Cadets may take walking privileges: Fridays (B-Weekends only) and Saturdays from last duty until taps. On Sundays, from last duty until 1900hrs. On Sundays, when Monday is a holiday, from last duty until taps. Cadets may depart for walking privileges no earlier than 0520hrs. Note: Last duty on football Saturdays is singing the Alma Mater after the game.

(2) Cadet Sergeants and Officers may, in addition to the above, exercise walking privileges during the week, Monday – Friday and after dinner on Thursday due to mandatory dinner. They may sign-out no earlier than 1600 Mon - Wed, and no earlier than 1230 on Friday. They must return and sign-in by 1930 on these days.

(3) Cadets signed out on walking privileges may visit their mentor or a member of the staff and faculty, providing the visit follows all provisions of this regulation. If the sponsor or member of the staff or faculty lives outside walking privilege limits, Cadets must receive prior approval from their company tactical officer.

(e) Off Post Privileges (OPPs). Eligible Cadet officers, sergeants, and corporals may take OPPs in accordance with the guidelines above during the Academic Year. During summer training, detail commanders will issue specific guidance. Cadets are required to remain within a 75 mile radius, and are responsible to meet all mandatory accountability requirements.

Rank	
Private	Not authorized
Private First Class	Not authorized
Corporal	B Weekends Only
Sergeant	B,D and F Weekends (F Weekend after alma mater)

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Officer	Unlimited
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(1) Officers. Only eligible Cadet officers may take OPPs during the week, Monday-Friday and on the weekends/holidays. They may sign-out after last duty but no earlier than 1600 Mon-Wed, after dinner on Thursday, and no earlier than 1230 on Friday. On weekends, Cadet officers may sign out after their last duty, but not earlier than 0520hrs. Cadet Officers must sign in not later than taps. Note: Last duty on football Saturdays is the playing of the Alma Mater.

(2) Sergeants and Corporals. Eligible Cadet corporals may exercise OPPs on B-weekends only. Cadet Sergeants may depart on OPPS on both B and D weekends. Cadets departing on OPPs may sign-out after last duty but no earlier than 1230 on Friday. On Saturdays, Sundays, and holidays, Cadet sergeants and corporals may sign out after their last duty but not earlier than 0520 hours. Cadet Sergeants and Corporals must sign in not later than taps except on the last day of the weekend (Sunday, or Monday when Monday is a holiday) when they must sign in not later than 1900 hours. Note: Last duty on football Saturdays is the playing of the Alma Mater.

(3) OPPs may not be taken in conjunction with a leave or pass. After signing in from leave or pass, the pass or leave is officially terminated for that specific weekend period; however, eligible Cadets may, if there are no conflicting duties, sign-out on OPPs as prescribed above.

(f) Religious Trip Section (Retreat). Cadets are authorized to participate in the maximum number of Religious Trips Sections per the following table:

Rank	1 st Term	2 nd Term
Private	1	1
Private First Class	1	1
Corporal	1	1
Sergeant	Unlimited	Unlimited
Officer	Unlimited	Unlimited

13. Cadets/Midshipmen attending USMA as part of the Service Academy Exchange Program will adhere to the respective class privilege packages of USMA Cadets. They are not authorized the privileges of their home Academy.

14. On-Post Facilities. Cadet use of on-post facilities is a privilege. All Cadets may use on post facilities prior to 1930 hours on days with an evening study period, and TAPS when there is not ESP. The privilege of using on post facilities is commensurate with a Cadet's current rank, not class, and coincides with the table below:

Rank	
Private thru Corporal	Authorized use of facilities until ESP

Sergeant	Authorized use of facilities during ESP until TAPS
Officer	Authorized use of facilities during ESP until TAPS

15. The following facilities are authorized for Cadet use. Cadet Privates, Private First Class and Corporals must be back in the Cadet Area prior to 1930 on days with ESP. Cadet officers and sergeants are authorized to use post facilities outside of the Cadet Area until taps on all days unless academically deficient and required to attend ESP. The following are the on post facilities listed in alphabetical order. The BTO or his designated representative may grant exceptions to this policy.

(a) Arvin Gym. During ESP, Fourth and Third-class Cadets may go to Arvin in order to practice for mandatory DPE classes. They must be engaged in activity that directly relates to their requirements for those classes and must be supervised by a PDO Staff member, or CoC member SL or above. Cadets are not authorized to use the MWR gym.

(b) Bowling Center.

(c) Benny Havens Lounge (West Point Club. Cadets may use this facility IAW Policy Letter #5: Corps Alcohol Policy. Cadets must be 21 years of age and have a 21st Birthday Training Card to consume alcohol.

(d) Camping. Cadets must have tactical officer approval to camp overnight using an approved chargeable pass. After receiving tactical officer approval, Cadets must contact West Point MWR to determine what areas are available for camping (Cadets may not enter impact areas). Cadets must provide a copy of their approved request of their campsite to their TAC team prior to departure. Sexual activity is prohibited for Cadets in the barracks or on any land/building leased or used by West Point.

(e) Hiking. Cadets are authorized hiking privileges (e.g. Black Rock Forest, Storm King, Bear Mountain) IAW appropriate Cadet privileges. All hiking trips should include inclement weather plan, communications plan and emergency plan. Cadets will complete a request to hike (see enclosure 1), and submit to their TAC IAW unit pass plan of action procedures. Cadets are not authorized to hike alone.

(f) Commissary/PX/Shoppette.

(g) Delafield Pond.

(h) Eisenhower Hall.

(i) First Class Club. Cadet Officers and Sergeants are authorized use of this facility. Cadets must be 21 years of age and have a 21st Birthday Training Card to consume alcohol.

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(j) Fishing. Cadets must have tactical officer approval and sign out in the unit departure book when fishing off the main post, and must meet provisions of USMA fishing regulations.

(k) Five Star Inn (see Hotel Thayer).

(l) West Point Golf Course.

(m) Grant Hall. Only Private First Class Cadets and above may dine in Grant Hall. Cadet Privates may purchase food for take-out only. During ESP, Third and Fourth Class Cadets may purchase food for take-out only and return promptly to ESP. No Cadets are authorized to dine in Grant Hall from 1155-1235 on regular duty days when there is lunch formation. Cadets may wear IPFU/APFU to pick up food for take-out only. Cadets are not authorized to sit down in grant while wearing IPFU/APFU. Cadets are not authorized to enter Grant Hall while wearing Corps Squad or Club Squad uniforms at any point in time.

(n) Hotel Thayer. Dining room, lobby, public restrooms, and gift shop. Cadet Officers and Sergeants of legal drinking age may also use the cocktail lounge. When invited, Cadets may visit the rooms of immediate family members when they are present in the room. Cadets are authorized to rent rooms for their family members. Cadets are NOT authorized to rent rooms for their own use.

(o) Authorized Training Areas for Hunting. Cadets must have tactical officer approval and operate IAW USMA hunting regulations.

(p) Ice-skating (Hollender Center).

(q) In-line Skating/Rollerblading/Skateboarding. (See USMA Reg. 190-5)

(r) Spirit Lunch. When invited as the guest of a coach, staff or faculty, Cadets in the under three classes may attend quarterback luncheons. Cadet Officers may attend spirit luncheons on their own with Tactical Officer approval. Cadets must notify their tactical officer of the invitation and seek approval to attend prior to the event. Cadets may not miss or be late to class if the luncheon overlaps academic hours.

(s) Morgan Farm. Cadets may use Morgan Farm only for scheduled and sanctioned events, such as the Equestrian Team for regularly scheduled practices and competitions.

(t) On post Subway and Starbucks Restaurant. Cadets must be in the uniform of the day or higher, or as per class privileges. They may not enter in APFU/IPFUs.

(u) Parade Field/Plain. The plain is off limits except for activities authorized by the Commandant. Cadets will use the Diagonal Walk when crossing the Plain.

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(v) Pershing Center. The Pershing Center is considered to be within post limits for sanctioned and scheduled events. Cadets may use the DUSA Gift Shop, the West Point Museum, and Visitor's Center.

(w) Picnic areas. Authorized picnic areas are the River Courts, Buffalo Soldier Field, Lusk Reservoir, the upper parking lots, and the North Dock Area.

(x) Post Movie (Mahan Hall). Only Cadet Sergeants and Officers can use during ESP.

(w) Victor Constant Ski Slope.

(x) Target Shooting. Target shooting on the USMA reservation by individuals using privately-owned firearms is governed by the guidelines found in USMA Regulation 385-11, *Range Regulation*. All Cadets using privately-owned firearms will read and comply with its provisions. <http://129.29.195.15/usmapubs/REG/RG385-11.DOC>

16. Leave. Leave is an extended authorization for Cadets to remain away from the Academy and is usually greater than 4 days. Leave occurs four times per academic year for a Cadet: Summer, Thanksgiving, Winter break, and Spring break. The Brigade Tactical Officer may cancel leave for individual Cadets who are pending investigation or disciplinary action, as part of a sanction, or for sub-standard performance. Cadets in good standing may take leave. Cadets should not purchase tickets for travel arrangements prior to receiving approval of the leave, BTD highly encourages refundable/insurance tickets.

17. The following actions are available to Cadets who may require special circumstances which may require a Cadet 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 Annex A to USMA REG 1-1, Administration Scheduling Activities. 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). If the TAC supports the action, the request is routed electronically according to the process below.

(1) Electronic requests are routed to a Cadet's instructors, department heads, and ORD 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.

(2) Once ORD has endorsed the action, email notification is sent to the RTO.

(3) Cadets should not purchase tickets for travel arrangements prior to receiving approval of the pass. If a Cadet has a baseline pass remaining, the special pass counts as one of them.

(b) Emergency Leave. The Tactical Officer has the authority to grant emergency leave to Cadets when a situation arises that meets the criteria for Army emergency leave status IAW AR 600-8-10, Passes and Leave: Illness or Death of a parent, "in loco parentis," or immediate family member. The Tactical Officer will inform the RTO and all of the Cadet's professors immediately of the situation. Under these special circumstances, Cadets are authorized to sign out once the Regimental Tactical Officer gives them verbal approval to depart, and they have provided the Tactical Officer their travel itinerary and contact information. The Cadet will submit an emergency leave request if able, allowing the TAC to sign him/her out properly.

(c) 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.

(d) Taking Leave/Pass from Trip Sections. Cadets may take pass or leave after completion of duty on a trip section only if he or she obtains prior permission from both the trip OIC and the tactical officer. Cadets are never allowed to join a trip section from pass or leave status.

18. Pass and Leave Request and Approval Process. Cadets requesting a pass must sign up via electronic pass sign up procedures. 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 the United States, Cadets must submit a DA Form 31 through their tactical officer to the Cadet S-1 for authorization to travel outside the continental United States. In addition, Cadets must fill out the web-based anti-terrorism memorandum and attach it to their DA Form 31 when they turn it in. OCONUS paperwork requirements for country clearance are due to USMA G3 IAW current G3 policies.

19. Departure. Cadets may only depart after all mandatory and required duties are complete. Cadets can only sign out on leave or pass between 0520 and 2200 hours for safety reasons. Cadets are not authorized to reschedule classes in order to accommodate personal itineraries. If all duties are complete, the following describe the earliest times that Cadets may sign out:

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(a) A/C Weekend: Saturday, after last duty but NET 1130 hrs (on football Saturdays Cadets may sign out after the game is complete and the Alma Mater has been sung). Cadets excused from marching or Saturday ceremonies in which their regiment is participating will not depart the Cadet area until their regiment has completed their mission. If there are no duties other than Saturday accountability formation or mandatory breakfast, the Company TAC Officer may grant approval to leave Friday after last duty on a case by case basis.

(b) A/D Weekend: Saturday, after last duty but NET 1130 hrs. Cadet sergeants and officers may depart on OPPs or pass after last duty Friday if there are no duties other than Saturday accountability formation or mandatory breakfast. The Cadet chain of command is still in charge of unit actions and designated unit leadership must be present at all requirements. Note: 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.

(c) B Weekend: Friday, after last duty but NET 1230hrs.

(d) F Weekends: Friday after last duty but NET 1230. Cadets must sign in before first duty on Saturday (Parade, March-on, Guard, Football Game etc.). Cadets may resume (must sign back out) their original pass after the game is complete and the Alma Mater has been sung. Cadets will be charged one pass in these instances (F Weekends only). For all Cadets, F weekends become a B weekend after the Alma Mater has been sung.

20. Returns. Pass and leave terminate NLT 1900 for all Cadets unless otherwise specified by the brigade level COC. While on pass or leave, Cadets are not authorized to sleep in the barracks. Once a Cadet on pass/ leave returns to the Cadet area, that person must immediately sign in, and their pass/leave is terminated. Exceptions to this policy must be approved by the company TAC Team prior to the Cadet's departure on pass or leave. Once signed in, the Cadet's pass terminates and he/she may not resume pass unless authorized by their Tactical Officer (except on F Weekends) during first semester for all classes on long weekends IAW paragraph 5(d) above.

21. Leave and Pass Misconduct Policy. Cadets may lose leave and pass privilege for being deficient, on academic probation or conditioned status in any of the four pillars. The four pillars are Physical, Academic, Military and Character and are subject to the following restrictions:

(a) Cadets are denied driving, pass, OPP, and voluntary extracurricular trip section privileges if they are serving area tours, loss of privileges or restriction from a company Board or higher.

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

A handwritten signature in black ink, appearing to read "BJ Reed", is positioned above the printed name.

BRIAN J. REED
COL, IN
Brigade Tactical Officer

Enclosure 1: Request for Permission to Hike

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Enclosure 1: Request for Permission to Hike
MACC-_____

Date: _____

MEMORANDUM FOR Tactical Officer, Company _____

SUBJECT: Request for Approval to Hike

1. We, Cadets _____, _____, _____,
_____, and _____ will be hiking together.
2. Our hike begins at ____:____, will take ____ hours, and will end at ____:____.
3. We will be hiking _____ in the area of _____.
(trail name) (park or reserve name)
The weather for the next 24 hours will be _____.
4. Contact Information (min. 1):
 - a. CDT _____ Cell: (____) _____ - _____
 - b. CDT _____ Cell: (____) _____ - _____
 - c. CDT _____ Cell: (____) _____ - _____
5. Additional Information:

CoC Signature:

TAC Signature:
