



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996

MACC-O

01 July 2018

MEMORANDUM FOR United States Corps of Cadets

SUBJECT: Brigade Tactical Department (BTD) Policy Letter #8 – Leave

1. References.

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

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

3. Scope. Provisions of this memorandum apply to personnel assigned, attached, or under Operational Control (OPCON) of the United States Corps of Cadets.

4. Definition. Leave is defined as an extended authorization for Cadets to remain away from the Academy and is usually greater than 4 days. Leave occurs four times per academic year for a Cadet: Thanksgiving, winter, spring, and summer.

5. Eligibility. All Cadets are eligible for leave regardless of standing. Cadets should not purchase tickets for travel arrangements prior to receiving approval of the leave by the Brigade Tactical Department.

6. Roles and Responsibilities:

- a. Brigade Tactical Officer. The undersigned withholds the authority to deny Cadets from taking leave during the block periods listed below.

- b. Regimental Tactical Officers.

- (1) Serve as the final approval authority for all Cadet emergency leave requests submitted through the Academy Management System (AMS) during the academic year.

- (2) Serve as the final authority for all emergency leave requests submitted during Cadet Summer Training (CST) IAW AR 600-8-10 Chap. 6.

- c. Academic Year Company Tactical Officers.

- (1) Vet and approve all standard leave requests in AMS.
- (2) Serve as the intermediate approval authority for all AMS-generated emergency leave requests.
- (3) Enforce proper sign-out and sign-in procedures IAW BTD Policy Letter #2.
- d. Cadet Summer Training Company Tactical Officers.
 - (1) Vet, process, and serve as the intermediate authority for all emergency leave requests IAW AR 600-8-10 Chap. 4.
 - (2) Enforce proper sign-out and sign-in procedures IAW BTD Policy Letter #2.

7. Leave Periods.

a. Thanksgiving Leave

- (1) Cadets are authorized to take leave after their last duty prior to the holiday until recall formation on the Sunday after the holiday.
- (2) Cadets are not authorized to miss classes on their own accord in order to depart on leave early.

b. Winter Leave. Cadets are authorized to take leave after their last term-end examination (TEE) until recall formation on the prescribed last day of the leave period.

c. Spring Leave.

- (1) Cadet Corporals and higher are authorized to take leave after their last duty on the first Friday of Spring Leave until recall formation on the prescribed last day of the leave period.
- (2) Cadet Privates and Privates First Class are authorized to take leave after the last duty of Plebe Parent Weekend until recall formation on the prescribed last day of Spring Leave.
- (3) Cadets are not authorized to miss classes on their own accord in order to depart on leave early.

d. Summer Leave.

- (1) Cadets are authorized to take leave after the graduation ceremony, in between summer training requirements, and until recall formation on the first Sunday of Re-Organization Week.

(2) Cadets will input their summer leave periods in AMS as part of their summer plan submissions.

e. Graduation Week Leave.

(1) Graduation week is a duty week. The standard is that all Cadets will be present for duty unless otherwise engaged in CST.

(2) Company Tactical Officers may grant leave during Graduation Week only to Cadets who meet the following criteria.

a. Good standing in the military, physical, and character pillars.

b. Less than seven aggregate, programmed off-duty days from graduation day through the first day of Re-Organization Week due to mandatory summer requirements. Mandatory requirements do not extend to the following.

1) Academic Individual Advanced Developments [unless needed to meet the Greenbook graduation requirement for one Individual Advanced Development (IAD).

2) Physical IADs [unless needed to meet the Greenbook graduation requirement for one IAD or mandated by the Directorate of Intercollegiate Athletics(DIA).

3) Military IADs beyond the one needed to meet the Greenbook graduation requirement for one IAD

4) Summer Term Academic Programs (unless mandated by the Office of the Dean or DIA)

(3) Cadets granted Graduation Week leave will submit their requests through the AMS pass system for approval by their Chains of Command and Tactical Officer Teams.

f. Emergency Leave.

(1) Cadets are authorized emergency leave IAW AR 600-8-10 Chap. 6.

(2) During the academic year, Cadets will submit emergency leave requests through AMS.

(3) During CST, Cadets will submit emergency leave requests IAW AR 600-8-10 Chap. 6.

(4) The Tactical Officer has the authority to grant emergency leave to Cadets when a situation arises that meets the criteria for Army emergency leave status IAW AR 600-8-10, Passes and Leave: Illness or Death of a parent, "in loco parentis," or immediate

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family member. The Tactical Officer will inform the RTO and all of the Cadet's professors immediately of the situation.

(5) Under these special circumstances, Cadets are authorized to sign out once the Regimental Tactical Officer gives them verbal approval to depart, and they have provided the Tactical Officer their travel itinerary and contact information.

8. Procedures.

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

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

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

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

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