



HEADQUARTERS UNITED STATES MILITARY ACADEMY
OFFICE OF THE COMMANDANT OF CADETS
WEST POINT, NEW YORK 10996

MACC-S-O

11 June 2010

USCC POLICY MEMORANDUM 24-10

SUBJECT: Access to the Central Cadet Areas

1. **PURPOSE:** To set forth guidelines for access in the Cadet Areas.
2. **APPLICABILITY:** This policy applies to all cadets, assigned personnel, guests, and the general public.
3. **BACKGROUND:** There is a large amount of unauthorized pedestrian and vehicle traffic in the Cadet Central Area. The number of contractors in the area exacerbates this condition. Such traffic interferes with safety, the aesthetics of the Cadet Area, and raises security concerns.
4. **DEFINITIONS:**
 - a. The Cadet Area is defined as the area between Jefferson Road, Diagonal Walk, Thayer Road, and Building 606 (see attached map).
 - b. Cadet formation areas are defined as the Apron, North Area, Central Area, Old South Area, and New South Area (see attached map).
 - c. Vehicle Definitions:
 - (1) POV – Privately Owned Vehicle
 - (2) GSA (Government Services Administration) – ALL Government owned/ leased vehicles, except tactical vehicles.
 - (3) TACTICAL VEHICLES – HMMWV (High Mobility Multi-purpose Wheeled Vehicle) and LMTV (Light Medium Tactical Vehicles)
5. **Policy for reviews, parades, and ceremonies is as follows:**
 - a. Standing on the Apron or in Sallyports during reviews, parades, and ceremonies is not authorized.
 - b. Sallyports, Apron Area, and Diagonal Walk are off limits 30 minutes prior to events on the Plain.

MACC-S-O

SUBJECT: Access to the Central Cadet Areas

c. Personnel will adhere to instructions from cadet guards enforcing access/ traffic flow in the Cadet Area 30 minutes prior to events on the Plain until the completion of the event.

6. Policy for pedestrians is as follows:

a. Use of the Cadet Area is restricted to cadets or others on official business. This includes crossing the Apron in front of Washington Hall.

b. Personnel will use Diagonal Walk when crossing the Plain.

c. During formations, individuals leaving the Cadet Area must take precautions not to interfere with cadet formations. Personnel exiting buildings must plan around scheduled formations or use exits away from the assigned regimental areas.

d. The front Apron and Sallyport areas are not authorized break areas at any time.

e. Cadets and personnel on official business may use Brewerton Road to move back and forth from Arvin Cadet Physical Development Center.

f. Bicycles are prohibited from use on the apron at all times, and will be secured in approved bike racks only. They will not be taken into any academic building in the USCC area.

7. Policy for vehicle traffic is as follows:

a. All employees except those with authorized parking passes are prohibited from parking or driving in the Cadet Area. Employees with an authorized parking pass will only park in their assigned parking spot and display their assigned parking pass in plain view in the windshield of their vehicle. Failure to do so will result in a wheel boot or towing. Verbal authorization is limited to the United States Corps of Cadets (USCC) S4, USCC Facilities Planner, and USCC Chief of Staff.

b. Employees requesting an authorized parking spot will write a memorandum thru the USCC S4 for the USCC Chief of Staff, justifying the request for an assigned parking spot.

c. Upon approval from the USCC Chief of Staff, the USCC S4 office will maintain copies of the memorandum and issue an assigned parking pass for the employee.

d. Arvin CPDC or Clinton Field parking lots are the appropriate places to be dropped off and picked up before and after work.

e. The Apron is off limits to all vehicle traffic except for maintenance vehicles specifically required for work on that area.

f. Delivery and pick up vehicles should avoid the Cadet Central Area during the hours of breakfast (0655-0705) and lunch formation (1205-1215).

MACC-S-O

SUBJECT: Access to the Central Cadet Areas

g. Vehicle access to the Cadet Central Area through Arvin Guard Post (Brewerton Road) and 606 Guard Post (Thayer Walk) is limited to vehicles with a valid Central Area pass only. The only exceptions are responding emergency vehicles and MP's on patrol or escorting fuel deliveries (must stay with vehicle). Personnel will only drive on roadways, not through Sallyports.

h. Employees requesting reasonable accommodation for parking must meet the requirements in Americans with Disabilities Act of 1990 and executive order 13164. The employee should request reasonable accommodation through their first line supervisor to CACP.

i. Motorcycles and motor scooters will not enter the Cadet Area without a Cadet Area pass.

8. Policy for parking in the Cadet Barracks Area is as follows:

a. USCC has the sole authority for issuing vehicle access to the Cadet Central Area. Point of contact for the issue of the Cadet Area Pass is the USCC Facilities Planner, x3773/2214. Request for these passes will be in writing to include the need for access; date and time needed; vehicle make, model and license plate number; and point of contact with phone number no later than 24 hours prior to requiring the pass.

b. Requirements for Guard Posts. Ensure any vehicle entering the cadet area:

(1) Has a signed Cadet Area pass authorizing entry to their part of the Central Area.

(2) Driver must have a Photo ID.

(3) Emergency vehicles responding to a call do not require a pass (fire department, ambulances, or MPs).

(4) MP's escorting fuel trucks do not require a pass (must stay with vehicle).

(5) Memorandum from the Superintendent authorizing guests to his house only.

(6) Cadets will have a signed yellow 20-minute pass (USMA Label 100) for their POV only, and their TAC Officer/ NCO must print and sign.

(7) If there is a question about any pass the guards may call 938-2214/ 3773/ 6921, the office of the USCC S4.

c. The authorized parking area for construction vehicles (contractors) is within the designated staging area or as identified on their Cadet Area pass. The COR overseeing the contract will review and coordinate all contractor pass requests. All Department of Public Works (DPW)

MACC-S-O

SUBJECT: Access to the Central Cadet Areas

maintenance vehicles will park in locations as identified on the Cadet Area pass and must be working in the Cadet Area.

d. All vehicle parking/ traffic is prohibited within the North, Central, Old and New South (Grant and Sherman/Lee) courtyards except as listed below:

(1) Emergency vehicles responding to a call.

(2) DHPW vehicles responding to a service order or emergency (must park in designated areas only).

(3) Approvals granted by the USCC Chief of Staff (i.e., Association of Graduates banquets, cadet banquets, leave periods, or staging of personal property shipments).

e. Trip section buses and vans will be parked on the Thayer Extension in the vicinity of the Superintendent's Box.

f. Temporary Pass.

(1) IAW USCC SOP, TACs may authorize a cadet a 20-minute special parking pass (*USMA Label 100, 20 Minute Cadet Area Parking Pass*) to permit cadets loading or unloading of equipment from a cadet POV only. This pass, with **specified date and time period**, must be visibly displayed on the windshield. **TACs may not grant this permission in support of regular weekend departure or arrivals for loading or unloading luggage, and this pass may not be used for any Gov vehicle.** When so permitted, cadets will enter and depart the Cadet Area from Brewerton Road. This applies to cadet POVs only and may include trailers as long as they are listed on the pass, and the trailer stays hooked to the vehicle.

(2) As an exception to a temporary pass, cadet officers are authorized to park for no more than 20 minutes in the Cadet Area to load or unload their POVs during the following periods:

(a) Reorganization Week: From 1230-1830 on the day scheduled for the return of cadets participating in Cadet Advanced Training.

(b) Designated Corps Leave Periods (Thanksgiving, Winter, Spring): On the first day (1230-1830) and on the last day (1230-1830) of the leave period. NOTE: This authorization is extended to Cadet Sergeants upon their return from spring leave.

(c) Graduation Week: The graduating class may use 20-minute passes to load their vehicle (may also be used for parent's vehicle as long as the cadet is the driver); however cannot exceed the 20- minute policy.

(d) Graduation Day: The graduating class may park POVs in the Cadet Area from 1400 on the day prior to graduation through 1600 on the day of graduation. Loading or unloading

MACC-S-O

SUBJECT: Access to the Central Cadet Areas

does not apply during this 26-hour period. Cadets will park within the Cadet Area to allow cars to enter and leave the Cadet Area. Cadets will also ensure they park in a manner that allows the Fire Department, any other emergency vehicles, and trash contractors access into and out of the Cadet Area.

(e) Parking for Quarters 100 must have either a Cadet Area Pass or a signed memorandum from the Superintendent's aide.

9. **EXPIRATION:** This Policy Memorandum replaces USCC Policy Memorandum 24-07, same subject, dated 15 June 2007 and remains in effect until superseded or rescinded.

FOR THE COMMANDANT:

///Original Signed///
CARLTON A. BUCHANAN
COL, IN
Chief of Staff, USCC

DISTRIBUTION:
USCC Activities
USMA MADs
Central Guard Room

MACC-S-O

SUBJECT: Access to the Central Cadet Areas

