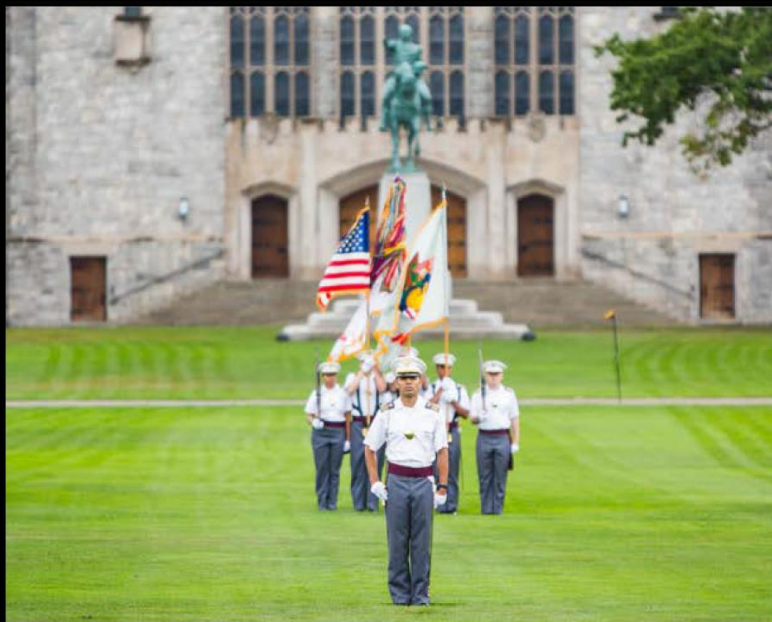




# UNITED STATES MILITARY ACADEMY WEST POINT.®



## USCC Cadet SOP

- MAY 2018 -





# ***SUMMARY of CHANGE***

This rapid action revision, **dated 26 May 2018**

o Combines USCC Standards of Cadet Conduct and Appearance, USCC Standards of Cadet Living Areas, and all Policy letters into one document now known as the USCC Cadet SOP

- 1) Adds guidance on social conduct
- 2) Updates to Mess hall standards
- 3) Removes Army Combat Uniform script into reference DA PAM 670-1
- 4) Adds guidance to the Cadet use of the MWR gym
- 5) Adds guidance to footwear for Cadet Uniforms
- 6) Adds guidance when the Gore-Tex should be worn
- 7) Provides guidance and source to AR 670-1/ DA PAM 670-1 for the following areas: Foreign awards, eyewear and contacts, electronics, hair, cosmetics and grooming standards, religious items, jewelry, piercing and tattoos
- 8) Adds new SAMI checklist
- 9) Updates Appendix A Policy Letters
- 10) Adds guidance on the wear of Identification Tags
- 11) Adds Neon Yellow Reflective Belt
- 13) Add guidance on the wear of ODIA-issued backpacks directly to and from practice
- 12) Defines Cadet Area.

## ***HIGHLIGHTS***

- 1) The use of carrying/playing music is not permitted while running or ruck marching outdoors (page 22).
- 2) Open door 90 degrees when anyone other than assigned occupants inside barracks room (Page 25).
- 3) Wear of the Neon Yellow Reflective belt only required during periods of limited visibility or as prescribed by the Cadet Commander/TAC TM (page 40).
- 4) Wear of identification tags (page 48).
- 5) Cadets are not authorized to display or store anything on or outside of window ledges (page 53).



OFFICE OF THE COMMANDANT

**UNITED STATES MILITARY ACADEMY**

WEST POINT, NEW YORK 10996-1602

MACC-O-RD

26 May 2018

MEMORANDUM FOR United States Corps of Cadets, West Point, NY 10996

SUBJECT: USCC CADET STANDARD OPERATING PROCEDURE

1. This regulation for the command and administration of the Corps of Cadets is issued pursuant to paragraph 6-17, Army Regulation 210-26, *United States Military Academy*, dated 5 September 2012. This regulation 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. All Cadets will read and adhere to this regulation and all Brigade policy memorandums.

2. This regulation governs the United States Corps of Cadets, and is written to inform the Corps on the standards of conduct and professional appearance. This regulation requires that Cadets develop as professional leaders that adhere to and enforce the standards required for this profession. Each graduate of the United States Military Academy is expected to be a leader of character, able to inspire subordinates, build trust, and be an exemplary steward of the Profession of Arms. To this end, each Cadet must have the self-discipline to uphold the standards of the profession in order to provide Soldier safety, good order and discipline, and commander accountability. Each Cadet is expected to act with integrity and respect in the performance of their duty, which includes choosing the harder right over the easier wrong, and living honorably.

3. Requests for exceptions to policy will be forwarded to the Brigade Tactical Officer (BTO). Input or recommended changes to this regulation will be provided to the Brigade Senior Enlisted Leader, x7904.

STEVEN W. GILLAND  
Brigadier General, USA  
Commandant of Cadets

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Policy Letter 17 Physical Security

Policy Letter 18 Disciplinary Tours

Policy Letter 19 Duty Officer Standard Operating Procedures

Policy Letter 20 Military Development Grading

Policy Letter 21 Special Leader Development Program – Military

Policy Letter 22 International Cadets' Wear of Uniform

# **SECTION 1: STANDARDS OF CADET CONDUCT**

## **1. General Standards of Conduct.**

**a.** This regulation establishes Cadet standards, obligations, authorizations, and privileges in order to create an environment in which each Cadet's concept of duty can develop and strengthen through good order and discipline. Cadets are personally responsible for knowing and adhering to the standards set forth in this regulation.

**b. Performance of Duty.** The responsibility to perform one's duty applies to each Cadet at all times, 24 hours a day, in or out of uniform, at or away from West Point. Duty always takes precedence over privileges. Duty may be academic, physical, or military in nature and may not necessarily appear in writing.

**c. Spirit of the Regulation.** This regulation is meant to serve as a guideline for establishing and maintaining good order and discipline. The omission of subject matter from this document does not constitute authorization for Cadets to participate in an activity or to conduct themselves contrary to the spirit of the standards expected of the Corps of Cadets. In the absence of written or oral instructions, or when unable to determine a proper course of action, a Cadet should seek guidance from his/her Cadet chain of command, company tactical team (TAC) or the Officer-in-Charge (OC).

**d. Personal Accountability.** Personal Accountability is the ultimate responsibility of the military professional. Each Cadet is required to abide by the standards set forth in this regulation, and to keep their chain of command informed.

**e. Personal Appearance.** Cadets must always present themselves in a professional manner, to include being clean-shaven on and off duty.

**f. Place of Duty.** Each Cadet is required to be at their appointed place of duty, including, but not limited to class, company athletics, formations, mandatory meals, and designated Commandant's Hour/Dean's Hour activities. The only excusal from the place of duty is an approved trip section with TAC authorization. If unsure about receiving the proper excusal from their place of duty, Cadets will immediately contact their TAC team.

**g. Authority to Enforce Regulations and Issue Orders.** All Cadets are authorized and expected to make corrections on other Cadets, regardless of rank. Cadets are authorized to give orders to other Cadets based on rank and duty position. Cadets acting as a commander's designated representative, such as guard or CCQ, are authorized to issue orders in the discharge of their responsibilities to all Cadets regardless of the seniority of the Cadets involved.

**(1) Seniority.** Within the organization of the Corps of Cadets, seniority is determined first by Cadet Rank and thereafter by alphabetical order among Cadets of equal rank within each class. Order of rank is Cadet officers, sergeants, corporals and privates. Regardless of Cadet rank, corps squad team captains and Cadets in charge of

extracurricular activities are senior to Cadets in their respective teams or activities for all actions pertinent to that team or activity. On trip sections, the senior ranking Cadet present will assume the duties of Cadet-in-Charge (CIC) for that particular activity when a club officer, section marcher, or other duly appointed CIC is not present. The team captain will be in charge of athletic team trip sections. The CIC of an educational trip section will be the section leader or the senior-ranking Cadet present unless otherwise designated by the academic instructor. In academic and physical education sections, seniority is determined by the order in which a Cadet's name appears on the section roster, the section marcher being the first in order of seniority.

#### **h. Discrimination and Sexual Harassment**

**(1) Discrimination.** Leaders have a responsibility to practice the highest standards of fairness and impartiality in the conduct of their duties. **Cadets will not take any action that unlawfully or unjustly results in unequal treatment of persons or groups based on race, color, gender, national origin, sexual orientation or religion, and will provide an environment free of unlawful discrimination and offensive behavior.**

**(2) Sexual Harassment.** The Department of Defense (AR 600-20, Army Command Policy, 6 November 2014) defines sexual harassment as: a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders when:

**(a)** Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

**(b)** Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

**(c)** Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment. For Cadets, working environments may include academic, military, and physical requirements, Trip Sections, ODIA or DCA club activities, and unit functions.

**(3)** This policy applies both on and off post, during duty and non-duty hours.

**(4)** Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a Soldier or Civilian employee is engaging in sexual harassment. Similarly, any Soldier or Civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature may be sexually harassing.

**(5)** Harassment in any form and for any reason is unacceptable behavior and is not tolerated. Individuals observing such behavior or being victimized by harassment

are encouraged to take appropriate actions. Appropriate actions may include directly confronting the individual responsible for the harassment, reporting the incident through the chain of command, and, if necessary, filing a complaint with the USCC Sexual Assault Response Coordinator (SARC). Complaints may also be filed with the Office of the Inspector General, Legal Assistance Office, chaplain, or a Tactical Officer. More information concerning harassment and respect issues, including proper reporting procedures, can be found at <http://www.usma.edu/sharp/SitePages/Home.aspx>.

## **2. Professional Customs and Courtesies.**

**a. Military Courtesies among Cadets.** All Cadets will be addressed as “Sir, Ma’am, Sergeant, or Corporal” or “Cadet” as appropriate in all duty related activities (formations, inspections, parades, guard duty, etc.). Fourth Class Cadets will maintain appropriate courtesy at all times within the Cadet Area.

**b. Saluting.** Saluting is a time honored and historical extension of respect and courtesy in the military profession. All Cadets are required to understand and enforce the proper protocols for saluting. Saluting is required when both parties are outdoors and in an appropriate setting. All military personnel will salute the flag as specified regardless of their position relative to the flag while on the West Point Military Reservation.

(1) A salute and greeting are required when both the Cadet and officer are in uniform. Within approximately six paces, the Cadet will salute AND greet the officer with an appropriate greeting, e.g. “Good Morning Sir/Ma’am”. The salute is not complete until the officer has returned the salute.

(2) When carrying an item, it will be carried in the left hand, leaving the right hand free to salute. A person carrying articles with both hands, or otherwise so occupied as to make saluting impracticable, is not required to salute a senior person or return the salute to a subordinate, but should still render the appropriate verbal greetings.

(3) A salute and greeting are required when in uniform, to include **Cadet casual and athletic uniforms** if the officer is in uniform. The same rules for saluting apply.

(4) Regardless if the Cadet is in uniform or civilian clothes, if an officer in civilian clothes is recognized, a salute and greeting are encouraged.

(5) While running for individual physical training, a greeting is required if passing an officer. A salute will be rendered from a quick-time pace; resume double-time upon completion of the salute. You are not required to stop running and salute during an APFT or as part of any formation. These are the ONLY exceptions to rendering a salute.

**c. Greeting Indoors.** Cadets are required to greet all officers, NCOs, instructors, staff and faculty when passing indoors. General customs and courtesies require a respectful acknowledgement of other personnel indoors, and an appropriate greeting is an extension of that courtesy.



**d. Reporting to an Officer or NCO Indoors.**

(1) Whenever an officer/NCO approaches a table in the Cadet Mess, the table commandant will rise and stand at the position of attention/parade rest to address the officer/NCO. All other Cadets at the table may continue eating or talking unless otherwise directed by the officer/NCO.

(2) Whenever an officer enters a Cadet room or common use area, the first Cadet to see the officer will call the occupants to attention (i.e. "ROOM, ATTENTION"). The ranking Cadet will then appropriately greet (without saluting) the officer. All Cadets will remain at attention until the officer departs or commands otherwise. In the case of a NCO entering a Cadet room, Cadets follow the same procedures prescribed for an officer, except Cadets will command "AT EASE," and stand at parade rest until otherwise directed by the NCO.

(3) Cadets who report to an officer's office when not under arms will remove their headgear and approach within three steps of the officer's desk, halt, salute, and report by saying, "Sir (Ma'am), Cadet\_\_\_\_reports." If more than one Cadet is reporting, the ranking Cadet in the group will report for the other Cadets as deemed appropriate for the situation. When the business is over, Cadets will salute with an appropriate end greeting, face about and depart the office. In the case of entering a NCO's office, Cadets will follow the same procedures prescribed for reporting to an officer's office except there is no hand salute and by saying, "Sergeant/First Sergeant/ Sergeant Major, Cadet\_\_\_\_\_ reports."

(4) Cadets who report to an officer's office when under arms will follow the same procedures outlined above except that they will wear headgear. The rifle will be carried at the trail (ORDER ARMS), and the Cadet will render a rifle salute (or if wearing a saber, render a hand salute) to the officer. When reporting under arms to a NCO's office, Cadets do not render a salute.

(5) Whenever the TAC (arrives or departs for the day), the OC, or an officer senior to the TAC enters the Cadet barracks, the first Cadet seeing the officer will call the company to attention (e.g. "COMPANY, ATTENTION"). The senior Cadet present, or CCQ, will then report without saluting to the officer and ask how he/she can help.

(6) Whenever the TAC NCO (arrives or departs for the day), the NCO OC, or an NCO senior to the TAC NCO enters the Cadet barracks, the first Cadet seeing the NCO will call "AT EASE." The senior Cadet present, or CCQ, will then report (without saluting) to the NCO and ask how he/she can help.

**e. Reporting to an Officer or NCO Outdoors.** The procedures for reporting outdoors are the same as indoors except Cadets wear headgear and render salutes (and appropriate greetings) to all officers or the appropriate greeting to all NCOs.

**f. Courtesy to the National Colors.** In general, to render honors: if indoors, stand at attention; if outdoors, stand at attention and execute the hand salute when in uniform or by placing the right hand over the heart when in civilian clothes.

**(1) Moving Vehicles.** The vehicle will be brought to a halt during reveille and retreat. On buses and trucks, only the senior will dismount and render appropriate courtesy. Passengers and drivers of other vehicles will dismount and render the appropriate courtesy.

**(2) Military personnel in uniform and in formation.**

**(a)** Reveille: Execute "PRESENT ARMS" and "ORDER ARMS" arms at the command of OIC or NCOIC.

**(b)** Retreat (when played as prelude to "To the Colors"): Execute parade rest at command of OIC or NCOIC. Remain at parade rest until given attention by OIC or NCOIC.

**(c)** "To The Colors" or National Anthem when uncased Colors pass by or when passing uncased Colors: Same as for reveille. Execute "PRESENT ARMS" at the command of OIC or NCOIC. Command is given when Colors are within six paces of the flank of the unit, and the salute is held until the Colors are six paces past the flank of the unit, at which time the command "ORDER ARMS" is given.

**(d)** Passing the Colors: Execute orders at the command of OIC or NCOIC.

**(e)** Cannon salutes rendered as honor to a person (note 1): Execute "PRESENT ARMS" at command of OIC or NCOIC. Hold salute until command "ORDER ARMS" is given by OIC or NCOIC.

**(f)** Military funerals: Execute "PRESENT ARMS" at the command of OIC or NCOIC.

**(3) Military personnel in uniform (including sports uniform and Cadet casual) not in formation.**

**(a)** Reveille: At the first note of music, face the flag (or music if flag is not in view) and render hand salute. End salute on last note of music.

**(b)** Retreat (when played as prelude to "To the Colors"): At the first note of music, face the flag (or music if flag is not in view) and stand at attention. Hold that position until the last note of "Retreat" has been played.

**(c)** "To The Colors" or National Anthem: At the first note of anthem or music: if

outdoors render hand salute; if indoors, stand at attention. Hold that position until last note of music has been played.

**(d)** When uncased Colors pass by: When Colors are within six paces: If outdoors, render hand salute; if indoors, stand at attention. Hold that position until Colors have passed six paces.

**(e)** Passing the Colors outdoors: When within six paces of the Colors, turn head towards the Colors and render hand salute. Hold salute until six paces past the Colors.

**(f)** Cannon salutes rendered as honor to a person: At the first note of music or first round of salute, face the ceremonial party and render hand salute. End salute on last note of music or when last round of salute has been fired.

**(g)** Military funerals: Each time casket is moved, if outdoors, render hand salute; if indoors, stand at attention.

**(4) All civilian and military personnel wearing civilian clothes.**

**(a)** Reveille: At the first note of music, face the flag (or music if flag is not in view), stand at attention, and place right hand or headgear with the right hand over the heart. Hold that position until last note of music has been played.

**(b)** Retreat (when played as prelude to "To the Colors"): At the first note of music, face the flag (or music, if flag is not in view), remove hat with right hand if applicable, and stand at attention. Remain at attention until last note of "Retreat" has been played.

**(c)** "To The Colors" or National Anthem: At the first note of music: If outdoors, stand at attention and place hand over the heart or hold hat over the left shoulder with the right hand over the heart. Military personnel may render the hand salute or place hand over their heart. If indoors, stand at attention. Hold that position until last note of music has been played.

**(d)** When uncased Colors pass by or passing uncased Colors: When Colors are within six paces: If outdoors, stand at attention, place right hand over the heart or remove hat with right hand, and hold over the left shoulder with right hand over the heart; if indoors, stand at attention. Hold the position until Colors have passed six paces.

**(e)** Passing stationary Colors outdoors: No action required.

**(f)** Cannon salutes rendered as honor to a person: at first note of music or first round of salute, face the ceremonial party, remove head gear if applicable, and stand at attention. Hold that position until last note of music or last round of salute has been fired.

**(g)** Military funerals: Each time casket is moved: if outdoors, stand at attention,

place the right hand over the heart or remove hat with right hand, and hold over the left shoulder with right hand over heart; if indoors, stand at attention.

**(h) NOTE:** A Cadet or member of the military, **active duty or retired** has the option of rendering a military salute while in civilian clothes in all occasions listed above.

### **3. Professional Conduct.**

**a. Drugs.** Possession, use, or sales of illegal drugs are not tolerated by the Army, USMA, or USCC. Cadets found to be in violation are subject to major disciplinary sanctions under AR 600-85, AR 210-26 and Articles 80 and 112a of the UCMJ. A Cadet who knowingly uses a prescription medication belonging to anyone else is also considered to be in possession of a controlled substance. A Cadet who shares a prescription medication with anyone else is also considered to be a distributor of a controlled substance. Leaders do not use illicit drugs. The United States Corps of Cadets has zero tolerance for the use of illegal drugs. Any Cadet who manufactures, possesses, distributes, or uses any illicit drug may be subject to court-martial under the UCMJ, or to actions under Regulations, USMA.

**b. Prescribed Medicines or Drugs.** Cadets are only authorized to use those prescription medications / drugs that are prescribed to them by a licensed medical professional. Cadets can only take prescribed drugs in the prescribed dosage and frequency. Cadets are not authorized to maintain any prescribed medicine beyond its expiration date. Cadets who have prescription medication must have it secured in a proper place when they are not either in immediate personal possession or in quarters. Prescription medication that is signed for at the pharmacy **must** be secured (locked) in a lock box at all times when not in use by, or in the immediate personal possession of, the Cadet to whom it is prescribed.

**c. Alcoholic Beverages.** Cadets face disciplinary action for violating any state law regarding alcohol (e.g. underage drinking) or alcohol-related offense (e.g. driving while intoxicated, drunk and disorderly conduct.) Cadets are subject to New York State law and published USCC brigade policy when on the West Point Military Reservation. Cadets assume full responsibility for all improper behavior and consequences as a result of their decision to consume alcohol. Cadets cannot blame improper conduct or displays of poor judgment on alcohol impairment. The decision to consume alcohol requires careful consideration and safety awareness. It is the duty of military leaders to act responsibly and provide for the proper health, welfare, and training of subordinates. Cadets are responsible to advise their guests, hosts, and mentors of USCC regulations pertaining to consumption of alcohol.

**d. Tobacco Products.** The use of all tobacco products, to include smoking, chewing, dipping, and snorting, is not authorized in the Cadet barracks or academic area. Further, the use of these products is highly discouraged at all times, but especially in and around USMA grounds. Cadets may only smoke, chew, dip, or use snuff in designated tobacco use areas located in and around the Cadet Area and the

West Point Military Reservation and must use receptacles for the proper disposal of cigarette butts and other tobacco products. Receptacles are located in the vicinity of Lee Barracks, Grant Barracks, Sherman Barracks, Bradley Barracks / Washington Hall, and Scott Barracks. In accordance with federal law, Cadets will not use tobacco products within fifty feet of the entrance to a government building, except at these designated locations. These designated tobacco-use areas will be properly maintained and policed.

**e. Financial Management.** Cadets must live within their means and manage their personal affairs appropriately and responsibly. A Cadet receives pay to purchase and maintain personal items such as uniforms, academic materials, and expendable items, to have sufficient funds for leaves and trips, and, in general, to learn to manage personal finances. Additionally, Cadets must purchase required officer uniforms and financially support themselves until receipt of their first pay as commissioned officers.

**f. Gambling.** Cadets are not authorized to gamble on any military installation or while in a duty status. Examples of prohibited gambling include company betting pools, tournament brackets, etc. As an exception based on tradition, Cadets may conduct a wager of items of nominal value, that are reflective of the respective service schools, such as bathrobes or sweatshirts on the outcome of Army/Navy, Army/Air Force and Army/Royal Military College athletic events. However, corps squad and competitive club Cadets who fall under NCAA rules should note that NCAA rules prohibit intercollegiate student-athletes from participating in any form of gambling or betting on intercollegiate teams to include any form of traditional rival betting to include items of nominal value. Cadets in a proper leave or pass status may gamble at licensed establishments in accordance with State law but will ensure their conduct at all times complies with the Standards of Cadet Conduct and Appearance.

**g. Selling of Items or Services.** Cadets are authorized to advertise (via oral, written, electronic bulletin boards, or the Internet) and sell their own personal, nonmilitary, non-issued items (e.g. ski equipment, POV, etc.). Cadets are not authorized to engage in any business activity or financial dealings either for themselves or as agents for others -- regardless of whether or not a profit is made. Unit-unique items (e.g. company hats, shirts, patches, coins, mugs, etc.) can be procured and sold (at cost only) with TAC permission. Cadets are not authorized to sell their duties (CGR, CCQ) or trade summer assignments for cash. Violations of this policy are punitive.

**h. Employment.** Cadets are not authorized to engage in any type of employment, either on or off post.

**i. Use of Military/Academy Benefits.** Post Exchanges, commissaries, and hospital care are important military benefits developed for the convenience and protection of members of the Armed Forces and their dependents. Members of the Armed Forces will not purchase items in post exchanges or commissaries on behalf of persons who are unauthorized recipients. Cadets are authorized to purchase items for non-Cadets from the Post Exchange (PX), Commissary, or the Cadet Store only as

bona fide gifts and only with their own money. Cadet personal-use event tickets are exclusively for Cadet use and may not be given or resold to non-Cadets. While attending events at Ike Hall, Cadets are expected to escort and sit with their guests except if the Cadet is actually participating as part of the activity or athletic team. See the Brigade On Post Facilities memo for specific guidance about all on post policies.

**j. Public Affairs.** Cadets may not grant or participate in interviews as official spokespersons for USCC or USMA with members of the news media without the specific approval of the USMA PAO Media Relations Team at either 8pao@usma.edu or 845-938-2006. Cadets should first reach out to the PAO for advice and guidance before responding to any request from the media, whether "official" or "unofficial" (off the record), and are encouraged to refer requesting media members to directly coordinate with the USMA PAO. All interviews are voluntary on the part of Cadets.

**k. Political Activity.** The Department of Defense (AR 600-20, Appendix B, Army Command Policy, 6 November 2014) has provided specific guidance for Soldiers on political activities that are permitted or prohibited. Cadets are encouraged to exercise their right to vote in national and local elections. Cadets should consult with AR 600-20, Appendix B, before engaging in any political activity (e.g. attending a political event or financially contributing to a campaign) and may contact the Legal Assistance Office or Office of the Staff Judge Advocate for questions about appropriate political activity.

**l. False Identification Cards.** Cadets will not possess or use false civilian or military identification cards, nor make, alter, or tamper with civilian or military identification cards. In addition, Cadets will not have in their possession someone else's civilian or military identification card without a legitimate and legal purpose. Use of a false identification card, with the intent to deceive another person, may be considered a violation of the Cadet Honor Code and will be referred to the Cadet Honor Committee.

**m. Athletic Event Conduct.** Cadets are expected to maintain proper decorum at all athletic events. Booing, heckling, or other unsportsmanlike conduct at athletic events is not authorized. Horseplay, such as the passing up of spectators, piling-on, physically interacting with opposing team cheerleaders, spectators or contestants, and other activities that endanger the safety of others, is not authorized. At the conclusion of the game, Cadets will remain at their seats until the playing of the Alma Mater has been concluded (Cadets will stand at attention, remove hats, and sing the Alma Mater). No Cadets are authorized to depart prior to the Alma Mater. Furthermore, Cadets will stand at attention for the playing of the Army song. Cadets are prohibited from touching, taking, mocking, or harming anything that belongs to the opposing team during an intercollegiate contest, including cheerleaders, mascots, flags, banners, etc. The following guidance pertains to all home and away Army games.

**(1) Seating.** For all home athletic games, the brigade staff will designate either assigned areas for each company or a general area for open Cadet seating. These designated areas are the only authorized areas for Cadets to sit. If company sections are designated, Cadets WILL sit with their company. If "open seating" is authorized,

Cadets must remain within the designated assigned area for Cadets. During a football game, the Corps of Cadets will stand for the entire game except during halftime. Cadets will only stand with the Corps, even if tickets are purchased. Cadets are authorized guests in the Corps seating only if they are on official duty as an escort. Cadets with guests in the Cadet section are responsible for their guests' actions.

(2) Cadets are required to stay off the field while the game is in progress. During all athletic events, failure to stay off the field may result in a penalty against the Army team. While in the Cadet section, Cadets may wear company hats or TAC approved company items. Those items must be carried to and from the game, and Cadets must resume a complete uniform anytime when leaving the Cadet section.

**n. Appropriate Network Use.** Cadets must practice considerate and responsible computing when using academic computing resources. Any activity that obstructs or hinders the authorized use of USMA academic computing and network resources is prohibited. All computer and network use must be IAW the Gold Coats network user agreement and the Brigade Information Technology Standards memorandum.

**o. Sexual Material/Pornography.** Cadets, including exchange/foreign Cadets, are prohibited from accessing, viewing, downloading, or exchanging adult pornography on government computers or via any computer system in whole or in part operated by the government. Receiving, viewing, possessing, downloading, or distributing child pornography is criminal misconduct and will be immediately reported to CID.

**p. Cyberbullying.** Engaging in any form of cyberbullying or online harassment, including but not limited to Facebook harassment or stalking, discriminatory or abusive language, or any pictures, messages, or videos that are intended to demean or intimidate, is considered unprofessional conduct. This includes posting on anonymous message boards, email harassment, or creating a fake social media profile with the intent to demean, intimidate, or harass an individual.

**q. Answering Phones.** Cadets should answer incoming phone calls on military phones in such a fashion that they first identify the location/organization of the phone and then identify themselves, e.g., "Central Guard Room, Cadet \_\_\_\_ speaking, may I help you?" (Use of "sir/ma'am" is not required until the caller's identity is determined.) Cadets shall answer their personal phones in a professional military manner and will identify themselves as Cadet \_\_\_\_ if they recognize the number as an officer or NCO. The use of Cadet Voicemail is considered professional and highly encouraged.

**r. Running/Foot Marching Limits.**

**(1) On-post.** Cadets may run anywhere on-post between the hours of 0520 and 1930, or until taps if there is no ESP. Only Cadet Sergeants and above may run on post during ESP. Companies and Teams conducting APFTs are only authorized to use the approved 2-mile run route IVO of Gillis Field house if their element has more than 5 people conducting the 2 mile run at the same time.



**(2) Off-post.** Cadet physical training off-post is prohibited without an approved ETP from Company TAC Teams. All exceptions must be for a group of 2 or more Cadets and address proper accountability procedures, Cadet safety, run/ruck route, and emergency contact procedures. Cadets will sign out on CIS before departing and will sign in upon completion. Cadets must use existing sidewalks or run/ruck single file against traffic if no sidewalk exists. The use of Route 9W, 218, or 293 is prohibited for Cadet physical training, including Competitive Club/Corps Squad training. The only exceptions on Route 9W, 218, and 293 in support of distance runs and foot marches are: the sidewalk on Route 9W between Old State Road and the Bear Mountain Traffic Circle to/from Bear Mountain State Park and the wide shoulders on Routes 218 and 293 to and from Camp Buckner. Rifles, dummy or real, are not allowed off-post while conducting foot marches unless part of an approved training event and are never allowed in the Highland Falls/Fort Montgomery/Bear Mountain area. All Cadets will wear a neon yellow reflective belt while running or both a neon yellow reflective belt on their person and a second around their ruck while conducting a foot march off-post unless part of an approved training event. The APFU or the ACU are the only approved uniforms (unless training with a Competitive Club/Corps Squad team). Competitive Club/Corps Squad teams may submit a request for an exception to train off-post to the Brigade Tactical Officer to justify training or the use of prohibited routes.

**(3) Audible Music.** The use of carrying/playing music is not permitted while running or ruck marching outdoors. Cadets will not play music from a personal device during the conduct of their physical training event.

**s. Safety.** Company commanders and 1SGs will conduct a unit safety brief prior to all weekends and leave periods. Cadets may only depart for pass and leave between 0520-2200 hours.

#### **4. Social Conduct.**

**a. General Social Conduct.** At all times, Cadets must exercise good judgment and meet the standards of decorum and conduct expected of a commissioned officer.

**b. Cadet Relationships.** West Point is unique in its demands upon Cadets to work and live together. Conflicts between professional and personal relationships inevitably arise and Cadets must resolve such issues with maturity, respect for rank, and concern for the good order and discipline of the unit.

**c. Fraternization.** Fraternization is defined as an inappropriate relationship among officers, NCOs, or enlisted Soldiers and is prohibited in accordance with AR600-20, paragraph 4-14. In the context of USCC, relationships between Cadets of different rank are prohibited if they:

**(1)** Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command.

- (2) Cause actual or perceived partiality or unfairness.
- (3) Involve, or appear to involve, improper use of rank/position for personal gain.
- (4) Are, or are perceived to be, exploitative or coercive in nature.
- (5) Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.

**d. Upper-Class/Fourth-Class Relationships.** Fraternization between Upper-Class and Fourth Class Cadets includes inappropriate relationships, such as dating, sexual and platonic relationships. These relationships are prohibited and include inappropriate face-to-face interactions, email, text messaging, social media, wireless communication, etc. unless the communication is for official business. Friendships that existed prior to the Fourth Class Cadet's entering USMA and social relationships derived from being on Competitive Club/Corps Squad Teams or DCA club activities may be formally permitted if both Cadets are not assigned to the same company. The senior Cadet will, in these instances, forward a request for TAC Team approval of this relationship through his or her Cadet company commander to the tactical officer. Approval does not eliminate the responsibility of both Cadets to interact such that the expression of friendship will not cause the perception of improper bias, favoritism, or a lack of professionalism.

**e. Cadet/USMAPS Cadet Candidate Relationships.** Fraternization includes inappropriate relationships, such as dating, sexual, and platonic relationships, between Cadets and United States Military Academy Preparatory School (USMAPS) Cadet Candidates. These inappropriate relationships are prohibited and include inappropriate face-to-face interactions, email, text messaging, social media, wireless communication, etc. between Cadets and USMAPS Cadet Candidates unless the communication is for official business. Friendships that existed prior to the Cadet entering West Point and/or the Cadet Candidate entering USMAPS may be formally permitted if approved by the TAC Team. Cadets must request approval of this relationship through their Cadet company commander to the TAC Team. Approval does not eliminate the responsibility of the Cadet to interact such that the expression of friendship will not cause the perception of improper bias, favoritism, or a lack of professionalism.

**f. Dating or Personal Associations between Cadets and non-Cadet personnel.** Professional and social associations between officers, enlisted Soldiers, civilian staff / faculty and Cadets play an important role in the education and socialization of Cadets. Participation in these professional associations is encouraged. Dating and/or overly familiar relationships, however, whether actual or perceived, erode the value of these professional associations and are prohibited. In accordance with Army policy AR 600-20 Army Command Policy for officers, Cadets are prohibited from dating and or engaging in an overly familiar relationship with officers, warrant officers, enlisted Soldiers, and civilian staff/faculty permanently or temporarily assigned to West Point or visiting West Point. Tactical officers may approve an exception to this policy for Cadets who have a prior existing relationship with a member of the staff and faculty (i.e. a Cadet and a

graduate assistant). In these cases, the Cadet must submit a written memorandum to his or her TAC Team requesting authorization to participate in said relationship.

**g. Public Display of Affection (PDA).** Affectionate physical contact with a guest or another Cadet in public on the West Point Military Reservation (WPMR), such as holding hands or sitting with an arm around waist or shoulder is not permitted. **An escort may offer the left arm, and a guest may take it when walking conditions warrant.** Walking arm-in-arm, however, does not preclude the requirement to render proper military courtesies. Cadets are responsible for the conduct and decorum of their guests while they are visiting West Point.

**h. Conduct when Visiting Staff and Faculty Quarters.** A Cadet's personal relationship with staff and faculty members, official mentors, and their Families, is expected to be exemplary with respect to social behavior and conduct. Cadets are expected not to extend any visit so as to inconvenience their host or hostess. Although junior to their host or hostess, Cadets are expected to take the initiative to inform their host or hostesses of standards expected of the Corps of Cadets. A mentor, parent, sponsor, or spouse must be present during quarter's visitation. Cadets whose parents reside on post may be present in their parent's quarters, when authorized, if their parents are absent. Cadets are not authorized to baby-sit or perform services for hire.

**i. Religious Services Uniform.** Cadets may attend Chapel and religious services as per rank privileges, in accordance with the Brigade Privileges Memo, Civilian Clothes Policy, and Cadet Casual Policy. Fourth Class Cadets in worship bands will travel to the religious service in the appropriate Dress uniform, but may be permitted to change into Cadet Casual for the service. Fourth Class Cadets who wish to attend a church service outside Walking Privileges must have an approved trip section or ETP.

**j. RSVPs and Thank You Notes.** Promptly responding within 48 hours to invitations and immediately following up with hand-written thank you notes is a matter of professional courtesy and is expected of Cadets.

**k. Spirit Missions.** Spirit missions are activities to demonstrate pride and esprit de corps. The fact that a Cadet is on an authorized spirit mission does not constitute a defense to a violation of the UCMJ or a bar to financial liability for any property damage. Symbols (flags, banners) and mascots of opposing teams or other Cadet companies will not be physically harmed, removed, or captured. Cadets are authorized to engage in spirit missions that meet the following criteria:

**(1) Rules of Engagement.** Spirit missions must be chain of command (Cadet Captain) approved, led by a team leader or higher, team-focused, non-destructive, safe, and respectful. All spirit missions must include a recovery/clean-up plan. Cadets must ensure that spirit missions do not become videos that are posted to social media sites. Any action whether recorded or not, must be free of any disrespectful conduct that could in any way tarnish their role as a future commissioned officer or the image of USMA.

**(2) All monuments or historical items are off-limits to spirit missions.** Spirit activities must not cause physical harm to people, damage to property, or bring discredit upon the USMA. Cadets are responsible for knowing and following any memoranda of agreements between the Commandant and the leaders of other service academies.

## **5. Barracks and Cadet Area Conduct.**

**a. Specific Barracks Guidance.** Specific guidance for barracks authorizations, storage of materials and supplies, as well as Cadet room, common area, and barracks cleanliness standards can be found in Section 3 of the SOP.

**b. Sexual Activity on the West Point Military Reservation.** Sexual activity, such as kissing, fondling, and intercourse, is prohibited for Cadets on the West Point Military Reservation (e.g. barracks rooms or trunk rooms) or any land/building leased or used by West Point, including Camp Buckner, Camp Natural Bridge, and any training areas. This policy applies to Cadets away from USMA on official business (e.g. Trip Sections).

**c. Cadet Rooms.** Cadets may close room doors during the legitimate conduct of a study group, unless the room occupants are required to observe ESP, when the door must be open. Other than approved study groups, Cadet room doors must remain open at all times when non-roommates are inside the room, regardless of gender. **Open means the door is fully open 90 degrees from the door frame.**

**d. Elevator Use.** Cadets are not authorized to use elevators **between 0655 and 1800 hours on weekdays**. Exceptions must be approved by Company TAC Teams. Cadets invited by a staff and faculty member or who have an authorized exception may use the elevator during the normal duty day. This policy applies to elevators in all barracks, academic buildings, and the library. Cadets are not authorized to use the elevators in the Arvin Cadet Physical Development Center unless it is required for official business picking up or dropping off equipment or if they are on a medical profile.

**e. Visitors in Barracks.** For current policy regarding barracks visitors and overnight guests, reference the Brigade Barracks and Room Visitation Policy memorandum.

**f. Mess Hall Standards.** During mandatory meals, the Cadet Mess hall is the place of duty for all Cadets. Cadets are not authorized to miss a mandatory meal unless on an approved trip section, guard duty, or have TAC approval. Duty uniform is the only authorized uniform for wear during mandatory meals; Gym-A's and athletic uniforms are not permitted unless on a medical profile with TAC approval. Backpacks **are** authorized in the Cadet Mess and will only be placed underneath the table for safety measures. Bags **WILL NOT** be placed behind any chair in the Mess Hall at any time. Under no circumstances will backpacks be left unattended at any time in the Cadet Mess. Cadets will not throw any items in the mess hall, and will act professionally at all times.

**(1)** Table Commandants must pick up floaters before they take their seats. If a table is floated, Cadets are not authorized to leave the mess hall, but must stand under

the poop deck to be picked up by a table commandant.

**(2)** No Cadet may take their seat until the order to take seats. No eating is authorized before the order to take seats. Plebes will stand behind their chairs at parade rest until attention to orders, and will adhere to all standards as established by the Brigade Fourth Class Privilege Memo. Plebes are responsible for setting the table prior to the meal. First and Second Class Cadets may leave the meal following the announcement of "REST." Third and Fourth Class Cadets may leave the meal following the announcement of "BRIGADE RISE."

**(3) Guest Meals (Official).** Cadets of all ranks may invite and escort a member of the staff and faculty (military or civilian), an official civilian guest (official as deemed by Protocol or Academy Relations), or a member of the Armed Forces, to dine with them in the Cadet Mess for meals specifically designated as official guest meals.

**(a)** An official guest meal is defined as any meal Monday through Friday. Cadets must notify the company supply officer NLT 48 hours in advance to arrange for seating.

**(b)** Cadets must receive an approved guest meal authorization memorandum from USCC S4 to purchase tickets for these meals from Pentagon Federal Credit Union, Monday through Friday prior to the meal.

**(4) Guest Meals (Informal).** Cadet CPLs and above may invite and escort guests, otherwise not listed above, to meals specifically designated as informal meals. Each Cadet is authorized a maximum of five informal meal tickets. The exception for privates is during Plebe Parent Weekend (PPW) when they are authorized to escort guests to informal meals.

**(a)** An informal meal is defined as lunch and dinner on Saturdays and brunch on Sundays or holidays. The only exception to this rule is when there is an official class weekend (i.e., Ring Weekend, Yearling Winter Weekend, 500th Night, 100th Night, or Graduation Week), and guest meal tickets are not authorized during these times.

**(b)** Plebe Parent Weekend is the only authorized official class weekend where guest meal tickets may be purchased from Pentagon Federal Credit Union. Plebes do not need an authorization from USCC S4 to purchase tickets for PPW and are not limited on the amount of tickets they can purchase.

**(c)** Cadets do not need an authorization from the USCC S4 to purchase tickets for informal meals. Cadets will purchase guest meal tickets directly from Pentagon Federal Credit Union prior to the meal. Tickets are sold Monday through Wednesday.

**g. Control of Firearms in Cadet Area.** Privately-owned Weapons (POWs), 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 and not in CGR. Ammunition, pyrotechnics, and tactical

training aids from CST are also not-authorized in the barracks.

**(1)** Pellet guns, BB Guns, Airsoft guns, or any similar type of hobby weapons are not authorized in the barracks at any time. This includes storage in trunk rooms or Cadet rooms, as well as use of such items.

**(2)** Those recognized clubs that use firearms as part of their primary club activities are permitted to use Cadet POW's. These clubs include the Pistol Club, Combat Weapons Team, and the Trap and Skeet 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 weapons in accordance with Army Regulations and USMA Regulations.

**(a)** Weapons, firearms, and ammunition may be drawn from the Cadet Arms Room between 0800-1600 hours, Monday through Friday, for use and/or maintenance. Cadets must have signed authorization from their TAC Team 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. Any munitions coming into the possession of a Cadet will be turned-in immediately to the TAC Team or OIC.

**(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 TAC Team, prior to removing the weapon. Authorization will include: name of sponsor, rank, quarters address, type of weapon and inclusive dates for temporary storage. The staff or faculty member is individually responsible that they are in accordance with all Director of Emergency Services (DES) policies for firearms storage.

**(e)** Paint guns used by the Cadet Club's 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.

**h. Laundry.** All Cadets will send out laundry or use available machines at least once a week and maintain a minimum of issued serviceable uniforms as defined by the USCC S4. The Cadet chain of command is responsible for staff supervision of laundry operations, as well as Cadet adherence of published procedures and regulations. The chain of command will ensure that laundry is promptly cleared following delivery and that all Cadets maintain uniform requirements and know the proper laundry procedures.

## **6. Classroom Conduct.**

**a. Dean's Policy and Operating Memoranda.** The Dean of the Academic Board policy index is located at <https://portal.westpoint.edu/dean/Pages/DPOMs.aspx> . Access this link for information regarding the following topic areas: Term End Examinations Procedures and Exceptions, Academic Program Score, Disposition of Academically Deficient Cadets, and Summer Term Academic Program (STAP) Guidance.

**b. Personal Responsibility.** The primary responsibility for achieving satisfactory academic performance rests with each Cadet. To meet this responsibility, Cadets are obligated to know their academic status, manage their time, and establish effective priorities. Performance of academic duties is a significant part of preparing to become an Army officer. The standard for performance of academic duties is the same as that for the performance of duties as a military officer.

**c. Conduct.** Cadets will conform to the highest standards of ethical behavior and military bearing in the performance of their academic duties. Cadets will treat every member of the faculty with the courtesy appropriate to commissioned officers. Smoking, using smokeless tobacco, chewing gum, and consuming food is prohibited at all times in classrooms, laboratories, lecture halls, and auditoriums. The uniform for classes will be the duty uniform, with exceptions made for injury and special class functions that occur during the class day. Cadets will leave outer garments and bags in the hallway. Professors may, at their discretion, allow outer garments in class when environmental conditions warrant. Cadets are authorized to wear sweaters when temperature conditions warrant. The uniform for additional instruction (AI) is the duty uniform.

**d. Instructor Authority.** Military customs and courtesies will be maintained in academic settings. Specific use and regulation of calculators, course text, and reference materials is determined by individual academic department regulations. When the instructor commands "cease work," Cadets will immediately stop writing, put down their writing instruments and make no further marks on boards or paper. Cadets who need to make additional marks must ask the instructor's permission and comply with all directions. Cadets will not leave any place of instruction without the permission of their instructor. If they feel a need to leave the room for any reason, they will obtain the instructor's permission before departing. Instructors retain the authority to determine the specific electronic devices that can be used, and for what purpose, in their classroom. Electronic devices may be prohibited in the classroom at the discretion of the instructor.



**e. Section Marchers' Responsibilities.** Unless otherwise selected by the individual instructor, the first Cadet named on each section roster is the section marcher and, in the instructor's absence, will take charge of the section. If the instructor is not present within two minutes after the class period starts, the section marcher will take charge and send another Cadet to the department office for guidance. The section marcher will, at minimum, call the section to attention and render an oral accountability report at the start of class and annotate on the absentee report each Cadet who is absent, arrives late, or departs early at each session. Saluting is not required at lectures; however, Cadets will report to their section marcher for accountability.

**f. Meeting Requirements for Graduation.** Cadets must understand that they alone bear the responsibility for completing an approved academic program and meeting all academic requirements for graduation. The Academic Program (Redbook) provides information on graduation requirements, descriptions of the core and elective programs, enrollment and scheduling procedures, course descriptions, academic counseling, and related matters. Counseling services are available to aid Cadets, but assistance by counselors does not relieve Cadets of their basic responsibilities.

**g. Major.** Cadets must designate an area of elective concentration by selecting a major as specified by the Office of the Dean. Cadets are responsible to ensure that an eight-term academic plan, including core and major courses and meeting graduation requirements, is completed by the established deadline.

**h. Course Materials.** Cadets will ensure that they possess all required textbooks, course materials and accessories prior to the start of each academic course, except for any materials designated for issue in class. Cadets will not rely on others' materials; they must have sole use of required items for the entire term. Cadets should also have an individual copy of the Term Schedule (Buff Card) for the current academic year.

**i. Homework Documentation and Examination Procedures.** Cadets will understand and apply the current version of the pamphlet, Documentation of Academic Work. This pamphlet prescribes policies for the preparation and documentation of all homework. Fourth Class Cadets will be issued a printed copy early in their first term. Thereafter, Cadets may access annual updates from the Dean's internal website, <https://portal.westpoint.edu/dean/Academic%20Administration%20Collection/DAW.pdf>.

**(1) Examinations.** Cadets are authorized unrestricted discussion of anything that occurred in a class or examination as soon as they are dismissed from the class. Discussion may be with anyone, whether or not that individual has attended the class or examination. Departments will specify authorized sources or notes that may be used during examinations for each course. Cadets will assume that references are not authorized unless they receive instructions to the contrary.

**(2) Exam Attendance.** All Cadets, except those officially excused, will take Written Partial Reviews (WPRs) as scheduled. Cadets are officially excused from attendance at regularly scheduled WPRs only for the following reasons:

- (a) Medically excused by the USCC Surgeon.
- (b) On emergency leave or special pass.
- (c) Participating in trip sections for a Competitive Club Team or Corps Squad competition.
- (d) Participating in a Cadet Public Relations Council (CPRC) trip.
- (e) Participating in honor investigative hearings.
- (f) Appearing before an investigating officer for misconduct or possible UCMJ action.
- (g) Attend a DPE class on a Study Day IAW USMA Reg 1-1

**(3)** If any activity other than those listed above conflicts with a WPR, attendance at the WPR takes precedence. Cadets with conflicts may not participate in the activity, even though the activity itself has been approved. Cadets may petition the Department Head administering the WPR to take it at an alternate time to resolve a conflict. The final decision regarding alternate attendance at WPRs rests with the Department Head.

(a) Arrangements for taking a WPR at alternate times should be coordinated as soon as possible after the conflict is determined, but no later than 48 hours prior to the regularly scheduled exam period.

(b) Department Heads may require Cadets to make up a scheduled WPR regardless of their reason for absence.

(c) When a conflict with a WPR may result, Cadets will not volunteer for official duties without prior approval from the department concerned.

(e) If Cadets have more than one graded requirement occurring during the same time period (i.e. lab and WPR during the same Dean's hour block), they will alert the two departments no later than 48 hours prior to the event. Graded events that cannot be rescheduled will take priority over graded events that can be made-ahead or made-up.

**(4) Hospitalized Cadets.** Hospitalized Cadets unable to prepare for, or take, a WPR as determined by the USCC Surgeon will be excused. Cadets will notify the department concerned that they are medically excused as soon as practically possible.

(a) Hospitalized Cadets unable to attend class, but not medically excused by the USCC Surgeon, may be required to take a WPR.

(b) Cadets may request to take an examination even though they are eligible to be excused for medical reasons, if the USCC Surgeon approves.

(c) The department concerned will determine whether an examination will be administered in the hospital and will inform the Cadet of its decision.

**j. Academy Schedule.** The Academy schedule includes multiple periods each academic day for scheduling classes. Attendance at regularly scheduled classes is a duty requirement. Cadets are responsible to ensure they possess a valid individual schedule of classes at the start of each academic term.

**k. Additional Instruction (AI).** Additional Instruction is instruction on course material supplemental to that presented during normal class time as detailed in the course syllabus. Additional instruction is normally presented by the Cadet's regularly assigned instructor. On occasion, the material may be covered by another instructor in the department presenting the course. Tutoring may properly address material covered in past lessons, current assignments, or future lessons. Academic departments may schedule make-ahead AI sessions as necessary. In all cases, the goal of tutoring should be genuine mastery of skills and material, not simply a passing grade in a particular lesson.

(1) AI may be scheduled in accordance with the Academy schedule (USMA REG 1-1). Departments are encouraged to arrange times for AI that are mutually agreeable to Cadets and the department, particularly in the cases of Cadets who bear heavy institutional responsibilities. AI will not be conducted during Evening Study Period (ESP) without prior approval from the Dean. Although AI is not normally presented during the TEE period, specific questions presented by Cadets to instructors will be answered as appropriate.

(2) AI will not be scheduled during mandatory sports participation time and Company Chain of Command Time that occurs Monday-Thursday from 1630-1830, otherwise known as MacArthur Time. Participation in the Sports Education program (i.e. Company Athletics, Competitive Club teams, Corps Squad teams) is mandatory.

(3) Though AI is optional, once Cadets schedule appointments or otherwise commit to AI at a specified time, attendance becomes mandatory, and Cadets will be reported if absent. Cadets are responsible to avoid conflicts or resolve any that occur.

(4) **Department of Physical Education (DPE) AI.** Cadets are responsible for requesting and attending DPE AI. Some courses may publish a predetermined schedule at the beginning of the round of instruction. Cadets may choose to attend any number of sessions. Additional instruction may be offered in individual or group settings, depending on the course, material and activities presented.

**l. Tutoring.** Tutoring covers all supplemental instruction not included in AI. It is authorized for all Cadets and is normally voluntary. Cadets may receive tutoring individually, as part of organized Cadet groups, while confined to the hospital, or during trips away from West Point. Tutoring is normally conducted by other Cadets or by USMA instructors not assigned to the department teaching the applicable course.

Exceptions to this policy must receive prior written approval of the Dean.

**(1) Company Tutoring Programs.** The USCC chain of command manages company programs in which tutoring is conducted by other Cadets. Cadets must keep the chain of command informed of any tutoring events, whether as tutor or tutee.

**(2) Payment.** Cadets and USMA personnel may not accept payment for tutoring.

**(3) Documentation.** When assistance is provided on any assignment that will be submitted to an instructor, tutors must caution tutored Cadets regarding their obligation to document all assistance received.

**m. Excusals from Class.** Cadets may be excused from class only by the Superintendent, Dean (only classes taught by academic departments), Commandant (only classes taught by DMI, DPE, and LDB), heads of departments (only classes taught by their department), and USCC Surgeon (for illness or physical disability).

**n. Alternate Arrangements.** Cadets who need to attend a scheduled class at a time other than their scheduled section must obtain approval from their instructor and comply with all additional requirements. Cadets will not petition to attend a class at an earlier hour to arrange early departure on pass or leave. Additionally, Cadets must notify the chain of command, to include the TAC Team, of any alternate class arrangements.

**o. Illness.** Cadets who become ill during class in a way that prevents further participation will inform the instructor. The instructor will release the Cadet who will proceed immediately to sick call.

**p. Special Provisions for Wrestlers.** Wrestlers on the varsity and junior varsity wrestling squads designated to compete in a home match will be excused from class 5 hours prior to the scheduled competition in order to weigh in and eat a training meal.

**q. Physical Education Class Attendance.** Corps squad athletes will attend DPE classes on days of competition, unless they have previously coordinated their absence with the instructor. At the beginning of class, they will notify their instructor of the scheduled competition and then will participate in the class as directed by the instructor. Injured Cadets will be present for the class attendance report and will comply with directives issued by the instructor (USMA REG 350-12).

**r. Academic Trip Definitions.** A mandatory educational trip is a compulsory trip sponsored by an academic department. The trips are mandatory for all Cadets enrolled in the course or for members of a capstone team in the case of a capstone course. Trips may be scheduled during time reserved for other required Cadet activities. Related costs such as transportation, tickets, meals, etc. will not be defrayed by Cadets.

**(1)** A voluntary educational trip is defined as a trip sponsored by an academic department for enrolled Cadets who volunteer to participate. It may be scheduled during

times reserved for voluntary Cadet activities. Trip-related costs may be defrayed by Cadets. No coercion, implicit or otherwise, will be used to induce Cadets to participate.

**(2) Cadet Participation.** Cadet participation in educational trips, whether mandatory or voluntary, becomes a duty upon TAC team approval and appearance of the Cadet's name on the trip roster. Cadets must participate in the trip unless they are:

**(a)** Excused by the Superintendent, Dean of the Academic Board, or sponsoring academic department. The Commandant of Cadets, Director of Intercollegiate Athletics, or the head of an academic department may object, for cause, to a Cadet's participation (such objections will be considered on a case-by-case basis).

**(b)** Scheduled to take a WPR during the period of the trip. If prior arrangements to take the WPR at an alternate time have been made with the academic department, or waived by the department, a Cadet may then participate. The responsibility for obtaining waivers or establishing alternate times for WPRs rests with the Cadet.

**(c)** A member of a corps squad team that has a scheduled competition or practice for a scheduled USNA, USAFA, or RMC competition, unless a waiver has been granted by the Director of Intercollegiate Athletics.

**(3)** If a Cadet is assigned to a trip section that departs after the last class of the day, allowing insufficient time to change into the proper uniform, the Cadet may attend class in trip section uniform as long as it is one level above "as for class" uniform.

**(4) Team Trip Sections.** Members of teams departing for an away competition will attend as much academic instruction as possible. Cadets may request an early release from their instructors, but they may not leave earlier than thirty minutes prior to assembly for trip departure.

**s. Courtesy to Lecturers.** Cadets will remove outer garments and hang them outside the lecture hall. Cadets will be seated no later than five minutes before a lecture is scheduled to begin. When specified, Cadets will sit with their companies or per seating charts. Otherwise, Cadets will fill seating from the front of the lecture hall.

**(1) Etiquette.** All Cadets will observe proper standards of etiquette when the official party enters and exits the auditorium. When a lecturer or guest speaker enters and moves toward the stage or lectern, all present will come to the position of attention and remain so until told otherwise. Attendees will not leave a lecture for a drink of water or to otherwise take a break. Cadets may use the latrine only in case of an emergency.

**(2) Questioning.** When addressing a question or comment to the lecturer or guest, Cadets will stand and state their name and company (i.e. Sir/Ma'am, Cadet Smith, Company C-1) before proceeding with their question or comment. The Cadet may be seated after the question has been asked but will stand again before asking a follow-on question or thanking the individual.

## **SECTION 2: STANDARDS OF CADET APPEARANCE**

### **1. Dress Uniforms.**

**a. Description of when worn.** These uniforms are worn to formal occasions such as hops, banquets, dining-ins, other social occasions, parades, and ceremonies. Cadets are responsible for getting their uniforms tailored or altered if necessary to maintain a professional fitting and appearance.

**b. Trip Sections Departure Uniform.** The standard departure, travel, and return uniform for Cadets on trip section is the seasonal dress uniform - Dress Gray or White over Gray. The Brigade Tactical Officer is the only approving authority for exceptions to this policy (e.g. coaches, OICs, Department heads, instructors and ORs are not authorized to change the standard trip section uniform).

**c. Uniform for Escorting Guests.** The standard uniform for Cadets escorting guests is the seasonal dress uniform - Dress Gray or White over Gray.

**d. Full Dress.** Composed of FD coat, dress pants, suspenders, low quarters, white gloves, and headgear per the situation, with exception for evening events. 1CL Cadets will wear red sash and the commander may prescribe wear of the chapel belt.

**(1) Full Dress over Gray.** Formal winter uniform, worn with gray dress pants and the parade hat when under arms or the gray service cap when directed by BTD.

**(2) Full Dress over White.** Formal spring, summer, and fall uniform, worn with white dress pants and the parade hat when under arms or white service cap for graduation and when directed by BTD.



**Figure 1-1. Full Dress over Gray and Full Dress over White**

**e. Full Dress under Arms.** Standard uniform for reviews. Pants will be determined by season (white for summer / gray for winter). Worn with the parade hat (ref para 9b). Watches/military bands, awards, medals, badges, tabs, etc. will not be worn for reviews.



**Figure 1-2. Full Dress under Arms**

**(1) Sabers.** Cadet 1SGs and above will bear sabers on their left hip, with its front edge in line with the pants seam. The saber will be sheathed at all times until drawn in formation for drill or a review. Cadets will wear the saber with the black leather belt for drill and with the white sash for parades and ceremonies, whose ends will be rolled and held by the breast plate's clasps in order to hold the saber between 1.5 and 2 inches below the red sash. The breast plate will be at reverse port arms, and its top-most clasp will be hooked into the second button hole. Cadets will remove the 3 bottom buttons, replace the center one with a flat golden button, and wear the red sash (chapel belt for 1SGs) over them, making a seamless transition between the pants and FD coat. The red sash will wrap around the saber belt. The red sash should be tight enough to stay in place right above the two upper buttons on the back.

**(2) Wear of the Red Sash.** Only Cadet CSMs and above will wear the red sash; all other Cadets will wear white chapel belts regardless of class. The red flap covers the left back pocket with the tassel of the red sash affixed on top of the red flap to cover the adjustment band. The red sash should fit snugly around the waist of the wearer and loose ends should be tucked into the belt smoothly to present a neat appearance. The red sash will only be worn with dress uniforms or as set by the chain of command.

**(3) Rifle and Bayonet.** All Cadet PVTs, PFCs, CPLs, and SGTs will bear rifles with this uniform, carry them at port arms outside of formation, only fix bayonets when in



formation to march onto the Plain, and unfix bayonets immediately upon completion of the parade, prior to the command of "Fall Out." The chapel belt will hold the sheath tight on the left hip IOT hold the sheath as high as possible with the sheath's front edge in line with the seam of the pants. Cadets will remove the coat's 3 bottom buttons and replace the center one with a flat golden button. The chapel belt will be placed over the bottom 3 button holes, making a seamless transition between the pants and FD coat. The breast plate will be at reverse port arms with its top-most clasp hooked into the second button hole from the top. The chapel belt will wrap around the shoulder belts, and the cartridge box will hang between 2.5 and 3 in. below the chapel belt. This space will allow the highest two buttons on the back to pop between the cross of the chapel belt (on top) and the shoulder belts (on both sides, forming a triangle). The belts should be tight enough to hold these rear buttons in place for the duration of the review.

**f. India Whites.** Alternate formal fall, spring, and summer uniform in place of FD, worn with a chapel belt or red sash, dependent on rank and worn between the bottom two buttons, white gloves, and white service cap, except for evening formal events.



**Figure 1-4. India Whites**

**(1) Rank.** Cadet PFCs and above will wear their rank on both epaulets centered from left to right and positioned 5/8 in. from the outside shoulder seam. 1SG diamonds, SGM and CSM stars, sandhurst rifles, and color guard flags will be below the bars.

**(2) Insignia.** Cadets will wear their non-subdued class insignia on both epaulets centered from left to right and between the top edges of the epaulets and their rank. Cadets will wear non-subdued US insignia on the collar, centered between and parallel to the top and bottom edges and 1 inch from the front clasp.

**g. Dress Gray.** The standard winter dress uniform. The gray service cap is always worn with dress gray (see Fig 1-5.).



**Figure 1-5. Dress Gray and Dress Gray under Arms**

**h. White over Gray.** The standard spring, summer, and fall dress uniform. It consists of the short-sleeved white shirt, gray trousers, belt, low quarters, black socks, and white service cap (New Cadets will wear the gray service cap) (see Fig 1-6.).



**Figure 1-6. White over Gray and White over Gray under Arms**

**(1) Rank.** Cadets will wear their rank on both epaulets. Cadet Corporals and above will position their epaulets so the stripe(s) are furthest from the wearer's neck.

**(2) Class Insignia.** Cadets will wear non-subdued class insignia on both epaulets, centered left to right and between the epaulet's top edge and upper stripe.

**(3) Overblouse.** Available for female Cadets to wear in lieu of the standard white shirt. May be worn as the standard Cadet weekend uniform when in season. Not authorized for wear at parades, march-ons, when wearing the red sash or chapel belt, or at any time when the uniform is white over gray under arms.

## **2. Service Uniforms.**

**a. As for Class (AFC).** The standard weekday uniform. It consists of the short- or long-sleeve class shirt, tie (**Required** with long-sleeve shirt only), gray trousers, belt, low quarters, black socks, and gray service cap (see Fig 2-1.).



**Figure 2-1. As For Class**

**(1) Rank.** Cadet PFCs and above will wear their current rank on the right collar. The rank is positioned 1 inch from and parallel to the bottom edge of the right collar.

**(2) Class Insignia.** Cadets will wear their respective non-subdued class insignia on the left collar, positioned so the bottom point of the insignia faces outward and the bottom edge of the insignia is 1 inch from and parallel to the bottom edge of the collar. Cadets may wear their branch insignia in place of their class insignia after branch night.

**(3) Overblouse.** Available for female Cadets to wear instead of the standard AFC shirt. May be worn on standard weekdays, to include haircut inspections and drill.

**(4) Ties and Neck Tabs.** When wearing long sleeve AFC, male Cadets will wear the issued black tie, and female Cadets will wear either the issued black tie or neck tab. Ties will be worn IAW DA PAM 670-1 para. 18-20.

**(5)** If missing a required uniform item for AFC, the Cadet will replace the uniform item as soon as possible. Until replaced, the Cadet will wear a more formal uniform.

**(6)** IAW the uniform change over date, Cadets will switch to wearing the long-sleeved shirt with tie when required as directed by their chain of command.

**b. Army Combat Uniform (ACU).** *For the use and wear of the ACU (UCP and OCP) please reference AR 670-1 Wear and Appearance of Army Uniforms and Insignia.*

**c. Academic Year.** During the academic year, the ACU is classified in the same category as AFC. The ACU will only be worn when authorized by applicable policy memorandum or exception. The ACU may be worn for specific class trips, training, or athletic events only when authorized on a case-by-case basis. The ACU is also worn during fatigue tours and work details.

**d. Summer Training Period.** Unless otherwise specified, the ACU is the standard uniform for summer training (not to include summer academic terms).

**e. Fall / Winter Reorganization Period.** The ACU is the standard uniform for both the fall and winter reorganization periods.

### **3. Athletic Training Uniforms.**

**a. Army Physical Fitness Uniform.** The Cadet physical fitness uniform consists of the Gym A t-shirt that is worn with the Army Physical Fitness Uniform (APFU). APFUs are **not authorized** to be worn in any on-post and off-post facilities outside Cadet Area for leisure or shopping such as the PX, Shoppette, Commissary, Subway and Starbucks. Cadets are not authorized to use the MWR gym, on or off duty.



**Figure 3-1. Proper wear of the APFU**



**Figure 3-2. Proper wear of Gym-A**

**(1) Army Physical Fitness Uniform (APFU).** For the use and wear of the APFU reference AR 670-1 Chapter 10. Jackets must be zipped at least two thirds up. Cadets will wear sleeves down and pant legs down and zipped. Cadets may wear commercial long underwear and polypropylene items appropriate to weather conditions underneath the pants and jacket, but they must be completely concealed by the pants and jacket.

**(2) Gym Alpha T-Shirts.** Each Cadet will wear their Gym Alpha t-shirt with their last name printed above the USMA crest with it tucked in at all times. The last name of the Cadet must be professionally printed above the USMA crest. Only new Cadets are authorized to wear nameless Gym Alpha t-shirts until their initial issue of uniforms.

**b. Serviceable Uniforms.** After their initial issue, Cadets are required to maintain a minimum of two sets of serviceable uniforms. Serviceable is defined as a fully functional and properly fitted without any color fading, bleach stains, rips, or tears. Cadets can purchase Gym Alpha shirts from the Cadet Store with the USMA crest and name.

**c. Spandex Shorts.** Cadets may wear solid gray or black Lycra or spandex shorts under the Gym Alpha shorts. The shorts must be solid color without any patterns or logos. The length of the spandex shorts must not exceed the length of the APFU shorts.

**d. Reflective Belt.** The Neon Yellow Reflective Belt is only required during times of limited visibility. Cadet Commanders/TAC Teams have the authority to require the wear of a reflective belt as they deem necessary for mission/training requirements. With a Gym-A or APFU shirt (long- or short-sleeved) only, the neon yellow reflective belt will be worn around the waist. With the APFU jacket, the neon yellow reflective belt will be worn at reverse port arms from right shoulder to left hip. Neon yellow reflective belts will present a neat and professional appearance.

**e. Competitive Club Team and Corps Squad Uniforms.** Competitive Club Team and Corps Squad Cadets may wear their DCA / ODIA prescribed team uniforms during official practices and competitions only, unless an Exception to Policy is approved by the BTO stating a changing facility is not present for teams to utilize effectively before an event. Cadets may not travel off-post in team uniforms without an approved Exception to Policy by the BTO. Competitive Club and Corps Squad Teams will, at all times, look like a team, and look professional.

**(1) Cadets are **not authorized** to wear Competitive Club Team or Corps Squad uniforms to medical appointments, physical therapy in Arvin Cadet Physical Development Center, Keller Army Community Hospital, Post Exchange, Shoppette and Commissary. The only exception will be in the event of an emergency situation requiring immediate physical therapy or medical support.**

**f. Company Athletic Uniforms.** All Company Athletic teams will wear the uniform issued by DPE Supply and Services for practice or competition only. Cadets in charge, coaches and referees will wear the APFU/Gym Alpha to and from practice and competition and then change into their respective uniform shirt at the practice or

competition location. If a proper changing facility is not available, Cadets may travel to the location in the respective uniform shirt. If a Cadet's company team shirt is lost or stolen, the Cadet is required to purchase a replacement shirt at the Cadet Store.



**Figure 3-3. Company Athletic Uniform**

**g. Extreme weather conditions.** When the ambient air temperature is below 35 °F, Cadets should use discretion with wearing proper layers and accessories IOT protect themselves from cold weather injuries during workouts. During unit PT, commanders must ensure unit uniformity and follow the guidance in Figure 4-1 for APFU.

**h. Personal Workouts/Activities.** Cadets must wear shirts while playing sports or exercising, to include leisurely sports (i.e. Frisbee) and scrimmages.

**i. Arvin Cadet Physical Development Center.** While utilizing Arvin, Cadets must always have a towel within arm's reach IOT wipe off themselves and the equipment as necessary throughout the workout. Leaving towels in a cubby during a workout is not authorized. Gym users will not share towels for health and sanitary reasons. Towel size must be at least that of a hand-towel. Shirts will remain tucked in at all times throughout a workout, to include basketball and other sports. All gym users will use gym equipment for its designated purpose and store equipment in its proper location when complete. Gym users will abide by all posted facility rules and are not authorized to relocate gym equipment elsewhere in the facility without prior approval of the Facility Director.

**j. Swimming.**

**(1) Lifeguard Requirements.** With the exception of DPE classes and official team practices, Cadets may swim in ACPDC during designated open swim / lap swim sessions ONLY. Cadets and gym patrons are not allowed in a pool unless a DPE or MWR lifeguard is on duty. Cadets or gym patrons who are lifeguard-certified are not allowed to lifeguard for one another unless an exception has been granted by the Arvin Facility Director. Cadets may swim at their own risk at other approved swimming ponds on the West Point Military Reservation, but there must always be a minimum of three Cadets present. The presence of a certified lifeguard is encouraged for safety purposes.



**(2) Swim Attire.** Cadets will wear required swimwear while swimming in all installation pool facilities to include open swim, lap swim, and participation in DPE aquatics classes. Swimwear consists of solid black swim trunks for men and solid black one-piece swim suits for women. APFU shorts will not be worn as a substitute for issued swim wear. Women may choose to wear an additional solid black sports bra or swimming support top underneath the issued swimsuit. Men may wear solid gray or black spandex without logos underneath the issued swim trunk. Men are not authorized to wear bikini-style speedos or stand-alone spandex unless it is part of a Corps Squad or Competitive Club Team uniform.

**k. Sunbathing Attire.** The uniform for sunbathing is any appropriate issued basic athletic uniform or issued swimwear. Sunbathing is authorized only at the river courts or lakes / swimming sites on the military reservation. If Cadets participate in any leisure or competitive activities, they must be in a complete uniform. All building roofs are off limits. Civilian swimwear is not authorized for wear anywhere on the military reservation, to include Camp Buckner, Round Pond, and Lake Frederick.

**l. Spirit Dinner.** Corps Squad athletes are authorized to wear team uniform / travel uniforms to mandatory dinners classified as spirit dinners only if all members of the team are in the same uniform. Uniforms must be clean and serviceable.

#### **4. Footwear for Cadet Uniforms.**

**a. Low Quarters.** Leather, poromeric, or patent leather low quarters will be worn with trousers by both genders. Poromeric or patent leather low quarters (“corframs”) will not be worn during inspections. Low quarters will present a highly polished shine with edge dressing applied, be clean and serviceable at all times and conform to the standards in DA PAM 670-1 para. 18-25.

**b. Pumps.** Female Cadets will wear pumps with the gray skirt, white skirt, and the dress mess uniform. Pumps will conform to the standards outlined in DA PAM 670-1 para. 18-25. Poromeric or patent leather pumps will not be worn during inspections.

**c. Boots.** While in the ACU, Cadets are only authorized to wear the tan or coyote brown leather Army combat boots. Only boots made from cattle hide leather with a plain toe are authorized for wear. Reference DA PAM 670-1 para. 18-4.

**d. Athletic Footwear.** Cadets may wear commercial athletic shoes with any Cadet athletic uniform. All Cadets must maintain a serviceable pair of running shoes that must present a neat and professional appearance at all times and accommodate all five toes in one compartment. Shoes that feature individual compartments for each toe are unauthorized for wear with the APFU.

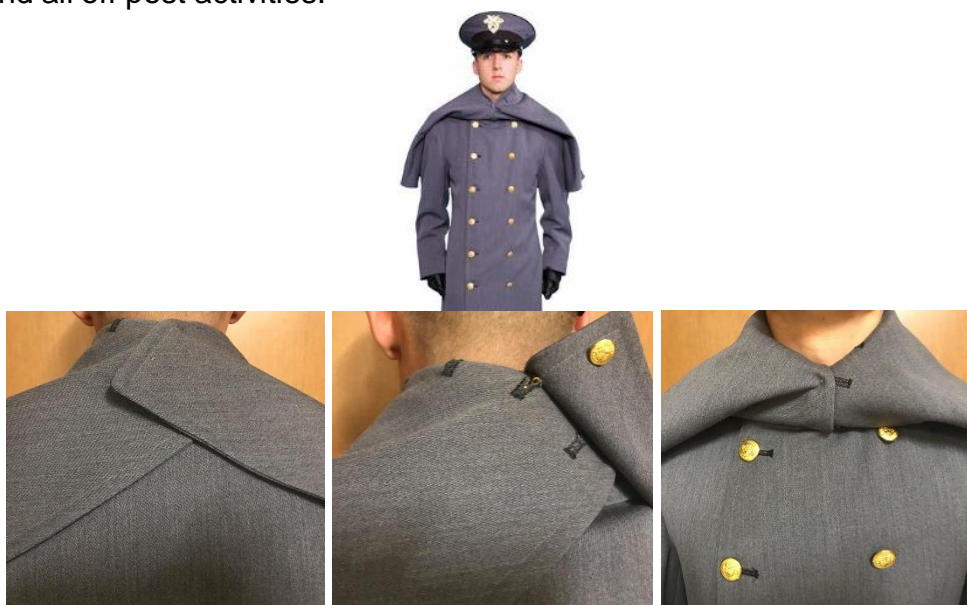
## 5. Over Garments

a. Overcoats, black jackets, parkas, fleece jacket and raincoats, when worn, will be buttoned or zipped fully closed or as specified below. When wearing overcoats, black jackets, parkas or the Gore-Tex, the wearer will wear black gloves when temperatures are under 35 degrees Fahrenheit or Commander's discretion (i.e. formations). The Officer-in-Charge (OC) will generally follow Figure 5-1 when prescribing over garments:

Over Garment	Ambient Temperature with Wind Chill Factor (°F)
Parka with knit hat / dress gloves ACU Gore-Tex with fleece cap and gloves APFU Jacket, Pants, Fleece Cap, and Gloves	Below 35 °F
Black Jacket with dress gloves ACU Fleece with gloves	35 °F to 45 °F
Black Jacket / Fleece	45 °F to 55 °F
Gore-Tex or Raincoat	Any precipitation

**Figure 5-1. Over Garments Guidance with regards to temperature**

b. **Long Overcoat.** The long overcoat with cape is the prescribed overcoat for wear on trips and all off post activities.



**Figure 5-2. Proper wear of the Long Overcoat and cape**





**Figure 5-3. Improper wear of the Long Overcoat**

**(1)** Worn over dress gray and with black leather dress gloves. The gray service cap is always worn with the long overcoat. The black scarf may be worn.

**(2)** When worn, Cadets will wear the cape back and buttoned. Cadets will use the top two buttons in front and the second button from the bottom (button not exposed when worn) to pin the cape to the rear.

**(3)** When worn under arms, the cape will be worn back and buttoned IAW above guidance. Shoulder strap(s) will be positioned under the cape.



**Figure 5-4. Dress Gray Under Long Overcoat Under Arms**

**c. Black Jacket.**



**Figure 5-5. Proper wear of black jacket**

(1) The black jacket is authorized for wear with AFC, and when the weather is unseasonably cold during the summer uniform period, with the white over gray. Cadets will wear it zipped completely closed and with black dress gloves when directed.

(2) The black jacket may be worn under the parka.

(3) When the black jacket is unavailable, the parka will be worn.

(4) Cadets must have their current company patch sewn on or attached via Velcro on the right sleeve of the black jacket. Cadets who served at least 1 semester in the USCC HHC may wear the HHC patch on the front right of the black jacket.

**d. Parka.**



**Figure 5-6. Proper wear of parka**

(1) The Cadet parka is an authorized outer garment for wear with AFC, Cadet casual, and civilian clothes. The standard headgear is the knit cap, worn as shown in Fig. 5-6. Black dress gloves are mandatory, and a black scarf is optional with the parka.

(2) The hood is worn up in formation. Otherwise, the hood may be up or down.

e. **ACU Gore-Tex Parka.** Wear of black gloves without logos is mandatory while wearing the Gore-Tex parka in temperatures below 35 °F. Wear the hood is optional. When the hood is not worn, it will be tucked into the coat and secured. A subdued class shield will be pinned on at the center of the tab on the center of the chest.

f. **Raincoat.** This item may be worn with all uniforms except the ACU, athletic uniforms, and Cadet casual. The service cap corresponding to the worn uniform is required when wearing the raincoat. The clear rain cap cover will be worn with the gray service cover but not with the white service cover.



**Figure 5-7. Proper wear of raincoat**

g. **ACU Wet Weather Jacket.** The wet weather jacket will be worn only with the ACU. It will be zipped to the top, and the bottom will not be tucked up. The commander will prescribe wear of the hood (up or down) for formation.

h. **Letter Sweater.** Authorized Cadets may wear letter sweaters under the black jacket, parka, or long overcoat. With short sleeve AFC, the collar will be worn outside the sweater. The sweater is worn buttoned and without the sleeves rolled or pushed up above the wrist. Cadets may wear the sweater with civilian clothes and Cadet casual.

6. **Skirts.** There are three skirts available for female Cadet Wear. The gray skirt may be worn with full dress, dress gray, white over gray, and AFC. The white skirt is authorized for summer wear with full dress and India whites. The black skirt is authorized to wear only with the dress mess uniform. Female Cadets have the option to wear the gray skirt in lieu of pants unless otherwise prescribed. The skirt will be worn no shorter than 1 inch above, or longer than 2 inches below, the crease in the back of the knee. Panty Hose will be worn with all skirts. **Black liner socks will be worn with all pants.**

7. **Scarves.** Scarves may be worn at individual discretion (see AR 670-1 section 18-23).

## **8. Gloves.**

**a. Black Gloves.** Worn with the Gore-Tex parka, ACU, and the APFU. Black gloves are worn when the temperature falls below 35 °F. Commanders may use discretion for uniformity purposes in formation. Cadets may wear the black leather shell gloves with the ACU provided the sleeves are rolled down and are over the tops of the gloves. The inserts will not be worn without the leather shell (see AR 670-1 section 18-13).

**b. Black Dress Gloves.** The issued black dress gloves may be worn with all authorized outerwear. They are required to be worn as prescribed by the commander.

## **9. Headgear.**

**a.** All uniforms except for the APFU require wear of headgear. Cadets attending an evening formal event in FD, dress mess, and India whites do not have to wear headgear.

**b. Parade Hat.** Worn with full dress under arms and full dress over gray/white. The parade hat is worn so that the bottom of the hat is parallel to the ground. The plume will be bent forward to where the tip is directly vertical from the outermost part of the bill (roughly 15 degrees). The chin strap is untwisted and fits directly and tightly under the lower lip. The brim of the hat is positioned two fingers above the nose.

**c. White Service Cover.** Worn with full dress over white (for graduation only, or when directed by the BTD), India whites, and white over gray. The white service cover is never authorized to be worn with AFC. The hat is worn so that the bottom of the hat is parallel to the ground. No hair may show below the brim, and the brim of the hat is positioned so as to be even with the eyebrows or top of the eyeglasses.

**d. Gray Service Cover.** Worn with dress gray and AFC. The gray service cover may be worn with other uniforms under certain circumstances (commander's discretion). The rain cover will be worn with this hat when the gray raincoat is worn. The hat is worn so that the bottom of the hat is parallel to the ground. No hair may show below the brim, and the brim of the hat is positioned so as to be even with the eyebrows or top of the eyeglasses. Only New Cadets will wear the gray service cover with white over gray.

**e. Service Hat Cover.** The clear service hat cover will be worn only with the gray service hat when the gray raincoat is worn.

**f. ACU Patrol Cap.** The patrol cap will be worn straight on the head so that the cap band creates a straight line around the head parallel to the ground. The patrol cap will fit snugly around the largest part of the head without bulging or distorting from the intended shape of the headgear and without excessive gaps. The cap will not be blocked or rolled. The cap is worn so that no hair is visible on the forehead beneath the cap. Cadets will wear subdued class insignia of their respective Cadet class on the patrol cap in both garrison and field environments. Insignia will be placed at the front of the cap and centered both horizontally and vertically (from the cap's bill to its top). The nametape will be worn on the patrol cap's back in both garrison and field environments.

**g. Black and Gold Knit Cap.** The knit cap will be worn when the parka is worn. The fleece cap will have a single cuff of approximately 1.5 inches so that both the one yellow and one gray stripe are exposed. The bottom edge of the fleece cap will be worn between 1 to 1.5 inches above eyebrow level. The cap will be worn snugly on the head.

**h. Fleece Cap.** The black micro fleece cap may only be worn with the APFUs and ACUs and IAW DA PAM 670-1 para. 18-12.

**10. Identification tags.** Wearing Identification tags is governed by AR 600-8-14 and DA PAM 600-8-14. Cadets will wear identification tags at all times while on duty in uniform unless otherwise directed by the 1<sup>st</sup> Captain. Cadets will wear identification tags around the neck, except when safety considerations apply (i.e. during physical training).

**11. Uniform Accessories and Undergarments.**

**a. Nameplates.**

**(1)** Nameplates will be worn only on the W/G and AFC uniforms. Nameplates will be positioned on the right pocket flap centered from left to right and above the button and the top of the pocket. Cadets may only wear black nametapes with white lettering. Different colored nameplates and nameplates with flags, unit insignia, or special skill badges are authorized for foreign Cadets and exchange Cadets only.

**(2) Overblouse.** Nameplates will be centered on the right side of the Cadet's chest and be positioned between the second and third buttons. Placement of the nameplate may be adjusted to account for individual figure and uniform differences.

**b. Undershirts.** All male Cadets will wear a white crew neck T-shirt with all uniforms except athletic uniforms and the ACU. Female Cadets may wear a white V-neck or crew neck T-shirt with all uniforms except athletic uniforms and the ACU. Cadets will wear the correct color of t-shirt under the ACU blouse IAW DA PAM 670-1.

**c. Extreme Cold Weather.** Cadets may wear long underwear and other items appropriate to the weather conditions and type of activity but must be concealed from view by the authorized uniform.

**d. Brassiere.** Female Cadets will wear a brassiere when in uniform or civilian attire.

**e. Socks.** Appropriate black socks are worn when wearing low quarter shoes with trousers. Black or green socks are authorized for combat boots. Plain white or black socks IAW AR 670-1 and DA PAM 670-1 with no logos, markings, attachments or other colors must be worn with the APFU. These socks must cover the Cadet's ankles at a minimum and will not extend above the middle of the Cadet's calves.

**e. Hose.** When wearing pumps with skirt, female Cadets will wear neutral (skin color of wearer) stockings or panty hose with all uniform skirts regardless of the season.

**f. Polypropylene.** Polypropylene undergarments may be worn under the ACU as an optional item as long as it is concealed.

**g. Bags/Book Bags/Backpacks.** All bags (to include civilian gym bags, civilian backpacks, or other similar civilian bags) will be conservative and professional in appearance. If Cadets wear a shoulder bag in uniform, the bag must be black or match the camouflage pattern uniform being worn without any commercial logos. Camouflage pattern bags will only be worn with the matching uniform. The contents of the bag may not be visible; therefore, see-through plastic or mesh bags are not authorized. Cadets may carry authorized bags by hand, on one shoulder using a shoulder strap, or over both shoulders using both shoulder straps. Bags will NOT be cross-slung. Bags must be carried in the hand only if they do not meet the criteria above. DA Pam 670-1 provides additional descriptions and wear occasions for handbags.



**Figure 11-1. Solid Black Bags without Logos**



**Figure 11-2. Drawstring Bags in Athletic Uniforms**

(1) Drawstring gym backs are authorized for wear with athletic/physical training uniforms only. Drawstring bags must be black, and the only authorized logos are Army or West Point logos. Branch logos do not meet the criteria of an Army logo. Drawstring bags that are not black must be carried in the left hand.

(2) Cadets may carry issued Corps Squad and Club Team bags on the shoulder if the Cadet is wearing the team uniform, if the Cadet is traveling as part of a team Trip Section in the authorized Trip Section uniform, or traveling directly to and from practice in APFU. **Cadets will hand carry team bags in all other uniforms, unless the bag is solid black without logos.** If a Cadet chooses to use a Corps Squad or Club Team bag for class or other non-team related activities, the bag must be carried by hand.

**h. Handbags and Purses.** Female Cadets may carry handbags or purses when not in formation or at drill. A plain black leather shoulder handbag may be carried while off duty. A clutch type evening bag, either plain black leather or fabric, may be carried when the Cadet wears full dress with skirt or dress mess.

**i. Personal Hydration Systems.** Worn IAW AR 670-1 para. 4-7. Must be black, OD green, or appropriate camouflage pattern are authorized for wear in the ACU when not in formation or as specified by the camp commander during Cadet Summer Training.

## 12. USMA Awards.

Uniform	Army Awards	Skill Badges	USMA Awards	Foreign Awards	Branch Insignia
<b>Full Dress</b>	Minutire Medals worn end to end or overlapped, not exceeding 3.5 in. in length centered on left side with the top in line with the second button down.	Minutire badges and tabs worn above the medals IAW AR 670-1.	DCA with Gray trim sewn on collar by Cadet or WB-4. All other USMA awards worn in a single row centered on the right side with bottoms in line with the second button down.	Centered on right side. Without USMA awards, bottom in line with second button down. With USMA awards, 1/2 in. above them.	Non-subdued, worn 1 in. centered above the each upper sleeve botton.
<b>India Whites White / Gray AFC</b>	Ribbons worn IAW AR 670-1.	Badges and tabs worn IAW AR 670-1.	Centered 1/8 in. above the right pocket and spaced 1/2 in. apart.	Centered 1/8 in. above right pocket or 1/2 in. above USMA awards.	Worn in line with USMA Awards, furthest to the right.
<b>Dress Gray</b>	Bottom row of ribbons centered on left side approximately 4 in. below the collar.	Badges and tabs worn above ribbons IAW AR 670-1.	DCA with black trim sewn on collar by Cadet or WB-4. All other USMA awards worn in a single row centered on the right side with bottoms approximately 4 in. below the collar.	Centered on right side. Without USMA awards, bottom approximately 4 in. below collar. With USMA awards, 1/2 in. above them.	Subdued, worn on outside of each sleeve 1 in. above upper service service stripe.

**Figure 12-1. Proper wear of awards with Cadet Uniforms**

**a.** The order of precedence for wear and placement of USMA awards from the wearer's right to left is branch insignia, Superintendent's Award for Excellence, Superintendent's Award for Achievement, Distinguished Cadet Award, and then Recondo award. For placement of awards on uniforms, reference Section 2-1.

**b. Branch Insignia.** Following branch selection, 1CL Cadets may wear the authorized US Army branch insignia of their branch on dress and service uniforms. Cadets who transfer services may wear their equivalent insignia in the same manner.

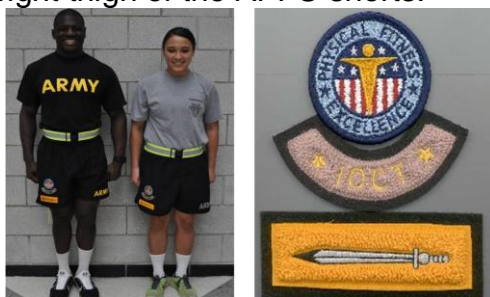
**c. Superintendent's Award for Excellence.** The insignia is a five point gold star encircled by a gold wreath. It is awarded at the annual Fall Awards Review to the top 5% of Cadets in a class based on CAS. Winners may wear the award until the next year's review.

**d. Superintendent's Award for Achievement.** The insignia is a gold wreath. It is awarded at the annual Fall Awards Review to the top 15% of Cadets in a class based on CAS. Winners may wear the award until the next year's review.

**e. Distinguished Cadet Award.** The insignia is a five point gold star. It is awarded at the annual Fall Awards Review to Cadets who achieve a 3.67 or higher GPA over the previous academic year or cumulatively over their Cadet career. Winners may wear the award until the next year's review.

**f. Recondo Award.** Cadets who earn the Recondo Award after CFT may wear it IAW the order of precedence for USMA awards.

**g. Physical Fitness Awards.** Cadets who earn the Army Physical Fitness Badge and/or the Indoor Obstacle Course Test tab and/or the Commandant's Award may wear the awards on the APFU. The order of precedence from top to bottom is the Army Physical Fitness Badge, the IOCT tab, and then the Commandant's Award. Awards will be positioned on the front right thigh of the APFU shorts.



**Figure 12-2. Proper Wear of Cadet Physical Fitness Awards**

**13. Foreign Awards.** Reference DA PAM / AR 670-1 chapter 20 on Wear of Foreign Awards.

**14. Contacts, Eyeglasses, and Sunglasses.** Reference AR 670-1 para. 3-10 on personal appearance policies.

**15. Electronic Devices.** Reference AR 670-1 para. 3-6

**16. Hair, Fingernails, Cosmetics, Grooming, and Tattoos.** Reference AR 670-1 para. 3-2 appearance and grooming policies.

**17. Jewelry and Body Piercings.** Please reference AR 670-1 para. 3-4 appearance and grooming policies.

**18. Wear of Religious Articles, Jewelry, and other Adornments.** Reference AR 670-1 para. 3-15 appearance and grooming.

**19. Hands in Pockets.** While in uniform, Cadets will not place their hands in their pockets except momentarily to place or retrieve objects. This includes APFU, Competitive Club Team and Corps Squad uniforms.



## **SECTION 3: STANDARDS OF CADET LIVING AREAS**

1. **General.** This section establishes the standards for barracks living, inspections, and authorizations. This policy is intended to establish and enforce good order and discipline in Cadet barracks.

a. Principles of Cadet barracks life common to all are:

(1) To provide Cadets with a proper living environment where they can transition into and better understand military life, and the living conditions of their future Soldiers.

(2) To provide Cadets with the academic setting to simulate and enhance intellectual development.

(3) To teach Cadets how to live in a diverse environment.

(4) To provide a safe, secure, and healthy living environment for USCC.

2. **Barracks Utilization.** Cadet companies will be billeted together to maintain integrity, and to facilitate command and control. Regimental Tactical Officers designate company areas, based on unit size and space available. Tactical Teams will redistribute rooms as necessary to prevent over billeting and to adjust for attrition. The chain of command is responsible for the maintenance and stewardship of their assigned facilities. The chain of command is also responsible to provide Cadets with a safe, secure, and healthy living environment in which they may develop.

3. **Care and Maintenance of the Barracks.** Cadets will report maintenance problems to their TAC Teams through their chain of command. Company supply officers are responsible for consolidating all barracks deficiencies and reporting them to the TAC Team. The Building Commandant will call in the work orders to the DPW and track until the work order is complete.

4. **Hallways, Common Areas, and Bathrooms.** Cadets are responsible for keeping hallways, common areas, and bathrooms in Cadet barracks clean, free of clutter, and debris. Bathrooms will be cleaned regularly.

5. **Bulletin Boards.** Bulletin boards will be properly maintained and items posted will be professional and in good taste. Cadets will not post images and/or messages depicting the following: slanderous statements, nudity, semi-nudity, racial, sexual, or religious bias or discrimination, and any material that encourages or appears to condone the use or abuse of alcohol, drug, or tobacco products. Fliers and signs must be removed NLT 2 days after they expire.

6. **TAPS Regulations, Door Lock, and Late Lights Policy.** It is the duty of the company leadership to enforce the late light and door lock policy at TAPS every night. Refer to the TAPs and Lights Out Policy Memorandum.

## **7. Windows, Window Shades, Window Ledges, and Windowsill.**

a. During parades and ceremonies, all windows visible to the ceremony will be closed completely and the shades of those windows will be up. Otherwise, the alignment of windows will be at the discretion of the Cadets who live in the room. Shades will be up during Saturday Morning Inspections (SAMI) and the morning inspection period (AMI), but windows can remain open during this time.

b. Cadets are not authorized to display or store anything on outside of windows or window ledges. Appropriate spirit posters may be displayed from windows up to one week prior to the event but must be removed NLT the day following the event. In addition, Cadets may not throw anything out of their window for any reason.

**8. Food Storage in Rooms.** Cadets may remove take-out meals, fresh fruit, cookies, pastries, sandwiches and beverages after meals in the mess hall as long as the food is for immediate consumption. These items will be displayed in a sealable food storage container. Cadets may also take dairy items for immediate consumption or for storage in an authorized company/staff refrigerator. Cadets are not authorized to remove condiments, tableware, utensils, or other items from the mess hall. Proper storage, and disposal, of food in the barracks is mandatory in order to prevent rodent problems.

**9. Monitors in Cadet Rooms.** Two monitors (one is the issued laptop monitor) are allowed. One additional monitor should not be more than 24" diagonally.

**10. Appearance of Room Doors.** Cadets are only authorized to display Cadet nametapes on doors, **nothing else will be posted on doors.**

**11. Posters in Cadet Rooms.** Cadets are authorized one poster to be displayed on the inside of the room door. Posters will be appropriate and not offensive to others. Holiday decorations may be placed on the inside or outside of doors in the barracks area during the month of December at the TAC Team's discretion, and will be removed prior to departure on Winter Leave. Cadets are authorized to display a state, home country or other type of flag as per Army Regulation. This standard includes exchange Cadets.

**12. Electrical Appliances and Power Strips.** Each Cadet in a room is authorized one power strip and one extension cord. A power strip or extension cord is only authorized to be plugged into its own wall socket, as any other arrangement poses a safety risk and fire hazard.

a. **Authorized Devices.** The electrical appliances that a Cadet may keep in their room is at the discretion of company TAC Teams IAW USMA REG 420-3 para. 2100-04, and they must be properly maintained and turned off or unplugged when not in use.

b. **Unauthorized Devices.** IAW USMA REG 420-3 para. 2100-03, Cooking appliances such as hot plates, electric kettles, electric frying pan, wok, toaster or toaster oven, waffle maker, electric grill, crock-pots, popcorn popper, rice cooker, and any other

electrical appliance for cooking purposes are NOT PERMITTED. In addition large appliances such as air conditioners and refrigerators are not authorized.

**c. Authorized Extension Cords.** IAW USMA REG 420-3 para. 2100-20, an extension cord may be used but must be kept out of view during an inspection. It is unauthorized to plug a power strip into an extension cord.

**d. Authorized Power Strips.** A power strip may be used to facilitate the use of a Cadet computer and necessary devices such as a monitor. It must be kept beneath the desk and out of view. IAW USMA REG 420-3 para. 2100-11, a power strip must also be surge protected, and it is unauthorized to add additional cords that increase the number of outlets on a power strip, such as plugging in an additional power strip to the one authorized power strip.

**13. Trunk Rooms.** Companies will arrange trunk rooms in accordance with their regimental policies. Minimum standards include all high-dollar-value items locked up, lockers and trunks labeled with the owner's name, and all items neat and organized. Items will be stored on pallets whenever possible to preclude water damage. The chain of command will ensure that all TA-50 items are cleaned, inspected, accounted for, and properly secured in wall lockers during the reorganization periods before being stored in the company trunk room.

**14. Pets.** Cadets are not authorized to keep any animals as pets in the Cadet barracks.

**15. Drug Paraphernalia.** Cadets are not authorized to possess, maintain, or use drug paraphernalia to include hookah pipes or fake cigarettes in the barracks or anywhere on the West Point Military Reservation. In accordance with federal law, all forms of tobacco are strictly prohibited inside government buildings, including the barracks. Electronic cigarettes and electronic hookah pens are also not authorized in the barracks or any other government building.

**16. Weapons.** Knives over three inches in blade length (excluding the issue bayonet and saber), switchblades of any length and martial arts style weaponry are prohibited in the barracks.

**17. Prescription Medication.** Cadets with prescription medication must lock it in their lock box when they return to quarters. Prescription medication must be locked away at all times when not in use by or in the possession of the prescribed Cadet.

**18. Inspection Policy.** Inspections are done to ensure the readiness of living areas, to include health and safety. All inspections have the dual purpose for servings as training events for leaders as well as assessments of the item under inspection. Cadets being inspected along with their chain of command will ensure the accountability, cleanliness, serviceability, fit, and overall appearance of the inspected item (see Enclosure 1).

**a. Inspection Periods and Definitions.**

**(1) Morning Inspection (AMI).** This is a morning daily inspection that is conducted Monday through Friday from 0730-1030 hours. All clothing and equipment will be displayed IAW the prescribed standards. Sinks will be clean and dry, stopper will be down, beds will be made, desks will be clear of clutter and dust, all storage space will be neat and organized, shoes and uniforms will be displayed as directed, uniforms will be displayed as worn, the room will be free of trash, window shades will be up, wardrobe doors will be open, and room doors (unless dressing) will be open. Cadets may not sleep during the morning inspection period (AMI). Every Cadets' door will remain open from 0730-1030 even after their room has been inspected.

**(2) Post Morning Inspection (PMI).** PMI is the baseline standard that Cadet rooms must meet at all times, unless a higher inspection standard is prescribed. Standards are the same as AMI except that the doors may be closed, shades may be down, and sinks may be wet with stoppers up. PMI is the standard during holiday periods, PIAD utilization, leave periods and during transient barracks utilization. Cadets may sleep during PMI.

**(3) Uniform Inspection.** Each unit will conduct a weekly personal appearance inspection for all Cadets. This inspection will focus on the following: wear, fit, and serviceability of the uniform; haircut; shave and sideburns; ID tags; shined leather low quarters or leather pumps; and proper inspection techniques of the chain of command.

**(4) Saturday Morning Inspection (SAMI).** SAMI will be conducted at least once a term on designated Commandant A Saturdays and when directed by the chain of command. The Cadet chain of command may direct that a room be in SAMI on additional days of the week to accommodate re-inspection of major deficiencies (see Enclosure 2). During inspection, Cadets may sit behind their desks, but must report to the inspecting officer regardless of class.

**(5) Maintenance Morning Inspection (MAMI).** A maintenance morning inspection will be held at least once a term. During MAMI, companies may work on the following: room, common area, and police call area improvement; updating work order statuses and submissions; and spot fixing items delegated to the Cadet level. Company TAC Teams may designate the uniform for MAMI.

**(6) TA-50:** TA-50 will be inspected, inventoried, and documented IAW Army Standards once per term (see Enclosure 3).

**(7) In-Ranks (Dress).** In Ranks inspection is a yearly inspection. The purpose is to ensure proper wear, fit, and serviceability of the seasonal dress uniform.

**a. Authorizations by the chain of command.**

(1) All planned absences from a command inspection (personal appearance – in-ranks inspections) must be made ahead. Cadets who will not be present for command inspections will make up the inspections in accordance with the “make ahead” time-line listed in Enclosure 1. The excusal authority for each inspection is also in accordance with Enclosure 1. Cadets that miss a command inspection for unplanned reasons (i.e. a hospital stay) must make-up the inspection at the earliest opportunity.

(2) Awarding of PMI is a command function. CDT Commanders may award PMI with TAC approval. Each company must establish and post a company policy letter governing what PMI may be awarded for. Each PMI recipient must display a PMI card signed by the Cadet commander or TAC Team. The card will be centered below the Cadet name tapes, and will be removed immediately upon completion of the awarded dates.

**19. Visitors in Barracks.** For current policy regarding barracks visitors and overnight guests, reference the Brigade Barracks Visitation Policy memorandum.

**20. Barracks General Information.**

**a. Backpack/Book bag.** All black with no logo and stored under the Cadet desk. If it has identifiable logo, it needs to be blacked out with a black marker.

**b. Barracks Rooftops.** Cadet barracks roof tops are off limits for Cadets at all times.

**c. Bayonet.** The bayonet will be secured in the individual’s lock box or footlocker when not in use.

**d. Beverage Containers.** Will be kept inside the window sills at all times and will be clean when not in use.

**e. Boodle Box.** Metal or plastic with sealable cover. Such storage boxes must be stored in overhead or in bed and will not be displayed in any other part of the room.

**f. Books.** Will be displayed vertically, pushed to the rear of the bookshelf, arranged in descending order of height from left to right when facing bookshelf. Bookends used at free ends of rows. Library books will be displayed vertically on the right side of the top bookshelf. Cadets without a bookshelf will display their books on the windowsill according to the same standards.

**g. Bookshelves.** For the storage of books and other study materials not capable of being placed in drawer. Calendars and other items will not be affixed to the front or sides of the bookshelves.

**h. Broom.** One per room positioned upright in the coat closet on the side of the closet nearest the doors.

**i. Candles.** Burning candles with a flame is specifically not authorized. Candles may be utilized with an electric candle warmer.

**j. Clipboards.** Cadets will display their issued clipboard on the clipboard hooks. Each room must have two clipboards displayed for inspection sheets. For rooms with no clipboard hooks, clip boards will be neatly place on top of the rifle rack.

**k. Desk.**

(1) Desk drawers and desk surface will be neatly organized.

(2) If three Cadets in a two person room, the third Cadet will display his/her books on the windowsill in height order from left to right.

**l. Drawers.** Drawers are authorized to contain small, authorized articles that are neatly arranged. Small boxes may be used to keep miscellaneous items organized.

**m. Gloves.** White gloves should be stored in the inspection drawer.

**n. Nametapes.** Nametapes will be made in Arial font, size 24, bold, uppercase.

(1) **Wardrobes.** Nametapes will be centered on wardrobe shelf and trimmed to fit the thickness if the shelf. When there are three Cadets in a two person room, the first Cadet will place his/her nametape, along with his/her hats, on the shelf in the coat closet. The second Cadet will place his/her nametape in the left wardrobe and the third Cadet in the in the right wardrobe (when facing wardrobes).

(2) **Athletic Locker.** Centered on the middle edge of the locker. For a two person locker, centered on each half of the locker.

(3) **Bed.** On the frame of the bed, on the top corner edge, closest to the door, facing the center of the room.

(4) **Bookshelf.** Lowest corner, nearest the center of the room. For a third Cadet in a two person room, their nametape will be placed below their books on the windowsill, on the left corner, directly under the beginning of the row of books.

(5) **Desk.** Flush against the corner nearest the center of the room.

(6) **Door.** Placed in the nametape bracket provided.

(7) **Medicine Cabinet.** Placed in the top right corner of the medicine cabinet.

(8) **Rifle Racks.** In front of top holders, cut to fit, centered on the weapon.

**(9) Bureau.** Placed in the top right corner of the bureau.

**o. Plants.** Each Cadet is authorized one small potted plant so long as it is maintained and the general area around the plant is cleaned. Only one non exotic houseplant per room is authorized, 12 inches or smaller, and all roommates must agree on the plant.

**p. Projectors.** A projector is classified as any device that displays a screen on a wall or sheet. Third Class Cadets are prohibited from utilizing personal projectors in their rooms during ESP. Fourth Class Cadets are not authorized to have a projector.

**q. Rifle Rack.** Sabers/rifles will be displayed as shown in Enclosure 4. Sabers/rifles will be displayed in descending rank order from left to right in the rifle rack. Rifles will be secured at all times and will not be charged.

**r. Saber.** For authorized Cadets, display in rifle rack in lieu of rifle with complete assembly. Sheath will be seated in the bottom of the rack. The saber will be extended to where the handle rests on top of the rack. The crest, on the handle, will face towards the inspector. For rifle racks that do not accommodate the above described display, sabers will hang from the rifle locking bar with the crest facing towards the inspector.

**s. Shoes.** All foot gear will be laced, laces tucked in and low quarters/pumps will be highly shined. Athletic footgear will be displayed in the coat closet or on top of the athletic locker.

**t. Speakers.** Allowed a maximum of two speakers per person. Speakers larger than 12" x 12" x 12" are not authorized.

**u. Video Game System.** Only authorized for the upper three classes. Video game systems may not be used by third class Cadets during Evening Study Period (ESP).

**21. Bed Set-Up.** Place one-fist distance from wall.

**a. Gray USMA Blanket.** Covers the entire bed and tucked in with hospital corners with the USMA facing down and appearance of yellow stripes minimized.

**b. Green Comforter.** Folded at the foot of bed, main fold facing the head of the bed, quarter folds facing the inspector.

**c. Sheets.** The bed will be made with a mattress cover and two sheets that are tucked in with hospital corners.

**d. Pillow.** Folded once in the pillow case and displayed at the head of the bed.

**e. Footwear.** Placed underneath a bed in the following order from the bed pole at the foot of the bed: boots then low quarters. Boots and low quarters will be displayed

with laces pulled tight and tucked in, not tied, and without socks in them. All boots and low quarters will be displayed in a clean, polished or buffed, serviceable manner. Boots that are muddy/dirty will be cleaned and then kept in the hallway on a sheet of newspaper only until they are dry, after which they will be returned to their proper place.

i. **Bunk Bed.** Made with the head of the beds on opposite ends and with all bars all on one side and headboards all on the other.

**g. Bed Locker.**

(1) The space must be used for the storage of miscellaneous items. These items must be stored in a neat and professional manner.

(2) Beds must be locked for Thanksgiving, Christmas, and Spring Leave.

**22. Coat Closet.** Cadets will store outer garments in the Coat Closet in the following order, from left to right when looking at the coat closet: Raincoat, Long-Overcoat, Dress Mess (females), Parka, Black Jacket, Gore-Tex, Fleece, APFU Jacket (with long PT pants folded across the horizontal bar of the hanger), USMA Bathrobe – all items will have openings / buttons / zippers facing uniformly the same direction. In addition, all items will display the proper rank and will be stored as worn (ie. buttoned up / zipped). Broom and dust pan will be kept in the corner of the coat closet farthest from the center of the room. First Class Cadets may display two civilian jackets. Second and Third Class Cadets may display one civilian jacket (see Enclosure 10).

a. Cadets will store miscellaneous items in rooms with an overhead storage compartment above the coat closet.

b. If three Cadets are in a two person room, nametape of highest ranking Cadet will display nametape centered on the coat closet shelf along with his/her headgear. Headgear will be displayed exactly as is in the wardrobe.

c. **Knit Cap.** Stored in pocket of parka nearest the center of the room.

**23. Field Equipment.** All items will be stored in a trunk room or in ruck sack in a bed locker. The chain of command will ensure that TA-50 is cleaned, inspected, accounted for, and properly secured in wall lockers in the company trunk room or in a bed locker.

**24. Medicine Cabinet and Sink (see Enclosure 8).**

a. **Hygiene Items.** Unlimited to those that can be plugged in and stored in the sink area. Sink area still must remain neat and clean.

b. **Medicine Cabinet.** Items will be displayed in a neat and professional manner, and put in descending height order from left to right. The shelves should remain clean



and orderly, and their organization should not detract from the military appearance of the medicine cabinet.

**c. Nametape.** If three Cadets in a two man room, two alphabetically ranking Cadets will display their nametapes in the left medicine cabinet with the ranking Cadet's nametape in the upper left corner. The second Cadet's nametape will be in the upper right corner. The third Cadet's nametape will be in the upper right corner of right medicine cabinet. If in a room with a single medicine cabinet and two Cadets, alphabetically ranking Cadet will place nametape in center left portion of medicine cabinet and roommate will place nametape in center right portion. In a room with single medicine cabinet and three Cadets, each Cadet will center their nametape on a shelf, beginning with the alphabetically ranking Cadet's nametape on the top shelf and his / her roommates displaying their nametapes in a similar fashion on subsequent shelves.

**d. Shelves.** If only one medicine cabinet in room, alphabetically ranking Cadet will place his / her items on the top shelf of the medicine cabinet and each roommate will place his / her items on the subsequent shelf in a similar fashion. Authorized items on the Cadet's shelf include soap (in soap dish), razor, tumbler, toothbrush, toothpaste, and toothbrush holder. Toothbrush will be kept inside of the toothbrush holder. Both the toothbrush holder and toothpaste will lay either on top of each other or side by side, depending on space available. Miscellaneous items (i.e. deodorant, shaving cream, lotion, cologne / perfume, etc.) will occupy the bottom shelf. They will be mixed together and in height order from left to right.

**e. Mirrors.** Mirrors will be clean, absent of streaks and marks.

**f. Sink.** Sink will be cleaned, to include faucet, around faucet, and around metallic stripping. Cadets will display miscellaneous items (cleaning supplies, travel toiletry bag, paper towels, shoe and brass shining materials, etc.) under the sink. No uniform items will be displayed in this location. Items will be stored neatly and the storage area should not be so cluttered that it detracts from the military appearance of the room.

**g. Sink Lights.** The sink light will work and must be clean of dust. Nothing can be hung from or placed on top of sink light.

**h. Towel and Washcloth.** White issue only, will be displayed on towel rack folded in half (thirds for three Cadets in a two person room). The towel will be displayed on the side of the sink corresponding to the Cadet's medicine cabinet. For three Cadets in a two man room, the two first Cadets alphabetically will also share towel rack. The primary fold will face the inspector. The washcloth will be folded and placed on top of the towel facing the same way.

## **25. Wardrobe.**

**a.** When there are three Cadets in a two man room, the second Cadet's uniforms are displayed in both wardrobes, with the full dress and dress gray coats in the left wardrobe

and all other garments in the right wardrobe (in front of the third Cadets' garments). The alphabetically ranking Cadet will place all his / her uniforms in left wardrobe, but headgear will be displayed on shelf above coat closet.

**b.** All items in closet will be displayed as worn (i.e. buttoned, zipped, cuffs, cuff links, and collars, etc.).

**c.** Pants accompanying these garments will be displayed underneath the garment. The pants will be folded in half, with the zipper facing the inspector on the right of the hanger and the legs on the left. Female Cadets may display skirts instead of trousers on hangers in wardrobe under the appropriate jacket / coat.

**d.** The proper order, left to right, is as follows: Full Dress, India Whites, Dress Gray, White over Grey, Letter Sweater (if Corps Squad athlete), Class Shirts (Long Sleeve then Short Sleeve), ACUs, Cadet Casual, Civilian Clothes (8 hangers first class, 4 hangers second class, 2 hanger third class). **Each Cadet is authorized to display more than one of each uniform item (ex. Second dress gray displayed behind first dress gray or extra white and AFC shirts).** The wardrobe should present a professional and military appearance. Only one shirt/blouse, jacket or blazer should be displayed per hanger, with maximum of one pair of pants hung underneath a jacket or blazer (ex. hanging a matching pair of suit pants beneath a suit jacket is authorized). See Enclosure 6 for proper layout in the wardrobe.

**e.** All uniform items will be displayed in the wardrobe year round.

**f. Foot Gear.**

**(1)** When looking into the wardrobe, slippers in back right of wardrobe with heels against the wall, and shower shoes in back left of wardrobe with heels against the wall.

**(2)** When there are three Cadets in a two person room, the second Cadet will display his/ her footgear in the first Cadet's wardrobe (left wardrobe). The first Cadet's slippers and shower shoes will occupy the back left of the wardrobe (shower shoes to left, slippers directly to the right of this) with the second Cadet's slippers and shower shoes in the back right of the wardrobe (slippers on the far right against the divider, shower shoes directly to the left of this).

**g. Wardrobe Drawers.**

**(1)** The top drawer of the wardrobe will be utilized to display all inspectable uniform items (see Enclosure 7 for layout). In this drawer will be the following items for a First Class Cadet: red sash, white collars, cuffs, white gloves, saber belt, breastplate with cover, black leather saber belt, as-for-class pants, gray parade pants, and white parade pants. Second, Third, and Fourth Class Cadets will display ammo box and chapel belt in the place of the red sash and saber belt, and saber belt to display.

(2) The bottom drawer of the wardrobe can be utilized to the Cadet's preference or contain a third Cadet's inspection drawer.

**26. Evening Study Period (ESP).** It is the duty of company command teams to provide an environment that is conducive to studying for the 3rd and 4th Class Cadets. All information regarding ESP standards can be found in the Evening Study Period (ESP) Policy Memorandum.

## Enclosure 1: Inspection Authorizations

Inspection	Minimum Frequency	Purpose	Excusal Authority	Make Ahead Requirements
AMI	M-F	Cleanliness, Inspection Standards	TAC	N/A
PMI	Varying	Cleanliness	TAC	N/A
Uniform/Hair cut Inspection	Weekly	Wear/fit of uniform, serviceability, inspection standards	TAC	N/A
SAMI	1 per term	Uniform & Equipment Inventory, BAG, Appearance, Cleanliness	RTO	T-1 Week make ahead
MAMI	1 per term	Work Order status and submission, on the spot fix as necessary	TAC	T-1 Week make ahead
TA-50	1 per term	Cleanliness, Serviceability, Accountability	RTO	T-1 Week make ahead
In-Ranks (Dress)	1 per AY	Wear/fit of uniform, serviceability, inspection standards	TAC	T-1 Week make ahead

## Enclosure 2: SAMI Checklist

1

Barracks and Room: \_\_\_\_\_

Occupants: \_\_\_\_\_

Company/REG: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Position: \_\_\_\_\_

SAMI Inspection: **PASS / FAIL**

### Inspection Guidelines

- Reporting Procedure: Cadets may sit and utilize a computer (no music, movies, entertainment). Upon entry of inspector, ranking cadet stands to attention, calls room to "Attention!" or "At ease!", then reports: Sir/Ma'am/Sergeant Major/Sergeant, CDT\_, two levels down (i.e. \_squad, \_\_ platoon for a Company Commander), reports. (End with unit greeting) [Cadets remain at parade rest/attention during inspection]
- Minor Inspection Items: 47 (Surface: 9, Storage: 12, Uniform: 9, Bed: 4, General: 13)
  - If the total minor gigs in a category surpass the category limit, a major gig is incurred
  - The inspector may choose to redeem 1 minor gig for open, neat, and clean trunks (limit of 1 per room)
- Major Inspection Items: 7 (Bold & Italicized)
  - Major Gig Allowance: 1/2CL: 0; 3/4CL: 1

☒ GO

☒ NO GO

### Administrative

Surface Storage Uniform Bed General

- Nametapes neatly cut to size, formatted (ALL CAPS, Arial font, size 24), and displayed (door display, desk, bookshelf, bed, rifle rack, inside sink cabinet (top right), bureau (top right), ☐
- Work orders submitted and labeled with a 3x5 notecard..... ☐
- Notecards for deficient items (Minor Gig given if deficiency was preventable, no gig if unpreventable)..... ☐
- Updated SHARP and Suicide Prevention cards displayed on the back of ☐
- ***Doors open. Cadets in uniform for the duration of SAMI.*** ☐
- ***Ranking CDT properly reports in proper uniform and rank.*** ☐
- ***Excessive failure of minor inspection item or general apathy towards inspection.*** ☐

### General

Surface Storage Uniform Bed General

- Floor swept and mopped, to include under furniture..... ☐
- All furniture is one-fist distance from the wall..... ☐
- No cooking equipment in the room (hotplates, frying pans, etc)..... ☐
- No air conditioning units or space heaters present..... ☐
- Uniform footwear displayed IAW USCC SOP MAR 2018. Boots clean and low quarters highly shined with edge ☐

### Coat Closet

Surface Storage Uniform Bed General

- Overhead storage compartment open..... ☐
- All surfaces cleaned and dusted..... ☐
- Athletic shoes organized with laces tucked in. 1CL: 4 pr; 2-4CL: 2 pr..... ☐
- All uniforms displayed in order, as worn, and clean without wrinkles (Civilian coats IAW class privileges in USCC SOP MAR ☐
- Broom and dust pan stored neatly on the side closest the door..... ☐

### Beds

Surface Storage Uniform Bed General

- Blanket and sheets are tucked in tightly and hospital corners are folded at 45°..... ☐
- Only issued linens used..... ☐
- Pillow folded in half in clean pillow case, corners tucked in, main fold facing foot of the ☐
- Green Comforter folded IAW USCC SOP MAR 2018..... ☐
- Bed unlocked with storage neat and professional in appearance..... ☐

▪ ***Bed is made with mattress cover, 2 clean sheets, and gray blanket IAW USCC SOP MAR 2018 (bunk beds made opposite of each other).***

Major

☐

# SAMI CHECKLIST

2

Wardrobe	Surface	Storage	Uniform	Bed	General
▪ Dresser: Clothing folded and arranged neatly in drawers.....		<input type="checkbox"/>			
▪ Overhead storage open with items neatly containerized.....		<input type="checkbox"/>			
▪ All surfaces cleaned and dusted.....	<input type="checkbox"/>				
▪ Covers: White, Gray, Parade. Clean, dusted, and brass shined.....			<input type="checkbox"/>		
▪ Wooden hangers evenly spaced.....			<input type="checkbox"/>		
▪ All uniforms (both seasons) displayed in order, as worn, and clean without wrinkles. Duplicates allowed without rank or name			<input type="checkbox"/>		
▪ Bottom drawer neat and organized.....			<input type="checkbox"/>		
▪ Civilian Clothes: 1CL: 8; 2CL: 4; 3CL: 2; 4CL: 0.....			<input type="checkbox"/>		
			<b>Major</b>		
▪ <b>Top drawer inspectable IAW USCC SOP MAR 2018.</b>			<input type="checkbox"/>		
Sink Area	Surface	Storage	Uniform	Bed	General
▪ Storage space open (medicine cabinets, laundry bins, beneath).....		<input type="checkbox"/>			
▪ Sink Light fixture above sink dusted.....	<input type="checkbox"/>				
▪ Mirror cleaned with no streaks/smudges.....	<input type="checkbox"/>				
▪ Metal surfaces shined.....	<input type="checkbox"/>				
▪ Items in medicine cabinet height ordered IAW USCC SOP MAR 2018.....		<input type="checkbox"/>			
▪ Toothbrush clean.....					<input type="checkbox"/>
▪ Coffee pot cleaned with filter open (if displayed).....					<input type="checkbox"/>
▪ Faucet/sink clean and dry, free of smudges. No dirt/grime in crevices. Stopper shut.....	<input type="checkbox"/>				
▪ White towel clean, folded correctly IAW USCC SOP MAR 2018 - washcloth not			<input type="checkbox"/>		
▪ Laundry in green bag, tied, less than half-full, opening facing up.....		<input type="checkbox"/>			
▪ Items/area under sink cleaned and neatly organized.....		<input type="checkbox"/>			
▪ No trash or recycling in room.....					<input type="checkbox"/>
			<b>Major</b>		
▪ <b>Trashcan clean, empty, on sink counter (Inside facing up, lid on top).</b>			<input type="checkbox"/>		
Desk Area	Surface	Storage	Uniform	Bed	General
▪ Windows clean and streak-free with blinds up.....					<input type="checkbox"/>
▪ All surfaces cleaned and dusted.....	<input type="checkbox"/>				
▪ Books in height order IAW USCC SOP MAR 2018.....	<input type="checkbox"/>				
▪ Knickknacks do not detract from military appearance of the room with no large leisure items					<input type="checkbox"/>
▪ Authorized electronics only, clean and neat.....					<input type="checkbox"/>
▪ USCC SOP MAR 2018 open on a computer.....					<input type="checkbox"/>
▪ Items in drawers neatly organized, drawers open 1 fist's distance.....		<input type="checkbox"/>			
▪ Drawers open 1 fist's distance.....		<input type="checkbox"/>			
			<b>Major</b>		
▪ <b>All black backpack (logos subdued) displayed on the windowsill.</b>			<input type="checkbox"/>		
Miscellaneous (if applicable, whichever category applies)	Surface	Storage	Uniform	Bed	General
▪ Any gig in the room not listed above that does not fall IAW the USCC SOP MAR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe:					
Minor Gigs:					
Minor Gigs Allowed:	1	2	2	1	2
Category PASS / FAIL (fail if allowance is exceeded):	P / F	P / F	P / F	P / F	P / F
Category Major Gigs (1 for category failure):					
Automatic Major Gigs:					
Total Inspection Major Gigs:					
Total Inspection Major Gigs Allowed:	1/2CL: 0 Major Gig   3/4CL: 1 Major Gig				
SAMI Inspection: PASS / FAIL					

### Enclosure 3: TA-50 Layout



#### Enclosure 4: Rifle/Saber Rack Display





## Enclosure 5: Wardrobe Layout



**Enclosure 6: Wardrobe Layout for 3 Cadets in a 2 Cadet Room**



**(right wardrobe)**

### Enclosure 7: Top Wardrobe Drawer Layout



## Enclosure 8: Medicine Cabinet Layout





### Enclosure 9: Bed Layout



# Enclosure 10: Coat Closet Layout



## Enclosure 11: Professional Door Layout

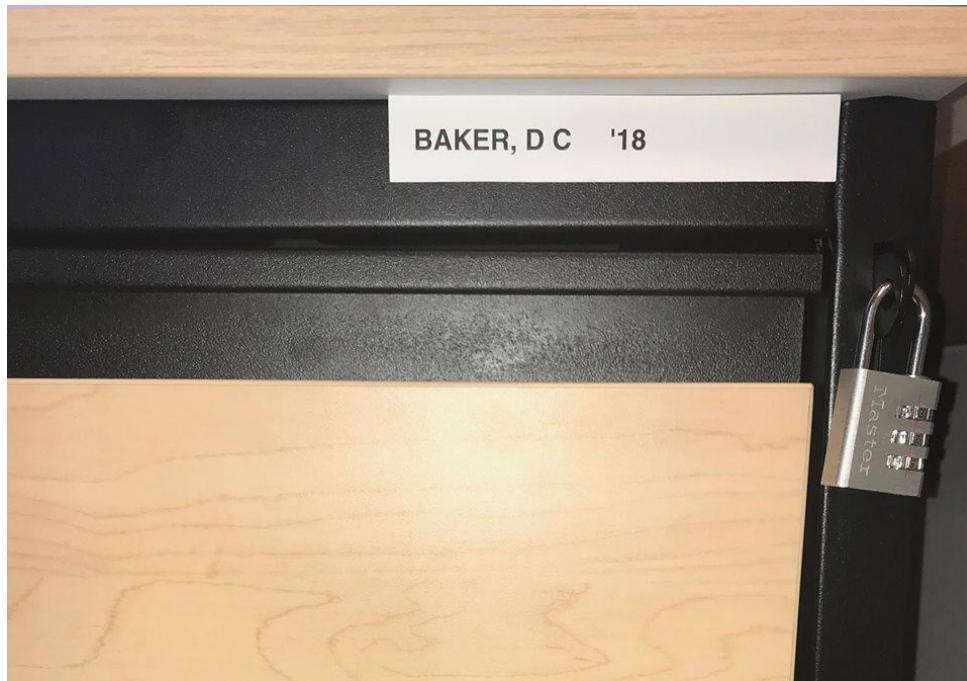
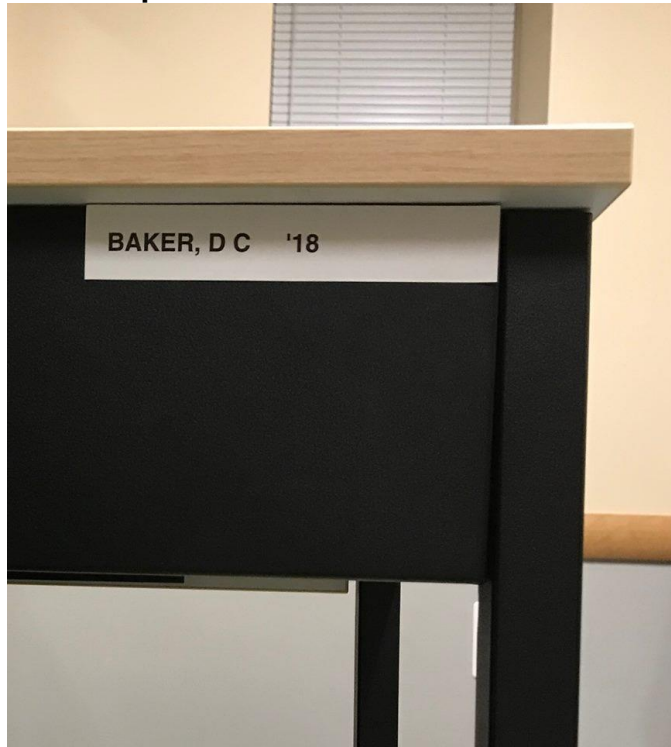


## Enclosure 12: Bookshelf Orientation





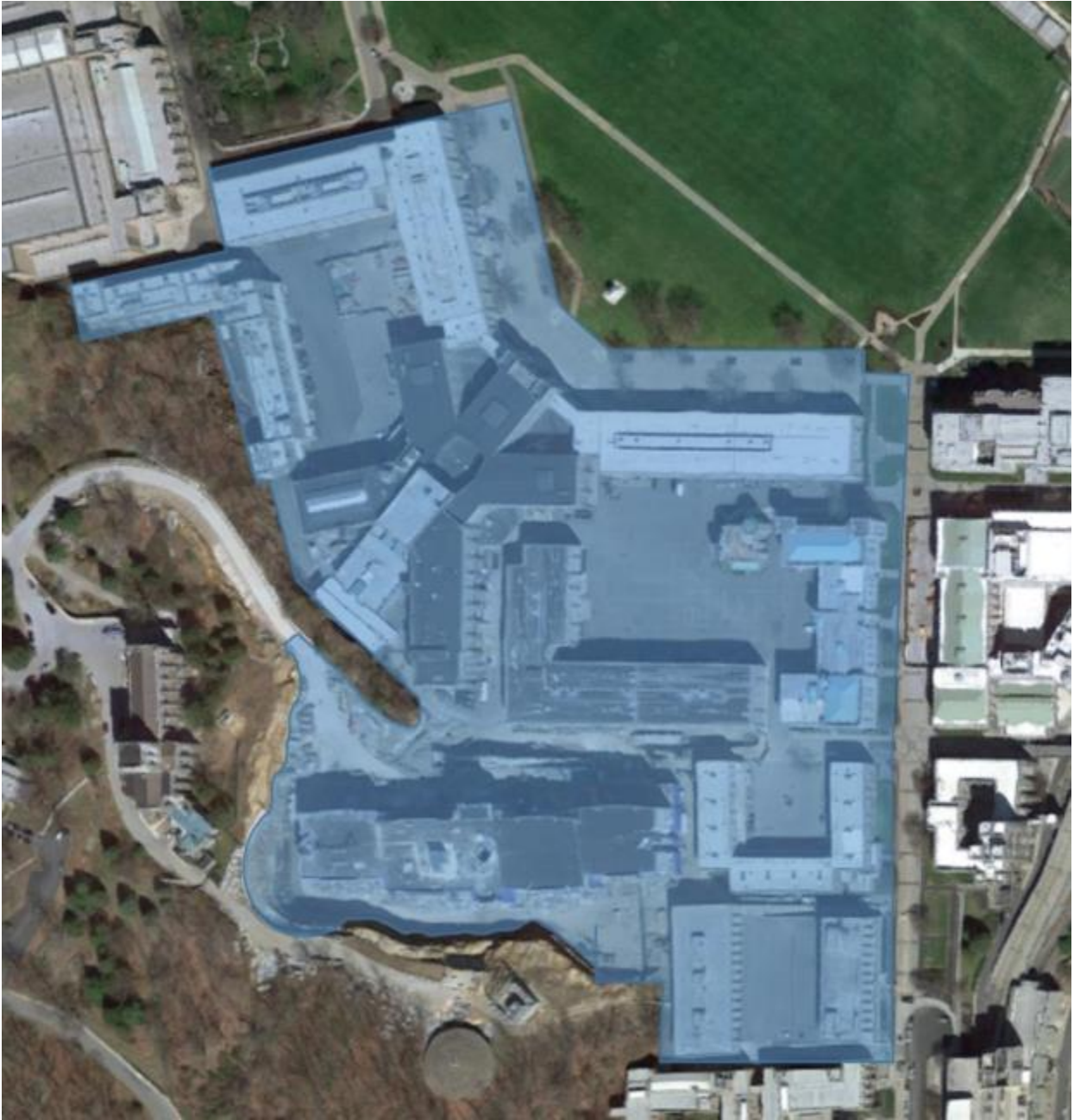
**Enclosure 13: Desk Nametape**



**Enclosure 14: Bureau Nametape**



**Enclosure 15: Cadet Area**



## **Appendix A Policy Letters**

**Policy Letter 1 CCIR**

**Policy Letter 2 Accountability**

**Policy Letter 3 Corps Alcohol Policy Letter**

**Policy Letter 4 Taps and Lights Out**

**Policy Letter 5 Locked Room Doors**

**Policy Letter 6 Vehicles**

**Policy Letter 7 Privileges**

**Policy Letter 8 Leave**

**Policy Letter 9 Pass**

**Policy Letter 10 Cadet Casual**

**Policy Letter 11 Civilian Clothes**

**Policy Letter 12 Fourth Class Privileges**

**Policy Letter 13 Evening Study Period**

**Policy Letter 14 Staybacks**

**Policy Letter 15 Barracks and Room Visitation**

**Policy Letter 16 Safety**

**Policy Letter 17 Physical Security**

**Policy Letter 18 Disciplinary Tours**

**Policy Letter 19 Duty Officer Standing Operating Procedures**

**Policy Letter 20 Military Development Grading**

**Ploicy Letter 21 Special Leader Development Program – Military**

**Policy Letter 22 Internaional Cadets' Wear of Uniforms**