

**Army Regulation 150–1**

**United States Military Academy**

# **Organization, Administration, and Operation**

**Headquarters  
Department of the Army  
Washington, DC  
12 January 2021**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 150–1

Organization, Administration, and Operation

This mandated revision, dated 12 January 2021—

- o Incorporates Army Directive 2019–14, Posthumous Graduation and Commission of United States Military Academy Cadets (para 5–5).
- o Updates references (app A).

Effective 12 January 2021

**United States Military Academy**  
**Organization, Administration, and Operation**

By Order of the Secretary of the Army:

**JAMES C. MCCONVILLE**  
*General, United States Army*  
*Chief of Staff*

Official:

  
**KATHLEEN S. MILLER**  
*Administrative Assistant*  
*to the Secretary of the Army*

**History.** This publication is a mandated revision. The portions affected by this mandated revision are listed in the summary of change.

**Summary.** This regulation incorporates existing direction and guidance from the Secretary of the Army for the administration and operation of the United States Military Academy.

**Applicability.** This regulation applies to cadets, cadet candidates, and individuals assigned, appointed, or detailed to the

United States Military Academy, United States Military Academy Preparatory School, West Point Military Reservation, including Department of Defense Civilians and Department of Army contractors as appropriate.

**Proponent and exception authority.**

The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.**

This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix E).

**Supplementation.** Supplementation of this regulation and establishment of agency, command, and installation forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–MPO–AP), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directed to the Deputy Chief of Staff, G–1 (DAPE–MPO–AP), 300 Army Pentagon, Washington, DC 20310–0300.

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

**Contents** (Listed by paragraph and page number)

**Chapter 1**  
**Introduction, page 1**

*Section I*

*General, page 1*

Purpose • 1–1, *page 1*

References and forms • 1–2, *page 1*

Explanation of abbreviations and terms • 1–3, *page 1*

Responsibilities • 1–4, *page 1*

Records management (recordkeeping) requirements • 1–5, *page 1*

Unit designation and mission • 1–6, *page 1*

Administration and supervision • 1–7, *page 1*

*Section II*

*Responsibilities, page 1*

Secretary of the Army • 1–8, *page 1*

Chief of Staff, Army • 1–9, *page 1*

Assistant Secretary of the Army (Manpower and Reserve Affairs) • 1–10, *page 2*

\*This regulation supersedes AR 150–1, dated 5 March 2019.

## **Contents—Continued**

Deputy Chief of Staff, G-1 • 1-11, *page 2*  
Superintendent, United States Military Academy • 1-12, *page 2*

### *Section III*

*Governing Agencies, page 2*  
Board of Visitors • 1-13, *page 2*  
Executive Steering Group • 1-14, *page 3*

### *Section IV*

*Academy Staff and Faculty, page 3*  
General • 1-15, *page 3*  
Superintendent, United States Military Academy • 1-16, *page 3*  
Commandant of Cadets • 1-17, *page 4*  
Dean of the Academic Board • 1-18, *page 4*  
Military deputy athletic director • 1-19, *page 4*  
Director of Admissions • 1-20, *page 4*  
United States Military Academy faculty • 1-21, *page 5*

### *Section V*

*Academic Board and Policy Board, page 6*  
Academic Board • 1-22, *page 6*  
Policy Board • 1-23, *page 7*

## **Chapter 2**

**Cadet Instruction, page 7**  
Course of instruction • 2-1, *page 7*  
General instructions • 2-2, *page 7*  
Additional instruction, extra training, examinations, and evaluations • 2-3, *page 8*  
Summer term program • 2-4, *page 8*  
Study outside of the United States Military Academy • 2-5, *page 8*

## **Chapter 3**

**Admission and Readmission of Cadets, page 8**  
Admissions program • 3-1, *page 8*  
Program support • 3-2, *page 8*  
Number of cadets and sources of nomination • 3-3, *page 9*  
Congressional and Department of the Army nominations • 3-4, *page 9*  
Time of nomination of candidates • 3-5, *page 10*  
Impact on successor's nomination of failure of first class cadet • 3-6, *page 10*  
General requirements for admission • 3-7, *page 10*  
Determination of candidate qualification • 3-8, *page 10*  
Readmission of former United States Military Academy cadets • 3-9, *page 10*  
Admission of candidates who have attended other Service academies • 3-10, *page 11*  
Admission of active duty Army personnel • 3-11, *page 11*  
Admission of Army National Guard, U.S. Army Reserve, and individual mobilization augmentee personnel • 3-12, *page 11*  
Special instructions for taking examinations • 3-13, *page 13*  
Failure to report for examination • 3-14, *page 13*  
Notification of appointment • 3-15, *page 13*  
Place and date of admission • 3-16, *page 13*  
Oath of Allegiance • 3-17, *page 13*  
Agreement to serve • 3-18, *page 13*

## **Chapter 4**

**Determining Cadet Standings, page 14**  
Academic, military, physical, and character development program standings • 4-1, *page 14*  
Performance records • 4-2, *page 14*

## **Contents—Continued**

Advancement to a higher class • 4–3, *page 14*  
Deficient cadets • 4–4, *page 14*  
Actions available for deficiency • 4–5, *page 15*

### **Chapter 5**

#### **Graduation and Commissioning, *page 15***

Authority to confer degree • 5–1, *page 15*  
Authority to tender a commission in the Regular Army • 5–2, *page 15*  
Graduation and conferring of degree • 5–3, *page 15*  
Commissioning and promotion • 5–4, *page 16*  
Posthumous graduation and commission of United States Military Academy Cadets • 5–5, *page 16*  
Obligation to serve • 5–6, *page 17*

### **Chapter 6**

#### **Conduct, Misconduct, and Honor, *page 17***

##### *Section I*

###### *General, page 17*

Uniform Code of Military Justice • 6–1, *page 17*  
Courts-martial • 6–2, *page 17*  
Apprehension and pre-trial restraint • 6–3, *page 17*  
Sanctions that may be awarded cadets • 6–4, *page 17*  
Confidentiality of proceedings • 6–5, *page 18*

##### *Section II*

###### *Conduct, page 18*

Cadet disciplinary system • 6–6, *page 18*  
Violation of the cadet honor code • 6–7, *page 19*

##### *Section III*

###### *Misconduct, page 19*

Drugs and narcotics • 6–8, *page 19*  
Alcoholic beverages • 6–9, *page 19*  
Sexual misconduct • 6–10, *page 19*  
Conduct unbecoming a cadet of the Regular Army • 6–11, *page 19*  
Conspiracy among cadets • 6–12, *page 19*  
Indebtedness • 6–13, *page 19*  
Criminal conviction • 6–14, *page 19*  
Hazing • 6–15, *page 20*  
Other misconduct offenses • 6–16, *page 20*  
Procedures for processing misconduct offenses • 6–17, *page 20*

### **Chapter 7**

#### **Other Grounds for Separation, *page 20***

Pregnancy at time of admission • 7–1, *page 20*  
Drug or alcohol use detected during pre-accession testing • 7–2, *page 20*  
Marriage or support obligation • 7–3, *page 21*  
Conscientious objection or refusal to perform duties that conflict with religious practices • 7–4, *page 21*  
Extended unauthorized absence • 7–5, *page 21*  
Mental disorder • 7–6, *page 21*  
Lack of qualification for service • 7–7, *page 22*  
Failure to make satisfactory progress in a body composition program • 7–8, *page 22*  
Failure to maintain proper physical fitness • 7–9, *page 22*  
Alcohol or other drug abuse rehabilitation failure • 7–10, *page 22*  
Inability to meet the non-academic requirements of the Physical Program • 7–11, *page 23*  
Inability to meet military training requirements • 7–12, *page 23*  
Medically disqualified cadets • 7–13, *page 23*

## **Contents—Continued**

Participation in the United States Military Academy Mentorship Program • 7–14, *page 24*  
Academic, military, physical, or character development program deficiency • 7–15, *page 24*  
Failure to obtain and maintain security clearance • 7–16, *page 24*

### **Chapter 8**

#### **Separations and Resignations, *page 26***

General • 8–1, *page 26*  
Delegation of separation and discharge authority • 8–2, *page 27*  
Action by the Superintendent, United States Military Academy • 8–3, *page 27*  
Restriction on separation actions • 8–4, *page 28*  
Separation of cadet candidates from the U.S. Military Academy Preparatory School • 8–5, *page 28*  
Unqualified resignations • 8–6, *page 28*  
Qualified resignation—resignation in lieu of court-martial or involuntary separation • 8–7, *page 28*  
Entry-level separations • 8–8, *page 29*  
Consequences of separation or resignation • 8–9, *page 29*  
Breach of service agreement and reimbursement of educational costs • 8–10, *page 29*  
Cadet acknowledgment of separation documents • 8–11, *page 29*  
Cadet processing for active duty service • 8–12, *page 30*

### **Chapter 9**

#### **Administration for Cadets, *page 41***

Pay and allowances • 9–1, *page 41*  
Leave without pay, suspension of pay, and forfeiture of pay • 9–2, *page 42*  
Cadet accounts • 9–3, *page 42*  
Cadet budget • 9–4, *page 42*  
Travel to and from the United States Military Academy • 9–5, *page 42*  
Traveling expenses • 9–6, *page 42*  
Settlement of accounts • 9–7, *page 42*  
Leaves of absence • 9–8, *page 43*  
Medical leave • 9–9, *page 43*  
Cadet uniforms • 9–10, *page 43*

### **Chapter 10**

#### **United States Military Academy Preparatory School, *page 43***

Authority to establish • 10–1, *page 43*  
United States Military Academy Preparatory School purpose • 10–2, *page 43*  
Responsibilities • 10–3, *page 43*  
Organization and command relationship • 10–4, *page 44*  
Admissions • 10–5, *page 44*  
Student title and pay • 10–6, *page 44*  
Uniforms and insignia • 10–7, *page 44*  
Course of instruction • 10–8, *page 44*  
Extracurricular and other programs and activities • 10–9, *page 44*  
Faculty • 10–10, *page 44*  
Administration and official records • 10–11, *page 44*

### **Chapter 11**

#### **Nonstandard Army Functions and Activities, *page 44***

Purpose • 11–1, *page 44*  
Responsibility • 11–2, *page 45*  
Undergraduate college degree program • 11–3, *page 45*  
Accreditation • 11–4, *page 45*  
Recruiting and admissions • 11–5, *page 45*  
Directorate of Academy Advancement • 11–6, *page 45*  
Board of Visitors support • 11–7, *page 46*  
Directorate of Cadet Activities • 11–8, *page 46*

## Contents—Continued

Cadet treasurer activities • 11–9, *page 47*  
Governance and decision support activities • 11–10, *page 48*  
Intercollegiate athletics • 11–11, *page 48*  
Selected Athlete Program • 11–12, *page 48*  
Athletic Intern Program • 11–13, *page 49*  
Athletics promotion and sports information • 11–14, *page 49*  
Visitors center • 11–15, *page 49*  
United States Military Academy student detachment • 11–16, *page 49*  
Professional development of the faculty • 11–17, *page 49*  
Faculty research and grants • 11–18, *page 50*  
Gratuitous service agreements • 11–19, *page 50*  
Non-United States Military Academy cadets temporarily in residence • 11–20, *page 50*  
Cadet Mess • 11–21, *page 50*  
Cadet Ration Fund • 11–22, *page 51*  
Thayer Hotel • 11–23, *page 51*  
National historic landmark • 11–24, *page 51*  
Cadet Uniform Factory • 11–25, *page 51*  
West Point Museum • 11–26, *page 52*

## Appendixes

- A. References, *page 53*
- B. Additional Delegations of Authority, Authorizations, and Exceptions to Policy Granted to the Superintendent, United States Military Academy, *page 60*
- C. Administration of the Selected Athlete Program, *page 62*
- D. Administration of the Athletic Intern Program, *page 63*
- E. Internal Control Evaluation, *page 64*

## Table List

Table 3–1: Units of assignment for Regular Army students, *page 12*  
Table 3–2: Contact offices for Reserve Component personnel, *page 12*  
Table 8–1: Examples of separations deemed to be a breach of service contract, *page 40*  
Table 8–2: United States Military Academy cadet separation policies, *page 40*

## Figure List

Figure 7–1: Required format to request participation in the United States Military Academy Mentorship Program, *page 26*  
Figure 7–1: Required format to request participation in the United States Military Academy Mentorship Program—Continued, *page 26*  
Figure 8–1: Required format for unqualified resignation, *page 31*  
Figure 8–2: Required format for unqualified resignation, *page 32*  
Figure 8–3: Required format for qualified resignation, *page 34*  
Figure 8–3: Required format for qualified resignation—Continued, *page 34*  
Figure 8–4: Required format for qualified resignation, *page 36*  
Figure 8–4: Required format for qualified resignation—Continued, *page 36*  
Figure 8–5: Required format for resignation in lieu of court-martial, *page 38*  
Figure 8–5: Required format for resignation in lieu of court-martial—Continued, *page 38*  
Figure 8–6: Required format for resignation in lieu of court-martial, *page 40*  
Figure 8–6: Required format for resignation in lieu of court-martial—Continued, *page 40*

## Glossary





## **Chapter 1**

### **Introduction**

#### **Section I**

##### **General**

###### **1–1. Purpose**

This regulation provides policy and procedures for the command and control of the United States Military Academy (USMA), the United States Military Academy Preparatory School (USMAPS), and the West Point Military Reservation (WPMR).

###### **1–2. References and forms**

See appendix A.

###### **1–3. Explanation of abbreviations and terms**

See the glossary.

###### **1–4. Responsibilities**

Responsibilities are listed in section II of chapter 1.

###### **1–5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS) RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

###### **1–6. Unit designation and mission**

*a.* USMA is designated as a direct reporting unit by the Secretary of the Army (SECARMY) and reports directly to the Chief of Staff, Army (CSA) (see AR 10–87).

*b.* USMA's mission is to educate, train, and inspire the United States Corps of Cadets (USCC) so that each graduate is a commissioned leader of character committed to the values of duty, honor, and country and is prepared for a career of professional excellence and service to the Nation as an officer in the United States Army.

###### **1–7. Administration and supervision**

USMA is under the immediate supervision and control of the Headquarters, Department of the Army (HQDA) under Section 7434(a), Title 10, United States Code (10 USC 7434(a)). USMA operates under the supervision of the CSA (in accordance with current Army General Order 2006–16) and is funded as a separate operating agency (see DFAS–IN Manual 37–100) with the requirement to comply with all appropriated funded financial management guidance. The immediate government of USMA is under the superintendent, who is also the commanding officer of USMA and of the military post at West Point (see 10 USC 7434(b)).

#### **Section II**

##### **Responsibilities**

###### **1–8. Secretary of the Army**

The SECARMY will—

- a.* Make annual nominations for attendance at USMA.
- b.* Serve as Chairman of the USMA Executive Steering Group (ESG).

###### **1–9. Chief of Staff, Army**

The CSA will—

- a.* Exercise direct supervision and control of USMA as a direct reporting unit of the CSA, informing the Secretary of the Army of significant matters, as appropriate.

- b.* Serve as a member of the USMA ESG.

#### **1–10. Assistant Secretary of the Army (Manpower and Reserve Affairs)**

The ASA (M&RA) will—

- a.* Inform the Secretary of the Army of significant matters, as appropriate (for example, cadet separations that would warrant Secretary of the Army attention).
- b.* Serve as a member of the USMA ESG.
- c.* Provide administrative support to the ESG.
- d.* Coordinate the scheduling of ESG meetings.
- e.* Recommend to the Secretary of the Army the agenda for ESG meetings.
- f.* Issue post-ESG meeting executive summaries to all ESG members.

#### **1–11. Deputy Chief of Staff, G–1**

The DCS, G–1 will—

- a.* Be the Army staff point of contact for administrative actions concerning USMA (see AR 10–87).
- b.* Allocate the operations and maintenance budget.
- c.* Provide staff supervision for all personnel actions affecting USMA.
- d.* Serve as the office of record for all actions related to USMA.
- e.* Recommend to the CSA the composition of any advisory or evaluation boards. Act as the Army staff point of contact for actions resulting from the deliberations of these boards.
- f.* Inform the CSA on USMA matters, as appropriate.
- g.* Serve as a member of the USMA ESG.
- h.* Ensure the Director for Military Personnel Management—
  - (1) Serves as the primary point of contact on USMA administrative actions that involve the DCS, G–1.
  - (2) Serves as the approval authority for functional area 47 designation based upon recommendations from the Superintendent, USMA.

#### **1–12. Superintendent, United States Military Academy**

In addition to the functional responsibilities prescribed in AR 10–87, the Superintendent, USMA will—

- a.* Publish and maintain appropriate local policy and procedures, consistent with established legal and regulatory guidance, to execute directed and authorized functions and activities described in this regulation.
- b.* Make annual nominations for attendance at USMA.
- c.* Take action in cadet separation cases in accordance with this regulation.
- d.* Establish and maintain a permanent system of records for each admitted class that documents individual life cycle from applicant to commissioning and includes those who attend USMAPS.
- e.* Per AR 600–8–104, ensure that all documents required for filing in the Army Military Human Resource Record (AMHRR) and the integrated Personnel Electronic Records Management System (iPERMS) are required to be web uploaded to iPERMS by the office responsible for completing the action. Documents will be uploaded within 20 working days of the document being produced and associated actions completed.
- f.* Inform the DCS, G–1 on USMA matters, as appropriate.
- g.* Provide required personnel information on cadets to the DCS, G–1 and the U.S. Army Human Resources Command (HRC) to meet Army accountability and audit ability requirements.
- h.* Execute the operations and maintenance budget and the construction budget.

### **Section III**

#### **Governing Agencies**

#### **1–13. Board of Visitors**

The Board of Visitors to USMA is appointed under the provisions of 10 USC 7455. The Board of Visitors inquires into morale, discipline, curriculum, instruction, physical equipment, fiscal matters, academic methods, and other matters relating to USMA, as determined by the board's charter (10 USC 7455(e)).

- a.* The Board of Visitors to the Academy is constituted annually and will include the following (10 USC 7455(a)):
  - (1) The Chairman of the Committee on Armed Services of the Senate or the Chairman's designee.
  - (2) Three other members of the Senate designated by the Vice President or the President pro tempore of the Senate, two of whom are members of the Committee on Appropriations of the Senate.

(3) The Chairman of the Committee on Armed Services of the House of Representatives or the Chairman's designee.

(4) Four other members of the House of Representatives designated by the Speaker of the House of Representatives, two of whom are members of the Committee on Appropriations of the House of Representatives.

(5) Six persons designated by the President.

*b.* The persons designated by the President serve for 3 years each except that any member whose term of office has expired shall continue to serve until a successor is appointed. The President shall designate two persons each year to succeed the members whose terms expire that year (see 10 USC 7455(b)).

*c.* If a member of the board dies or resigns, a successor shall be designated for the unexpired portion of the term by the official who designated the member (see 10 USC 7455(c)).

*d.* The board will visit USMA annually. With the approval of the Secretary of the Army, the board or its members may make other visits to USMA in connection with the duties of the board or to consult with the Superintendent, USMA (see 10 USC 7455(d)).

*e.* The Board shall inquire into the morale and discipline, the curriculum, instruction, physical equipment, fiscal affairs, academic methods, and other matters relating to the Academy that the Board decides to consider (see 10 USC 7455(e)).

*f.* Within 60 days after its annual visit, the board will submit a written report to the President detailing its action and its views and recommendations pertaining to the Academy. Any report of a visit, other than the annual visit, shall, if approved by a majority of the members of the board, be submitted to the President within 60 days of approval (see 10 USC 7455(f)).

*g.* Upon approval by the Secretary, the board may call in advisors for consultation (see 10 USC 7455(g)).

*h.* While performing their duties, each member of the Board and each advisor will be reimbursed under Government travel regulations for their travel expenses (see 10 USC 7455(h)).

*i.* An executive secretary to the board will be detailed by the Superintendent, USMA to accomplish all administrative support functions. This individual will not be a member of the board and will receive no extra remuneration for services rendered to the board.

#### **1–14. Executive Steering Group**

*a.* The ESG for USMA provides the Secretary of the Army with a senior level forum to review and provide guidance in areas of interest or concern related to leadership, management, or administration of USMA.

*b.* The Secretary of the Army, or his designated representative, serves as the Chairman of the ESG. Other members of the ESG are—

- (1) CSA.
- (2) Vice Chief of Staff, Army.
- (3) ASA (M&RA).
- (4) Director of the Army Staff.
- (5) DCS, G–1.
- (6) DCS, G–3/5/7.
- (7) Commandant, Army War College.
- (8) Superintendent, USMA.

### **Section IV**

#### **Academy Staff and Faculty**

#### **1–15. General**

Staff and faculty at USMA must comply with Section 2635 et. seq., Title 5, Code of Federal Regulations (see 5 CFR 2635 et. seq.), as implemented in DoDD 5500.07 and DoD 5500.07–R.

#### **1–16. Superintendent, United States Military Academy**

*a.* The Superintendent, USMA is detailed to the position by the President from any branch of the Army (see 10 USC 7433(a)) and is responsible for command and control of USMA, USMAPS, and WPMR (see 10 USC 7434(b)).

*b.* The Superintendent, USMA establishes procedures and programs for the intellectual, military, and physical development of cadets as future commissioned officers consistent with the moral, ethical, and social standards of uniformed service in the U.S. Army.

c. In the absence of the Superintendent, USMA, the Commandant of Cadets will exercise command authority. In the absence of the Superintendent, USMA and the Commandant of Cadets, the Chief of Staff, USMA, will exercise command authority. In cases where none of these officers are available, the next senior commissioned officer assigned, eligible, and present for duty will exercise command authority.

#### **1–17. Commandant of Cadets**

a. The Commandant of Cadets is detailed to the position by the President from any branch of the Army (see v10 USC 7433(a)) and is the immediate commander of the USCC (see 10 USC 7434(c)).

b. The Commandant of Cadets—

- (1) Is the director of the military, physical, and character development programs.
- (2) Is responsible to the Superintendent, USMA for the administration and discipline of the USCC.
- (3) Constitutes and exercises supervision of the Department of Military Instruction, the Department of Physical Education, the Brigade Tactical Department, the Simon Center for the Professional Military Ethic, and the Directorate of Cadet Activities (DCA).
- (4) Allocates budgetary resources within these agencies with the approval of the Superintendent, USMA.
- (5) Approves the military, physical, and character development portions of the course of instruction (COI) for USMAPS.
- (6) Executes other duties and responsibilities, as prescribed by the Superintendent, USMA.

#### **1–18. Dean of the Academic Board**

a. The Dean of the Academic Board is appointed as an additional professor, USMA from the professors who currently serve as heads of departments of instruction at USMA (see 10 USC 7431(b)(2), 7433, and 7435).

b. While serving as the Dean of the Academic Board, an officer of the Army who holds a grade lower than brigadier general shall hold the grade of brigadier general, if appointed to that grade by the President, by and with the advice and consent of the Senate. The retirement age of an officer so appointed is that of a Professor, USMA (see 10 USC 7435(c)).

c. The Dean of the Academic Board—

- (1) Is director of the academic program (see DoDI 1322.22).
  - (2) Supervises the activities and personnel in the academic departments and the USMA library.
  - (3) Allocates budgetary resources within these agencies with the approval of the Superintendent, USMA.
  - (4) Approves the academic portion of the COI for USMAPS.
  - (5) Performs other duties, as prescribed by the Superintendent, USMA (see 10 USC 7435(b)).
- d. The Dean of the Academic Board will be reviewed every 5 years by the Superintendent, USMA to ensure that the Dean's performance, the officer's desires, and the needs of the Army and of USMA are all being properly served by the continued retention of the incumbent officer. The Superintendent's review and recommendations will be submitted to HQDA for approval by the DCS, G–1.

#### **1–19. Military deputy athletic director**

a. The military deputy athletic director will be appointed by the Superintendent, USMA pursuant to such selection criteria as the Superintendent, USMA may determine.

b. The military deputy athletic director—

- (1) Is the cooperative agreement manager for the agreement between USMA and the Army West Point Athletic Association (AWPAA), the non-Federal entity that executes USMA's intercollegiate athletics mission.
- (2) Allocates budgetary resources to the AWPAA with the approval of the Superintendent, USMA.
- (3) Is the Army Athletic Association (AAA)—the intercollegiate athletics nonappropriated fund instrumentality (NAFI)—fund manager.
- (4) Is the Superintendent's representative to the AWPAA.
- (5) Accepts other duties and responsibilities, as prescribed by the Superintendent, USMA.

#### **1–20. Director of Admissions**

a. The Director of Admissions will be appointed by the President with the advice and consent of the Senate (see 10 USC 7433(c)).

(1) The Director of Admissions has the Regular Army grade of lieutenant colonel, and, after he or she has served 6 years as Director of Admissions, has the Regular Army grade of colonel. However, a person appointed from the Regular Army has the Regular Army grade of colonel after completing 6 years of service as Director of Admissions

or after the date on which he or she would have been promoted had he or she had been selected from among officers in his or her promotion zone, whichever is earlier (see 10 USC 7436(b)).

(2) The Director of Admissions will be reviewed every 5 years by the Superintendent, USMA to ensure that the director's performance, the officer's desires, and the needs of the Army and of USMA are all being properly served by the continued retention of the incumbent officer. The Superintendent's review and recommendations will be submitted to HQDA for approval by the DCS, G-1.

(3) Unless retired or separated at an earlier date, a Director of Admissions will be retired on the first day of the month following the month in which he or she becomes 64 years of age (see 10 USC 1252). The Secretary of the Army may retire a Director of Admissions who has more than 30 years of service as a commissioned officer (see 10 USC 7320).

*b. The Director of Admissions—*

(1) Is responsible to the Superintendent, USMA for executing USMA's admissions policies and procedures, to include maintaining files on applicants and candidates and encouraging outstanding potential leaders to seek admission to the Academy.

(2) Exercises control over all functions of the admissions department (see 10 USC 7434(d)).

(3) Performs other duties, as prescribed by the Superintendent, USMA (see 10 USC 7433(c)).

## **1–21. United States Military Academy faculty**

USMA employs the following military and civilian faculty:

*a. Professor, United States Military Academy.* In addition to the Dean of the Academic Board, there will be 28 professors, United States Military Academy (PUSMAs) (see 10 USC 7431(b)(4)). PUSMAs will be appointed by the President, by and with the advice and consent of the Senate (see 10 USC 7433(b)). The senior PUSMA in each department will be the department head and will exercise control over all functions within his or her respective department (see 10 USC 7432(b) and 10 USC 7434(d)).

(1) A PUSMA, other than the Dean of the Academic Board, who is the head of a department of instruction or who has served for more than 6 years as a PUSMA has the grade of colonel. However, a PUSMA appointed from the Regular Army, who is not already in the grade of colonel, will be promoted after completing 6 years of service as a PUSMA or after the date on which he or she would have been promoted had he or she had been selected from among officers in his or her promotion zone, whichever is earlier. All other PUSMAs have the grade of lieutenant colonel (10 USC 7436(a)).

(2) A PUSMA who has over 36 years of creditable service for pay purposes is entitled to additional pay in the amount of \$250 a month above the pay and allowances to which they are otherwise entitled. This additional pay may not be used in the computation of retirement pay (37 USC 203(b)).

(3) Each PUSMA will be reviewed every 5 years by the Superintendent, USMA to ensure that the PUSMA's performance, the officer's desires, and the needs of the Army and of USMA are all being properly served by the continued retention of the incumbent officer. The Superintendent's review and recommendations will be submitted to HQDA for approval by the DCS, G-1.

(4) Unless retired or separated at an earlier date, a PUSMA will be retired on the first day of the month following the month in which they become 64 years of age (10 USC 1252). The Secretary of the Army may retire a PUSMA who has more than 30 years of service as a commissioned officer (10 USC 7320).

(5) Upon retirement, and at the discretion of the President, a PUSMA whose grade is below brigadier general, and whose service as a PUSMA has been long and distinguished, may be retired in the grade of brigadier general (10 USC 7342).

*b. Detailed and rotating faculty.* The Army will permanently detail USMA professors to serve as military and academic leaders within their respective departments. USMA professors must have expertise gained through graduate work that leads to the terminal degree in their respective discipline (usually a Doctor of Philosophy (Ph.D.)). The largest segment of the military faculty is comprised of rotating Army officers who earn their graduate degrees (usually a Ph.D.) and then join the USMA faculty for approximately 3 years, followed by return to the field Army to continue their military careers. Individuals, to include enlisted personnel, having completed new instructor training within a department of instruction and having successfully served as a member of the faculty for a full academic year are eligible for the instructor additional skill identifier upon approval by the Dean of the Academic Board or Commandant of Cadets. No graduate of USMA may be appointed or detailed to serve at USMA as a professor or instructor, or as an assistant to a professor or instructor, within 2 years after their graduation (10 USC 7433(e)).

*c. Extended tour military staff and faculty.* The Superintendent, USMA, with the approval of the, DCS, G-1 may appoint officers for extended tours of duty at West Point. These positions will be reviewed every 5 years by the Superintendent, USMA to ensure that the needs of USMA and the Army warrant continuation of the position, and the

officer serving in the position, in this status. These officers may remain assigned to USMA until their retirement. They will compete with their contemporaries for intermediate level education schooling, but will not be considered for selection by Army competitive boards for attendance at Senior Service College.

*d. Civilian faculty.* There may be, under rules prescribed by the Secretary of the Army, civilian, and adjunct faculty members employed in the departments of instruction (10 USC 7438). Civilian members of the faculty generally hold terminal degrees in their respective disciplines. The Superintendent, USMA is delegated the authority to set the compensation, work schedule, and any premium pay or compensatory time off of persons employed under this paragraph on a full-time or part-time basis to meet specific needs.

*e. Academic rank.*

(1) *Professor of a discipline.* Upon the recommendation of the department head, with the approval of the Dean of the Academic Board, and with the recommendation of the Academic Board, the Superintendent, USMA may appoint faculty members to the academic rank of professor of their discipline. Faculty holding this rank will have a title corresponding to their doctoral degree or academic experience.

(2) *Associate professor.* Upon the recommendation of the department head, with the approval of the Dean of the Academic Board, and with the recommendation of the Academic Board, the Superintendent, USMA may appoint faculty members to the rank of associate professor.

(3) *Assistant professor.* Upon the recommendation of the department head, the Dean of the Academic Board may appoint faculty members to the academic rank of assistant professor.

(4) *Instructor.* Upon the recommendation of the department head, individuals who hold a graduate degree (usually a Master's degree) or equivalent experience within the required discipline may be appointed to the academic rank of instructor, as approved by the Dean of the Academic Board or the Commandant of Cadets.

## **Section V**

### **Academic Board and Policy Board**

#### **1–22. Academic Board**

The Academic Board advises the Superintendent, USMA on all matters concerning the academic aspects of the academic, military, physical, and character development programs at USMA, including standards; cadet performance evaluations in the academic, military, physical, and character development programs; and graduation requirements. The Academic Board will exercise those specific functions required by statute or other provisions of this regulation.

*a. The members of the Academic Board include the—*

- (1) Superintendent, USMA.
- (2) Commandant of Cadets.
- (3) Dean of the Academic Board.
- (4) Military Deputy Director of Athletics.
- (5) Department heads.
- (6) Director of Admissions.
- (7) Others, as designated by the Superintendent, USMA.

*b. The Dean of the Academic Board serves as or appoints an executive secretary of the Academic Board who keeps the permanent official record. These records are filed with the USMA Registrar and are retained and accessed in accordance with AR 25–400–2.*

*c. In the absence of a member of the Academic Board, that individual will designate a suitable replacement to serve as a voting member of the Academic Board.*

*d. Duties of the Academic Board include—*

(1) Determining the qualification of candidates seeking admission or readmission to USMA and the relative standing of qualified candidates nominated for admission to USMA (10 USC 7443 and 10 USC 7451(a)).

(2) Providing recommendations to the Secretary of the Army concerning additional cadet appointments (10 USC 7443).

(3) Reviewing and making recommendations to the Superintendent, USMA concerning the academic, military, physical, and character development programs. This review is focused on the substantive academic content of the academic, military, physical, and character development programs; the coordination and integration of all four programs; and whether each program satisfies its requirements within its assigned allocation of time.

(4) Determining the proficiency and deficiency of cadets in the academic, military, physical, and character development programs, as set forth in paragraph 7–15a.

(5) Recommending to the Superintendent, USMA the disposition of deficient cadets.

(6) Recommending to the Superintendent, USMA the requirements for graduation.

- (7) Determining the eligibility of cadets to receive diplomas.
- (8) Recommending to the Superintendent, USMA cadets for commissioning in the Armed Forces.
- (9) Recommending to the Superintendent, USMA criteria, standards, and procedures for making faculty appointments and academic promotions.
- (10) Approving statues, busts, mural tablets, portraits of distinguished and deceased officers and graduates of USMA, paintings of battle scenes, trophies of war, and other objects that may tend to elevate the military profession for placement in the memorial hall at USMA with an approval vote of at least two-thirds of the members of the Academic Board by a recorded vote taken by ayes and nays (see 10 USC 7454(a)). Records of the final votes are kept in accordance with AR 25–400–2.
- e. The Superintendent, USMA will approve rules governing the internal organization and procedures of the Academic Board.
- f. All decisions, recommendations, and deliberations of the Academic Board and its committees, to include individual or collective expressions of opinions, will be held in confidence until approved and published. No member or secretary of the Academic Board or a committee thereof will make any disclosure concerning these matters prior to publication unless required by competent authority to give, as a witness, relevant testimony or evidence.

### **1–23. Policy Board**

The Policy Board provides advice and counsel to the Superintendent, USMA on all matters having general significance to USMA. Its principal purpose is to support comprehensive, coherent, and coordinated formulation of policies concerning the intellectual, military, physical, moral-ethical, and social development of cadets.

- a. The Policy Board will advise the Superintendent, USMA concerning the governance of USMA; the management of personnel, material, and fiscal resources; and other matters as the Superintendent, USMA and the Policy Board deem appropriate.
- b. The members of the Policy Board include the—
  - (1) Superintendent, USMA, who serves as Chairman.
  - (2) Commandant of Cadets.
  - (3) Dean of the Academic Board.
  - (4) USMA command sergeant major.
  - (5) Director of intercollegiate athletics.
  - (6) Chief of staff.
  - (7) Director of Admissions.
  - (8) Garrison commander.
  - (9) One department head or director from under the Commandant of Cadets.
  - (10) Two department heads from under the Dean of the Academic Board.
  - (11) Director, Simon Center for the Professional Military Ethic.
  - (12) Two civilian faculty representatives.
  - (13) Others, as designated by the Superintendent, USMA.
- c. Department heads are appointed by the Superintendent, USMA to serve 2-year, non-renewable terms. An executive secretary detailed by the Superintendent, USMA will be responsible for the official record.

## **Chapter 2**

### **Cadet Instruction**

#### **2–1. Course of instruction**

There will be at USMA a 4-year COI (see 10 USC 7449(c)). The COI will be constituted to support accomplishment of the mission of USMA. HQDA will approve its scope and content based upon the recommendations of the Superintendent, USMA. USMA is accredited by the Middle States Commission on Higher Education. In addition, some of its programs are separately accredited by the Accreditation Board for Engineering and Technology (ABET).

#### **2–2. General instructions**

Instruction and training at USMA will be conducted on a year-round basis.

- a. The academy year will be defined by the Superintendent, USMA and approved by the Department of the Army (DA).
- b. Classes will not be scheduled on Sunday (see 10 USC 7449(d)).

- c. Unless otherwise determined by the Superintendent, USMA, instruction and training will be suspended during the winter leave period (to include Christmas and New Year's Day).
- d. Scheduled activity during the summer months will normally include time for cadet leave.

### **2–3. Additional instruction, extra training, examinations, and evaluations**

- a. Cadets will be afforded the opportunity to receive additional instruction or extra training on a voluntary basis. Procedures for additional instruction will be as recommended by the Academic Board and approved by the Superintendent, USMA. Procedures for extra training will be as recommended by the Commandant of Cadets and approved by the Superintendent, USMA.
- b. When cadets desire any facts concerning their performance on an examination or other evaluation under consideration by the Academic Board, they must submit a written request to the Academic Board. The request should be made as soon as possible, normally within 48 hours, after the performance evaluation has been awarded and the cadet has been notified prior to going before the Academic Board.

### **2–4. Summer term program**

- a. A summer term program (STP) will be conducted at the direction of the Superintendent, USMA. Courses or other activities will be offered at the discretion of the Commandant of Cadets and the Dean of the Academic Board and will be of similar content and credit (or weight) as the courses given during the regular academic term or activity.
- b. First class cadets, remanded to STP, who satisfactorily complete their graduation requirements, will be graduated on a date to be determined by the Superintendent, USMA.
- c. The Commandant of Cadets and the Dean of the Academic Board may permit or remand the following categories of cadets to attend STP—
  - (1) Deficient cadets, as determined by the Academic Board.
  - (2) Potential mid-year graduates.
  - (3) Cadets unable to complete required courses or activities during normally scheduled dates.
  - (4) Other exceptional cases serving the best interests of the cadet and USMA.

### **2–5. Study outside of the United States Military Academy**

- a. A cadet may receive instruction at a military academy of a foreign country pursuant to an exchange agreement entered into between the Superintendent, USMA and appropriate officials of the foreign country. No more than 100 cadets will participate in this exchange program during any fiscal year (see 10 USC 347).
- b. A cadet may receive instruction at a sister Service academy pursuant to the Service Academy Exchange Program in accordance with the USCC and Dean of the Academic Board requirements for participation.
- c. A cadet may receive instruction at a college or university of a foreign country pursuant to an agreement entered into between the Superintendent, USMA and the president (or equivalent) of the foreign institution.

## **Chapter 3**

### **Admission and Readmission of Cadets**

#### **3–1. Admissions program**

- a. The USMA admissions program recruits and admits diverse, high-quality candidates from across the Nation that meet USMA's entry qualifications and have potential for a lifetime of service to the Army and the Nation.
- b. To successfully meet this mission, the admissions program takes actions to—
  - (1) Inform school authorities, parents, military personnel, and others who are in positions to influence potential candidates in their career selections of the admissions standards, the scope and quality of education at USMA, and the nature of a military career.
  - (2) Locate, motivate, and assist outstanding potential candidates across the Nation to the extent that each entering USMA class will reflect a continuous improvement in overall quality of cadets.
  - (3) Identify enlisted personnel in the Regular Army, Army National Guard (ARNG), and U.S. Army Reserve (USAR) who meet the requirements to attend USMA or USMAPS.

#### **3–2. Program support**

- a. The admissions program is directed and supported by the Directorate of Admissions, Building 606 Thayer Road, West Point, NY 10996–5000.



b. Information and materials pertaining to USMA or USMAPS may be obtained, upon request, from the Director of Admissions, Enroll and Recruit Branch (MAAR-ER), Building 606 Thayer Road, West Point, NY 10996-5000 or by logging onto the internet at [www.westpoint.edu/admissions](http://www.westpoint.edu/admissions).

c. Direct contact between USMA admissions representatives, field force members, and USMA liaison officers are authorized and encouraged.

### **3-3. Number of cadets and sources of nomination**

The number of cadets at USMA and the sources from which they may be nominated are prescribed in 10 USC 7442, 10 USC 7443, and 10 USC 7447. Cadets will be appointed by the President alone. An appointment is conditional until the cadet is admitted (see 10 USC 7441(a)).

### **3-4. Congressional and Department of the Army nominations**

a. Congressional nominations, a maximum of 10 per vacancy, are those made by the Vice President and Members of Congress; Delegates to Congress from American Samoa, the District of Columbia, Guam, and the Virgin Islands; the Governor and the Resident Commissioner of Puerto Rico; and the Resident Representative of the Commonwealth of the Northern Marianas Islands. Candidates can be nominated by one of three methods—

(1) *Congressional competitive method.* Congressional nominees compete within their vacancy group, and the best of the fully qualified candidates is selected for admission to fill the Congressional vacancy.

(2) *Principal-competing alternate method.* This method is the same as above except that if the principal is not qualified, the best of the fully qualified alternates is selected for admission to fill the Congressional vacancy.

(3) *Principal-numbered alternate method.* Congressional nominees, if qualified, are selected for admission to fill the Congressional vacancy in the order designated by the nominating authority (principal, first through ninth alternates, respectively).

b. DA nominations are those made by the Secretary of the Army for the following categories: Presidential, Regular Army, Reserve Components of the Army, members of Reserve Officers' Training Corps units, children of deceased and disabled veterans and of persons missing in action, and children of Medal of Honor recipients. Except for children of Medal of Honor recipients, all Department of Army nominees compete within their category, and the best of the fully qualified candidates are selected for admission by the Academic Board. All fully qualified children of Medal of Honor recipients are selected for admission.

c. Qualified alternates are nominated, admissible applicants who are not offered an appointment in their Congressional competitive category; up to 150 of these individuals may be appointed, in order of merit, to each entering class (see 10 USC 7442(b)(5)).

d. If it is determined that, upon the admission of a new class, the number of cadets at USMA will fall below the number authorized, the Secretary of the Army may, in the proportions indicated in the statute, fill vacancies by nominating additional cadets from qualified candidates designated as alternates and from qualified candidates who competed for nominations and are recommended and found qualified by the Academic Board. An additional appointment under this section may not replace an appointment otherwise authorized by law (see 10 USC 7443).

e. The Superintendent, USMA may nominate each year, under the provisions of 10 USC 7442(d), 50 persons from the country at large.

f. The Secretary of the Army may permit persons from foreign countries to receive instruction at the Service Academy under the jurisdiction of the Secretary (see 10 USC 347). Such persons will be in addition to the authorized strength of the Corps of the Cadets of the Academy under 10 USC 7442 (see 10 USC 347). The Secretary of the Army, upon approval by the Secretary of Defense, shall determine the countries from which persons may be selected for appointment under this section to the Service Academy under the jurisdiction of that Secretary and the number of persons that may be selected from each country (see 10 USC 347). Except as the Secretary of the Army determines, a person receiving instruction at USMA is subject to the same regulations governing admission, attendance, discipline, resignation, discharge, dismissal, and graduation as cadets at the Academy appointed from the United States (see 10 USC 347). In determining from which foreign countries cadets may be selected, the Secretary of the Army, upon approval by the Secretary of Defense, shall determine the countries from which persons may be selected for appointment to the Service Academy under the jurisdiction of the Secretary and the number of persons that may be selected from each country (see 10 USC 347).

### **3–5. Time of nomination of candidates**

Candidates will normally be nominated only within the year preceding the date of admission for a class. Those nominations received after the date of the last regularly scheduled required testing will normally be reviewed by the Academic Board for possible appointment under the qualified alternate and additional appointee categories, discussed above.

### **3–6. Impact on successor's nomination of failure of first class cadet**

The failure of a member of the graduating class to complete all graduation requirements or whose graduation is otherwise deferred will not delay the admission of that cadet's successor to the Corps of Cadets see (see 10 USC 7451(c)).

### **3–7. General requirements for admission**

*a. Age.* On 1 July of the year of proposed admission, candidates must have reached their 17th birthday and must not have passed their 23rd birthday (see 10 USC 7446(a)).

*b. Citizenship.* On the date of admission a candidate, except for foreigner nationals admitted to the academies, must be a citizen or national of the United States (see DoDI 1322.22).

*c. Character.* A candidate must be of good moral character and integrity (see DoDI 1322.22).

*d. Conduct.* A candidate who has a pre-trial diversion for a felony, any civil conviction, an adverse adjudication, or any type of court-martial conviction even though the record may have been sealed or expunged, is ineligible for admission unless a waiver is granted. No waiver will be required for minor traffic offenses resulting in a fine of \$250 or less, except when the applicant has accumulated six or more such offenses in any 12-month period. Waivers are not required for disciplinary actions in connection with the Uniform Code of Military Justice (UCMJ), Article 15. Such disciplinary actions will be considered when evaluating the applicant's character. In requesting a waiver, the candidate must list all of the above proceedings, whether by military or civilian courts.

*e. Conscientious objectors.* As defined in AR 600–43, conscientious objectors are not eligible.

*f. Marital status.* A candidate must be unmarried and have no dependents (see DoDI 1322.22).

*g. Pregnancy or support obligation.* Pregnant applicants or applicants with a legal obligation to support a child, or children, or former spouse, are not eligible to enroll (see DoDI 1322.22).

*h. Nominations.* Every candidate for admission or readmission must be nominated by an authorized source (discussed in paras 3–4a through 3–4e) within 1 year of the projected time of admission.

### **3–8. Determination of candidate qualification**

The guidance for the determination of candidate qualifications will be established by the Academic Board and will be the same for all candidates, except for foreign candidates, with allowances for minimally essential physiological differences between men and women (Public Law 94–106). Determination of qualification will include assessment of the following:

*a. Academic potential.* Qualification guidelines will be based on—

(1) A review of the candidate's past scholastic performance, to include its depth and distribution of college preparatory subjects.

(2) Performance on national standardized tests of the College Entrance Examination Board or American College Testing Program.

*b. Demonstrated character and leadership potential.*

*c. Physical aptitude.* Indicators will be based on—

(1) A review of the candidate's overall record.

(2) Performance on tests for requisite strength, coordination, agility, speed, and endurance.

*d. Medical fitness.* Qualification will be determined in accordance with AR 40–501 based upon a physical examination to ensure that the candidate is in good health, meets prescribed standards of height and weight, and has no disqualifying physical defects. The Superintendent, USMA, is the designated administrative authority for granting waivers of these medical fitness standards under AR 40–501. The Superintendent, USMA will consider the potential for a lifetime of service to the Army and the Nation when making waiver decisions. Waivers for candidates who do not meet the minimum medical fitness standards of AR 40–501 will be processed in accordance with AR 40–501.

### **3–9. Readmission of former United States Military Academy cadets**

*a.* A cadet who is reported as deficient in conduct or studies and recommended to be disenrolled from the Academy may not, unless recommended by the Academic Board, be returned or reappointed to the Academy (see 10 USC 7451(a)).

b. A cadet who has been found deficient by the Academic Board in accordance with paragraph 4–4 of this regulation will normally be separated from USMA. However, when a cadet is deficient in only one course, the cadet is entitled to reexamination if, within 10 days of being officially notified of the deficiency, the cadet applies to the Academic Board in writing for a reexamination. The reexamination shall be held within 60 days after the date of their application. If the cadet passes the reexamination and is otherwise qualified, they shall be readmitted to the Academy. If the cadet fails the reexamination, the cadet may not have another reexamination.

c. A cadet separated by sentence of court-martial, or for misconduct or honor under this regulation or who resigns in lieu of any of the foregoing is prohibited from future reappointment or readmission to USMA except when the Academic Board determines that unusual circumstances support such action.

d. Former cadets who would reach 27 years of age prior to the last day of June of the year of graduation of the class to which they might otherwise be reappointed will not be returned or reappointed to USMA.

### **3–10. Admission of candidates who have attended other Service academies**

No candidate who has been appointed to another Federal Service academy, unless requesting transfer under 10 USC 9461(e) or 10 USC 8480(e), will be accepted for admission to USMA without the approval of the Academic Board. The Academic Board will consider the candidate's entire record, including the candidate's record at the other academy, and will deny admission if the record is unsatisfactory.

### **3–11. Admission of active duty Army personnel**

a. *Unit of assignment.* Commanders of active duty personnel who receive notice of admission to any Service academy or preparatory school will ensure coordination of permanent change of station (PCS) orders and DA Form 31 (Request and Authority for Leave) for leave together with PCS in accordance with AR 600–8–10. The orders will show the selectee's assignment to the proper unit of assignment with duty station as shown in table 3–1. Regardless of any authorized delay, personnel will report to the academy to which assigned on the date in the appointment notice. Personnel will not physically report to the location cited in the PCS orders as the unit of assignment. Strength accounting will be done in accordance with AR 600–8–6.

b. *Pay and allowances.*

(1) Active duty pay and allowances will be paid through the day before the appointee is admitted to any academy (see Department of Defense (DoD) Financial Management Regulation (FMR), Volume 7a).

(2) Lump-sum payment is authorized for unused leave accrued through the day before the appointment was accepted (see DoD FMR, Volume 7a). Any advance leave becomes excess leave on the day before the appointee is admitted to any academy, and may be recouped as required by DoD FMR, Volume 7a.

c. *Personnel accountability.*

(1) A DD Form 214 (Certificate of Release or Discharge from Active Duty) will be issued on entry into USMA. Orders will be issued to transfer the individual to the proper Reserve Component to complete his or her service obligation. On the orders, state the amount of remaining obligation and state that the individual is currently a cadet.

(2) Any remaining prior service obligation is voided when cadets are commissioned based upon the military service obligation (MSO) associated with appointment as a commissioned officer in the Armed Services.

(3) Cadets failing to graduate must complete the remainder of the obligation stated in their relief from active duty orders in accordance with table 8–2.

### **3–12. Admission of Army National Guard, U.S. Army Reserve, and individual mobilization augmentee personnel**

a. *Selection for admission.* When a member not on active duty is selected for admission to an academy, they are notified by mail.

b. *Report of admission.* The Director of Admissions, USMA, will report a Reserve Component member's admission to USMA to the authorities cited per table 3–2.

c. *Processing members of the Army National Guard.* On notification that a member of the ARNG has been admitted to an academy, the Chief, National Guard Bureau, directly or through the appropriate State Adjutant General, will—

(1) Discharge the member from the ARNG per AR 140–10. Discharge is effective the day prior to the report date at USMA or USMAPS.

(2) Issue orders reassigning the member, as a Reserve of the Army, to U.S. Army Reserve Control Group (Individual Ready Reserve (IRR)) 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122–5402.

(3) Prior to reporting to USMA or USMAPS, the member will clear their troop program unit (TPU) unit by turning in all unit property and TA-50. Units are responsible for ensuring the member's AMHRR Records Review is conducted and any discrepancies corrected before they depart the installation. Members keep all initial issued clothing and report to USMA or USMAPS with issued clothing.

(4) Send a copy of the Soldier's discharge order to the United States Military Academy, Director of Admissions (MAAR), Building 606 Thayer Road, West Point, NY 10996-5000.

*d. Processing members of the U.S. Army Reserve.*

(1) *Troop program unit members.* When a member of a USAR TPU is admitted to an academy, the following procedures apply:

(a) USMA admissions sends a request for reassignment orders to Headquarters, U.S. Army Reserve Command G1, 4710 Knox Street, Fort Bragg, NC 28310-5010. Orders are issued by the U.S. Army Reserve Command G1 to relieve the member from unit assignment and reassign to USMA or USMA Prep School, West Point, NY 10996-5000.

(b) Prior to reporting to USMA or USMAPS, the member clears his or her TPU unit by turning in all unit property and TA-50. Units are responsible for ensuring the member's AMHRR is fully updated. Members keep all initial issue clothing and report to USMA or USMAPS with all issued clothing.

(c) Member is dropped from the Reserve personnel master file by loss transaction code "MH".

(d) A copy of the orders is sent to the member, member's unit, USMA admissions and member's personnel records (AMHRR within iPERMS).

(2) *Individual Ready Reserve members.* When a member of the IRR is admitted to an academy, the following procedures apply:

(a) Commander, Human Resources Command, USAR Control Group (IRR), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122-5402, issues orders relieving the member from the USAR Control Group (IRR). They are reassigned to USMA or USMA Prep School, West Point, NY 10996-5000.

(b) The member is dropped from IRR strength accountability using loss transaction code "MH."

(c) A copy of the member's orders is sent to the member, USMA admissions and member's personnel records (AMHRR within iPERMS).

*e. Processing individual mobilization augmentees.* When an individual mobilization augmentee (IMA) is admitted to the academy, the Commander, Human Resources Command (IMA), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122-5402, issues orders relieving the member from the IMA position. They are reassigned to USMA or USMA Prep School, West Point, NY 10996-5000.

**Table 3-1**  
**Units of assignment for Regular Army students**

Unit of assignment	Duty station (USMA or USMAPS)
Cadet detachment (W1FBA1) U.S. Military Academy West Point, NY 10996-5000	United States Military Academy West Point, NY 10996-5000
United States Military Academy Preparatory School (W1FB5A) West Point, NY 10996-50001	United States Military Academy West Point, NY 10996-5000

Note. Due to limited facilities, personnel should not be assigned to USMAPS before the date listed in notification.

**Table 3-2**  
**Contact offices for Reserve Component personnel**

Component	Contact office
National Guard	Adjutant general of each state
USAR unit personnel (TPU)	U.S. Army Reserve Command G1 4710 Knox Street Fort Bragg, NC 28310-5010
USAR IRR (non-unit personnel)	Commanding General of Reserve of the Army USAR Control Group (IRR) 1600 Spearhead Division Avenue, Department 420

**Table 3–2**  
**Contact offices for Reserve Component personnel—Continued**

<b>Component</b>	<b>Contact office</b>
	Fort Knox, KY 40122
Naval Reserve	Chief of Naval Personnel Department of the Navy Washington, DC 20380
Marine Corps Reserve	Commandant of the Marine Corps Headquarters, U.S. Marine Corps Washington, DC 20380
Air Force Reserve	Commander, Air Reserve Personnel Center 7300 East 1st Avenue Denver, CO 80280
Coast Guard Reserve	Commandant, U.S. Coast Guard Washington, DC 20591

### **3–13. Special instructions for taking examinations**

*a. Multiple nominations.* Completion of all examinations and other requirements for determining qualification in academics, physical aptitude, and medical fitness will suffice for all nominations if received in a single admissions year.

*b. Previous qualification.*

(1) A candidate (except a former cadet) once found qualified for admission will normally be considered qualified under any subsequent nomination for the same class. Exceptions to this policy may be made by the Academic Board on a case-by-case basis.

(2) The medical examination must be completed no more than 24 months prior to admission (see AR 40–501). Prior candidates will be scheduled by the DoD Medical Examination Review Board for re-testing or updating records, as appropriate.

(3) A candidate who has once been found qualified in physical aptitude will normally not be required to take another candidate fitness assessment.

(4) The requirements to be satisfied by a former cadet will be as determined by the Academic Board on a case-by-case basis.

### **3–14. Failure to report for examination**

A candidate who does not complete specified tests, the candidate fitness assessment, the medical examination, or other admissions file requirements by the prescribed dates will normally forfeit all nominations. Prescribed dates will be established by the Director of Admissions for each class applying for admission. Exceptions may be made by the Director of Admissions for sickness or other reasonable cause.

### **3–15. Notification of appointment**

All candidates, regardless of the type of nomination, will be appointed by the President alone (see 10 USC 7441(a)). An appointment is conditional until the cadet is admitted. Each candidate will be informed by USMA of his or her qualification status, and, if selected for appointment, will be notified to report to West Point.

### **3–16. Place and date of admission**

Admission of Cadets to USMA will take place at West Point, New York, on a date determined by the Superintendent, USMA and announced by the Director of Admissions.

### **3–17. Oath of Allegiance**

To be admitted as a cadet, each candidate, except foreign candidates, will take and subscribe to the oath set forth in 10 USC 7446(d), before an official authorized to administer oaths.

### **3–18. Agreement to serve**

*a.* Cadets will sign an agreement in accordance with 10 USC 7448(a); 10 USC 2005(a); and DoDI 1322.22 to complete the COI and serve in the United States Army in accordance with applicable regulations (with the consent of

his or her parents or guardian if a minor). Foreign students will return to their country of origin upon completion of the graduation requirements. Agreement to serve does not apply to a cadet who is not a citizen or national of the United States (see 10 USC 7448).

b. The agreements that all entering cadets sign will contain current active duty and discharge provisions.

c. This document reflecting commitment by the Government to the individual, commitment by the individual to the Government will be submitted to iPERMS once signed in accordance with AR 600–8–104, not held until graduation or appointment.

## **Chapter 4**

### **Determining Cadet Standings**

#### **4–1. Academic, military, physical, and character development program standings**

Cadet performance will be evaluated in each developmental program. The Superintendent, USMA will establish procedures, as recommended by the Academic Board, for evaluating cadet performance in the academic, military, physical, and character development programs. The Superintendent, USMA will establish procedures, as recommended by the Commandant of Cadets, for evaluating cadet performance in those aspects of the military, physical, and character development programs outside the purview of the Academic Board. The Superintendent, USMA will establish procedures for determining a composite measurement of cadet performance across all four programs.

#### **4–2. Performance records**

The Dean of the Academic Board and Commandant of Cadets will maintain records of cadet performance in the academic, military, physical, and character development programs. The Dean of the Academic Board will grade cadet performance in the academic program. The Commandant of Cadets will grade cadet performance in the military, physical, and character development programs and provide these grades to the Dean of the Academic Board for recording, as appropriate, on the official record known as the “Cadet Transcript.” After graduation, the cadet’s academic and military records will be merged into the individual’s graduate record and maintained by the Office of the Dean in accordance with AR 25–400–2. Documents relating to appointment and attendance of each cadet at the U.S. Military Academy are included in folders of files comparable to the official military personnel folder for members of the Regular Army. Files in this category are maintained by USMA and by the HQDA office which has staff responsibility for this function.

*Note.* Withdraw and transfer USMA cadet files to the official military personnel file when individual is commissioned.

#### **4–3. Advancement to a higher class**

a. Immediately following graduation exercises on graduation day, all members of the three underclasses, except as listed below, will automatically advance to the next higher class. The exceptions are—

(1) Cadets whose performance status is pending decision by the Academic Board. These cadets will be advanced to the next higher class if and when the Academic Board determines they have met applicable standards.

(2) Potential mid-year graduates. These cadets will be accounted for as determined by the Academic Board, except that they will remain members of the class that graduated the previous graduation day.

b. Rules pertaining to cadet disenrollment and resignation and determination of cadet class year for purposes of active duty obligations are found in DoDI 1322.22.

#### **4–4. Deficient cadets**

Deficient cadets are those who fail to achieve the standards of performance, as recommended by the Academic Board or the Commandant of Cadets, and established by the Superintendent, USMA, in the academic, military, physical, or character development programs. Determination of a cadet’s deficiency will be established by the Academic Board or the Commandant of Cadets, as appropriate. The Academic Board’s determination of deficiency will be based on recommendation of the head of a department of instruction and the Dean of the Academic Board or Commandant of Cadets. When a cadet is deficient in only one course, the cadet is entitled to reexamination if, within 10 days of being notified of the deficiency, the cadet applies to the Academic Board for a reexamination in accordance with the requirements of 10 USC 7451(b).

#### **4–5. Actions available for deficiency**

When a cadet is found to be deficient in the academic, military, physical, or character development programs based on standards established by the Superintendent, USMA, the following actions may be recommended to the Superintendent, USMA, by the Academic Board or the Commandant of Cadets, as appropriate:

- a.* Separation—as prescribed in chapter 8.
- b.* Turn-back—transfer of the cadet to the next lower class.
- c.* Retention with condition—concurrent with opportunity for the cadet to demonstrate proficiency under specified conditions.
- d.* Late graduate—graduate at a later date as a member of the same class year, once the deficiency is corrected.
- e.* Recoupment—recoupment may be initiated against cadets who have affirmed (in other words, are in the second or first class) who are otherwise ineligible to serve in the Army.

### **Chapter 5**

#### **Graduation and Commissioning**

##### **5–1. Authority to confer degree**

Under conditions approved by the Secretary of the Army, the Superintendent, USMA may confer the degree of bachelor of science upon graduates of the Academy (see 10 USC 7453(a)).

##### **5–2. Authority to tender a commission in the Regular Army**

The Superintendent, USMA may tender appointments at the grade of second lieutenant in the Regular Army to qualified graduates of USMA (see 10 USC 7453(b)).

##### **5–3. Graduation and conferring of degree**

*a.* First class cadets (those in their fourth year of instruction, also known as “seniors”) who have successfully completed the requirements of the COI, including the academic, military, physical, and character development programs; have maintained prescribed standards of conduct; and who have demonstrated proper moral-ethical qualities, leadership, and character may receive a diploma signed by the Superintendent, USMA, the Commandant of Cadets, and the Dean of the Academic Board. These cadets will have earned the bachelor of science degree and will be designated as graduates of USMA.

*b.* A cadet who is separated from the Academy or discharged under the provisions of this regulation or for any other good cause, will not be graduated, awarded a diploma, or commissioned through the Academy.

*c.* In appropriate cases, when the Academic Board determines that a first class cadet, who the USMA surgeon has determined does not meet the fitness requirements to perform all duties as a member of the Corps of Cadets or who will not meet the medical fitness standards for appointment on active duty at the expected time of commissioning, successfully completed all requirements of the academic, military, physical, and character development programs, the Superintendent, USMA may approve graduation and the award of a diploma with a bachelor of science degree. Notwithstanding the fact that said cadet may not be commissioned. If medical separation is subsequently not approved by a medical review board, the cadet will be commissioned under paragraph 5–4.

*d.* Notwithstanding any other provision of this regulation, a cadet, found by the Academic Board to have successfully completed all requirements in the academic, military, physical, and character development programs, may receive a diploma and graduate with the bachelor of science degree, without being commissioned, provided the Secretary of the Army determines that it is in the best interest of the Government.

*e.* When a cadet is separated and is not awarded a diploma, but the Academic Board determines that the cadet has successfully completed all requirements in the academic program, the Superintendent, USMA may authorize the award of a Certificate of Completion of the academic program. The Dean of the Academic Board will sign the certificate.

*f.* The Secretary of the Army has delegated to the Superintendent, USMA the authority to defer graduation of any cadet for good cause, to include cases where—

- (1) A cadet is under investigation for violation of the honor code, misconduct, or immorality or is the subject of an administrative action that could result in separation, or the award of punishment.
- (2) A cadet is deficient in the academic, military, physical, or character development programs.
- (3) A cadet is not in good standing due to violation(s) of the cadet disciplinary system.

#### **5-4. Commissioning and promotion**

*a.* A cadet who completes the prescribed COI may, upon graduation, be appointed by the President a second lieutenant in the Regular Army (see 10 USC 7453(b)). However, cadets may state a preference for appointment, upon graduation, as a commissioned officer in either the U.S. Navy, U.S. Air Force, or U.S. Marine Corps (see 10 USC 541(a)). Such appointment will be contingent upon the approval of both the Secretary of the Army and the Service Secretary of the gaining military department.

*b.* All appointments of cadets as commissioned officers are contingent upon graduation from the Academy. The names of all cadets who are qualified and recommended by the Academic Board for appointment as commissioned officers will be forwarded to the gaining military department on an alphabetical class roll, which includes the individual's DoD identification number, and prospective branch. A detailed, confidential report on each cadet not recommended for commissioning by the Academic Board will also be provided.

*c.* Upon commissioning of graduates in the grade of second lieutenant in the U.S. Army, their date of rank will be the date of their graduation (except as may otherwise be provided by the Secretary of the Army). Among cadets graduated and commissioned with the same date of rank, their relative standing will be determined by the Superintendent, USMA upon recommendations of the Academic Board. This order of graduation will determine a graduate's initial place on the active duty list, unless otherwise directed by the Secretary of the Army.

*d.* First class cadets, including potential mid-year graduates, in either of the two terms prior to their anticipated graduation, who resign or are separated, if otherwise fully qualified, may be recommended by the Superintendent, USMA and approved by the Secretary of the Army to be commissioned in a Reserve Component. Such action may be appropriate in cases of administrative resignations, including cases of separation for marriage or child support. The Superintendent, USMA will make an independent assessment of each such case and provide a recommendation to the Secretary of the Army. The effective date of rank in the Reserve Component will be no earlier than the graduation date of the individual's class.

*e.* Prior to graduation, cadets will indicate their order of preference for branch assignment from among authorized branches. The DCS, G-1, will provide the branching guidance. Branch assignments will be determined in accordance with the DCS, G-1 procedures. Upon completion of the USMA branching board, the DCS, G-1 is the approval authority for the release of the branching results.

*f.* A cadet cannot be appointed as a commissioned officer without a secret or higher security clearance, in accordance with AR 380-67. In the event a cadet is determined to be ineligible for a security clearance, the USMA chain of command will consider the cadet for separation from USMA and discharge from the Army.

#### **5-5. Posthumous graduation and commission of United States Military Academy Cadets**

In accordance with 10 USC 1521 and Memorandum, Secretary of Defense, Nov 17 2008, subject: Redlegation of Authority Under Executive Order 13358 – Assignment of Functions Relating to Certain Appointments, Promotions, and Commissions in the Armed Forces (see DoDI 1320.04)—

*a.* A cadet may be posthumously conferred a baccalaureate degree and designated a graduate of USMA under the following conditions:

(1) The USMA Academic Board determines that a first class cadet successfully completed the necessary academic, military, physical, and character development programs required to receive a posthumous diploma and graduate with a bachelor of science degree.

(2) The Secretary of the Army determines that awarding the posthumous degree and diploma is in the best interest of the Government.

*b.* The Secretary of the Army may posthumously commission a USMA cadet who—

(1) Was appointed a second lieutenant, but was unable to accept the commission because of death; or

(2) Was officially recommended for appointment to the grade of second lieutenant, but was unable to accept the appointment because of death.

(3) The ASA (M&RA) advises the Secretary of the Army that the cadet was qualified for appointment to the higher grade at the time of death.

*c.* A cadet who, at the time of death, is not in good standing pursuant to paragraph 5-3 may not be conferred a baccalaureate degree, designated a graduate of USMA, or issued a commission. This may apply to a cadet who—

(1) Is under investigation for violation of the Honor Code, misconduct, or immorality; or is the subject of an administrative action that could result in separation or the award of punishment.

(2) Is deficient in the academic, military, physical, or character development programs.

(3) Is not in good standing due to violation(s) of the Cadet disciplinary system.

*d.* Requests for consideration of posthumous graduation and commission will be submitted through the Director of Military Personnel Management, Office of the Army Deputy Chief of Staff, G-1.



## **5–6. Obligation to serve**

- a.* When appointed as a commissioned officer in the Armed Services upon graduation from USMA, the individual incurs a service obligation, stipulated in the agreement to serve, as prescribed by 10 USC 7448.
- b.* Service as a cadet at USMA will not be counted in computing length of service (see 10 USC 533(d)(2)).
- c.* When appointed as a commissioned officer in the Armed Services, upon graduation from USMA, the individual is entitled to full base pay as a second lieutenant from the date of graduation (see 37 USC 204(f)).

## **Chapter 6 Conduct, Misconduct, and Honor**

### **Section I**

#### **General**

### **6–1. Uniform Code of Military Justice**

The cadets at USMA are members of the Regular Army and subject to military law and the UCMJ (see 10 USC 7075(b)(2) and 802(a)(2)). However, non-judicial punishment (see UCMJ, Article 15) may not be imposed upon cadets (see AR 27–10).

### **6–2. Courts-martial**

The Superintendent, USMA is designated by the Secretary of the Army as a general court-martial convening authority (see 10 USC 822(a)(8) and General Order No. 3). However, no court-martial sentence extending to dismissal of a cadet will be executed until approved by the Secretary of the Army, or such Under Secretary or Assistant Secretary as may be designated by the Secretary of the Army.

### **6–3. Apprehension and pre-trial restraint**

Cadets may be placed in pretrial restraint in accordance with Rule for Courts-Martial (RCM) 304 (see (MCM 2019 Edition)). Conditions on liberty prior to trial may be placed on a cadet by the cadet's company tactical officer, regimental tactical officer, brigade tactical officer, the Commandant of Cadets, or the Superintendent, USMA. Only the Superintendent, USMA or the Commandant of Cadets is authorized to place cadets on restriction in lieu of arrest, arrest, or in pretrial confinement. The Commandant of Cadets will promptly report all cases of cadet restriction in lieu of arrest, arrest, or pretrial confinement to the Superintendent, USMA.

- a.* Cadets in pretrial restraint will neither exercise chain of command authority nor perform guard duty, but they will perform all other assigned duties.
- b.* Cadets will not be released from pretrial restraint except as permitted by RCM 304 and RCM 305 (see MCM 2019 Edition).

### **6–4. Sanctions that may be awarded cadets**

*a.* Following a hearing for conduct deficiency, misconduct, or honor resulting in a finding of a violation of paragraphs 6–6 through 6–13, 6–15, and 6–16, respectively, the Superintendent, USMA may impose the following sanctions in such amounts or in such combinations as the Superintendent, USMA deems appropriate:

- (1) Admonition.
- (2) Reprimand.
- (3) Restriction to limits.
- (4) Deprivation of privileges.
- (5) Reduction in or withdrawal of cadet officer or noncommissioned officer rank.
- (6) Demerits.
- (7) Punishment tours.
- (8) Fatigue tours.
- (9) Loss of leave.
- (10) Forfeiture of pay.
- (11) Delayed graduation (by less than a full year).
- (12) Turn-back to the next lower class.
- (13) Suspension from USMA.
- (14) Separation from USMA in accordance with table 8–2.

(15) Invite select cadets pending separation to participate in the Academy Mentorship Program (AMP) in accordance with paragraph 7–14.

*b.* The Superintendent, USMA may, at his or her discretion, under such terms and conditions as deemed appropriate, suspend sanctions awarded by him or her under paragraph 6–4*a*. If terms or conditions of the suspended sanction are violated, the Superintendent, USMA may vacate the suspended sanction and impose the appropriate sanction under paragraph 6–4*a*.

*c.* In addition to the provisions contained in paragraphs 6–6 through 6–16, the Superintendent, USMA may independently sanction cadets, as deemed appropriate in accordance with the following procedures:

(1) Upon receipt of information that a cadet’s conduct may warrant sanction, the Superintendent, USMA will notify the cadet concerned, in writing, that disciplinary action is being considered in the case. The notice will include a description of the conduct in question; will inform the cadet that he or she may present, in writing, any matters in extenuation, mitigation, or defense or have a personal interview with the Superintendent, USMA; and will give the cadet a reasonable time (normally 3 calendar days) within which to respond to the notice.

(2) The Superintendent, USMA, after considering any matters submitted by the cadet, and after meeting with the cadet if the cadet has so requested, may award the following kinds of sanctions in such amounts or in such combinations as the Superintendent, USMA deems appropriate:

- (*a*) Admonition.
- (*b*) Reprimand.
- (*c*) Restriction to limits.
- (*d*) Deprivation of privileges.
- (*e*) Reduction in or withdrawal of cadet officer or noncommissioned officer rank.
- (*f*) Demerits.
- (*g*) Punishment tours.
- (*h*) Fatigue tours.
- (*i*) Loss of leave.
- (*j*) Forfeiture of pay.

## **6–5. Confidentiality of proceedings**

Conduct investigations, misconduct hearings, and honor investigative hearings convened pursuant to this regulation will be closed to the public. Persons with an official interest in a proceeding may be admitted to observe a proceeding at the discretion of the convening authority, or his or her designee, when their attendance would not have an adverse effect on the fairness and dignity of the proceeding or the respondent cadet’s right of privacy.

## **Section II**

### **Conduct**

#### **6–6. Cadet disciplinary system**

*a.* Subject to the approval of the Superintendent, USMA, the Commandant of Cadets will establish, publish, and administer a cadet disciplinary system. The system will include the means to monitor each cadet’s conduct, sanctions for conduct deficiency, and instruction on the standards of conduct required. Copies of the approved system and subsequent amendments will be forwarded for information to HQDA and will reference this paragraph.

*b.* Conduct investigations will be convened by the Commandant of Cadets under the provisions of the Cadet Disciplinary System (see USMA Regulation 385–1). Before sanctioning a cadet for conduct deficiency, the cadet will be afforded a hearing to determine whether the cadet is deficient in conduct. If after such a hearing a cadet has been found deficient in conduct, the Commandant of Cadets will review the report of proceedings. The Commandant of Cadets may retain the cadet (with or without probation), or recommend to the Superintendent, USMA that the cadet be separated or suspended from USMA.

*c.* In cases of conduct deficiency where a report of proceedings and the recommendations of the Commandant of Cadets are forwarded for action, the Superintendent, USMA will take action under the procedures in paragraphs 6–4*a* and *b*.

*d.* Upon completion of the record of the proceedings, including the findings and recommendations, the case file will be forwarded for recommendations by the Commandant of Cadets, provided to the cadet respondent for rebuttal and comment, reviewed by the Staff Judge Advocate, and finally sent to the Superintendent, USMA for action pursuant to paragraph 8–3. The file of the proceedings will be retained in accordance with AR 25–400–2.

#### **6-7. Violation of the cadet honor code**

*a.* The cadet honor code states: “A cadet will not lie, cheat, steal, or tolerate those who do.” The Superintendent, USMA will establish and maintain a system to administer the cadet honor code.

*b.* Honor investigative hearings will be convened by the Commandant of Cadets under the cadet honor committee procedures. Upon completion of the record of the proceedings, including the findings and recommendations, the case file will be forwarded for recommendations by the Commandant of Cadets, provided to the cadet respondent for rebuttal and comment, reviewed by the Staff Judge Advocate, and finally sent to the Superintendent, USMA for action pursuant to paragraph 8-3. The file of proceedings will be retained in accordance with AR 25-400-2.

*c.* Cadets who are found to have violated the cadet honor code may, at the discretion of the Superintendent, USMA, be awarded sanctions under paragraph 6-4.

*d.* Cadet honor committee procedures must be approved by the Superintendent, USMA. Copies of such procedures and amendments thereto will be forwarded for information to HQDA and will reference this paragraph.

### **Section III**

#### **Misconduct**

#### **6-8. Drugs and narcotics**

A cadet who violates UCMJ, Article 112a may be awarded sanctions per paragraph 6-4.

#### **6-9. Alcoholic beverages**

*a.* Except as specifically authorized in regulations prescribed by the Commandant of Cadets, a cadet who, while on WPMR, drinks or possesses alcoholic beverages, or is found under the influence of alcoholic beverages, may be awarded sanctions under paragraph 6-4.

*b.* Elsewhere, a cadet who drinks or possesses alcoholic beverages, and who, as a result, commits (an) act(s), in such a manner and under such circumstances as to bring discredit on the cadet or the Corps of Cadets, may be awarded sanctions under paragraph 6-4.

#### **6-10. Sexual misconduct**

A cadet who engages in (or attempts) an act of sexual misconduct may be awarded sanctions under paragraph 6-4. Sexual activity for cadets is prohibited. Sexual misconduct includes, but is not limited to—

*a.* Violations of UCMJ, Articles 120 or 134.

*b.* Sexual acts or relations committed in a barracks or classroom or public place at USMA.

*c.* Sexual acts or relations committed anywhere under circumstances where the conduct of the cadet was to the prejudice of good order and discipline or was of a nature to bring discredit upon the armed forces.

#### **6-11. Conduct unbecoming a cadet of the Regular Army**

Cadets are required to act as leaders of character. They are not only to abstain from all immoral conduct, but they are also enjoined to conduct themselves upon every occasion with propriety and decorum. Cadets who commit acts unbecoming an officer may be awarded sanctions under paragraph 6-4.

#### **6-12. Conspiracy among cadets**

A cadet who conspires with one or more cadets for the purpose of violating or evading any regulations, orders, or instructions issued by competent authority, or for the purpose of expressing disapprobation or censure of any person or persons in the military service (except as authorized by law or regulation providing for redress of grievances or otherwise making complaints through appropriate channels) may be awarded sanctions under paragraph 6-4.

#### **6-13. Indebtedness**

A cadet who demonstrates a pattern of intentional or negligent failure to pay just debts may be awarded sanctions under paragraph 6-4.

#### **6-14. Criminal conviction**

A cadet who is convicted of a criminal offense by a court of domestic or foreign civilian jurisdiction or by court-martial may be awarded sanctions under paragraph 6-4. A misconduct hearing is not required for the awarding of sanctions under this paragraph provided the convictions are verified as valid.

## **6–15. Hazing**

Hazing is defined as any conduct whereby a cadet causes another military member, regardless of service or rank, to suffer or be exposed to any activity that is cruel, abusive, oppressive, or harmful. It includes, but is not limited to: any form of initiation or congratulatory act that involves physically striking another to inflict pain; piercing another's skin; denigrating or ridiculing another; forcing or requiring the consumption of food, alcohol, drugs, or any other substance; or encouraging another to engage in illegal, harmful, demeaning, or dangerous acts and soliciting or coercing another to participate in any such activity. Hazing need not involve physical contact among cadets; it can be verbal or psychological in nature, and it is not limited to superior-subordinate relationships. However, hazing does not include: mission or operational activities or requisite training to prepare for such missions or operations; administrative corrective measures, such as verbal reprimands; extra military instruction; command-authorized physical training; and other similar activities authorized by the chain of command. This offense applies to conduct by cadets, to include conduct by or directed at foreign persons attending the Academy and conduct directed at civilians working for USMA for purposes of instruction. It also applies to behavior carried out partially or fully in the online environment including electronic communications, applications, and websites.

*a.* Whenever, in the judgment of the Superintendent, USMA, investigation has disclosed a preponderance of evidence that a cadet has engaged in hazing, such cadet may be awarded sanctions under paragraph 6–4. However, if a cadet charged with violating this paragraph requests in writing a trial by general court-martial, such cadet may not be separated or dismissed for such offense except under sentence of such court (see 10 USC 7452(b)).

*b.* Cadets separated or dismissed for hazing may not be reappointed to the Corps of Cadets, and they are ineligible for appointment as commissioned officers in a regular component of the Army, Navy, Air Force, or Marine Corps, until 2 years after the graduation of their class (see 10 USC 7452(c)). The DD Form 214 must indicate “hazing” as the reason for separation.

## **6–16. Other misconduct offenses**

A cadet who commits an offense punishable under the UCMJ by confinement for a term of 6 months or more may be awarded sanctions under paragraph 6–4.

## **6–17. Procedures for processing misconduct offenses**

*a.* Cadets subject to separation or other adverse action under the provisions of this section of this regulation may, at the discretion of the Superintendent, USMA, be tried by court-martial if the conduct constitutes a violation of the UCMJ, be referred to a hearing before an investigating officer under the provisions of this paragraph, or be considered under procedures set forth in paragraph 6–4c.

*b.* Should the Superintendent, USMA elect to proceed under the provisions of this paragraph, cadets concerned will be directed to appear as respondents before an investigating officer appointed by the Superintendent, USMA. The investigating officer will conduct an investigation of the matter in accordance with procedures approved by the Superintendent, USMA.

*c.* Upon completion of the investigation, the investigating officer will submit the record of the proceedings, including his or her findings and recommendations, to the Superintendent, USMA for action pursuant to paragraph 8–3. Records are maintained in accordance with AR 25–400–2.

# **Chapter 7**

## **Other Grounds for Separation**

### **7–1. Pregnancy at time of admission**

*a.* Cadets determined to have been pregnant on the date of admission (that is, taking the required oath) to USMA will be separated.

*b.* Determinations concerning these matters will be made by reference to medical authorities, written admissions, or other relevant documentation.

### **7–2. Drug or alcohol use detected during pre-accession testing**

Under the provisions of 10 USC 978 and implementing instructions of the Secretary of Defense, a cadet must undergo drug and alcohol testing and evaluation for drug and alcohol dependency within 72 hours of admission (that is, taking the required oath). If, after admission, the results of drug testing establish that a cadet tested positive for any prohibited substances as defined in paragraph 6–8, that cadet will be immediately discharged by the Superintendent, USMA.

Cadets discharged under this provision will normally be given an uncharacterized entry-level discharge, provided that the cadet in question is eligible to receive this type of discharge.

### **7-3. Marriage or support obligation**

- a.* Any person who marries prior to graduation while a USMA cadet will be separated. Subsequent divorce, annulment, or other dissolution of a cadet's marriage does not affect or preclude separation under this provision.
- b.* A person who is legally divorced may become a cadet. However, a cadet who has or incurs a legal obligation of support from a prior marriage, has custody of a child, or incurs a legal obligation to support a child or former spouse while a USMA cadet will be separated.
- c.* Determinations concerning such issues will be made through an investigation conducted under the procedures of AR 15-6 that considers prior court adjudications, other legal documents, or written admissions.

### **7-4. Conscientious objection or refusal to perform duties that conflict with religious practices**

- a.* Cadets who apply for discharge or reclassification on the grounds of conscientious objection will follow procedures outlined in AR 600-43. They will, at the discretion of the Superintendent, USMA, be placed on leave of absence pending action on their application by HQDA. If the application for discharge is approved by HQDA, the cadet will be separated and discharged accordingly. If the application for discharge or reclassification is disapproved or the cadet is reclassified by HQDA, the cadet will be permitted to resign or will be involuntarily separated from USMA. If the cadet does not resign, the cadet will be separated from USMA and will comply with any branching or assignment instructions issued to them.
- b.* Cadets who request accommodation for religious practices will have their requests processed in accordance with AR 600-20, and the following:
  - (1) Cadets who request accommodation for religious practices must continue to perform all duties, to include participation in scheduled training and classes, until and unless excused by the Commandant of Cadets. This includes cadets who subsequently appeal the Commandant's decision on accommodation.
  - (2) Cadets who, because of their religious beliefs, do not agree to conform their conduct to the terms of the Commandant's accommodation decision may request separation from USMA and discharge from the Army, or they may be involuntarily separated from USMA under this paragraph. This does not preclude separation under any other provision of this regulation.
- c.* Cadets discharged because of a conflict between their religious practices and military requirements may be subject to a recoupment investigation as outlined in applicable directives and regulations (see para 4-5e).

### **7-5. Extended unauthorized absence**

- a.* Cadets who, without authority, remain absent from USMA for a period longer than 1 month will be dropped from the rolls of USMA.
- b.* A cadet who has been dropped from the rolls may be separated from USMA by following the steps below:
  - (1) A certified letter, return receipt requested, will be sent by the Registrar to the last known civilian address of record for the cadet concerned. The letter will notify the cadet or next of kin that if the cadet does not return to military control within 30 days, the cadet will be separated from USMA, and the letter will convey the Superintendent, USMA's current intent concerning discharge characterization.
  - (2) Cadets who have not returned to military control within 30 days of the date on which the letter was receipted for may be immediately separated. The Superintendent is the separation authority for fourth and third class cadets, otherwise separation is elevated to the DA.
- c.* Cadets who return to military control within the 30 days may be processed as appropriate in accordance with this regulation.

### **7-6. Mental disorder**

- a.* A cadet who exhibits a mental disorder not constituting a physical disability (for example, a personality disorder) that makes retention undesirable may be separated from USMA if the mental disorder (not amounting to disability allowing medical separation)—
  - (1) Interferes with assignment to or the performance of duty.
  - (2) Is so severe that the cadet's ability to function effectively in the military environment is significantly impaired.
- b.* The diagnosis of a mental disorder must have been established by a psychiatrist, doctoral-level clinical psychologist, or doctoral-level clinical social worker privileged to conduct mental health evaluations for DoD components. Mental health evaluations will be conducted by such persons in accordance with DoDI 6490.04.

### **7-7. Lack of qualification for service**

a. Demonstrated lack of qualification for further service as a cadet or as an officer in the U.S. Army, based on factors such as, but not limited to, the following:

- (1) The cadet cannot or will not adapt socially or emotionally to military life.
- (2) There is a reasonable probability the cadet will not meet the minimum standards prescribed for successful completion of the COI because of lack of aptitude, ability, motivation, or self-discipline.
- (3) The cadet has demonstrated character or behavior characteristics incompatible with satisfactory continued service as a cadet or as an officer in the U.S. Army.

b. Separation for lack of qualification for service applies to all cadets.

c. For cadets in an entry-level status from reception day through the completion of their first academic semester, regardless of the length of time required to complete cadet basic training and the first academic semester, the company tactical officer—

(1) Ensures that the cadet receives adequate counseling and rehabilitation efforts before initiating separation for lack of qualification for service. At least one formal counseling session, in writing, using a DA Form 4856 (Developmental Counseling Form), is required. During this counseling session, the cadet must be notified of their deficiencies and informed of the potential adverse effects of failing to correct such deficiencies.

(2) Initiate separation action using the notification procedures provided in AR 635-200, if counseling and rehabilitation efforts fail.

(3) Provide the cadet an opportunity to see legal counsel (at least 3 duty days) and submit matters on his or her own behalf (at least 7 duty days).

(4) Forward the action with a recommendation to the Superintendent, USMA through the regimental tactical officer, brigade tactical officer, and Commandant of Cadets.

d. For cadets beyond the entry-level timeframe, prior to forwarding a recommendation for separation, the cadet concerned will be afforded a hearing in the same manner as for cases of misconduct (see para 6-17).

e. The fact that such behavior or characteristics, or manifestations thereof, may constitute or support specific grounds for punishment or separation under other provisions of this regulation does not preclude separation action under this paragraph and paragraph 4-5.

### **7-8. Failure to make satisfactory progress in a body composition program**

a. A cadet with no underlying or associated disease or disorder who fails to make satisfactory progress in a body composition program, or who, following removal from a body composition program, exceeds the screening table weight and the body fat standard contained in AR 600-9, may be separated from USMA.

b. Prior to initiation of separation action, the Commandant of Cadets will prepare a letter which states that separation is being considered. All documentation that provides the basis for the determination of failure to make satisfactory progress in a body composition program will be attached to this letter. The Commandant will consider the cadet's response to this letter prior to forwarding a recommendation for disposition to the Superintendent, USMA.

### **7-9. Failure to maintain proper physical fitness**

a. The provisions of AR 350-1 pertaining to physical fitness as measured by the Army Physical Fitness Test (APFT) are applicable to cadets at USMA. A Cadet who fails to meet the APFT standards and conditions as outlined in AR 350-1 may be separated from USMA.

b. Prior to initiation of separation action, the Commandant of Cadets will prepare a letter which states that separation is being considered. All documentation that provides the basis for the determination of failure to maintain proper physical fitness will be attached to this letter. The Commandant of Cadets will consider the cadet's reply prior to forwarding a recommendation for disposition to the Superintendent, USMA.

### **7-10. Alcohol or other drug abuse rehabilitation failure**

a. A cadet who seeks treatment in accordance with AR 600-85 but is determined to be a rehabilitation failure in the Army Substance Abuse Program may be separated from USMA. The separation is based on alcohol or other drug abuse when the cadet is enrolled in an alcohol or drug abuse rehabilitation program and the Commandant of Cadets makes an initial determination that further rehabilitation efforts are not practical, rendering the cadet a rehabilitation failure. The Commandant of Cadets will consider recommendations from the rehabilitative team in making this determination.

b. A cadet who is enrolled in the Army Substance Abuse Program for alcohol or drug abuse may be separated for inability or refusal to participate in, cooperate in, or successfully complete such a program if—

(1) There is a demonstrated lack of potential for continued Army service and rehabilitation efforts are no longer practical.

(2) Long-term rehabilitation is necessary, and the cadet is transferred to a civilian medical facility for rehabilitation.

c. That a cadet is subject to separation under this paragraph will not preclude sanctions or separation under other applicable provisions of this regulation (see paras 6–8 and 6–9).

d. Prior to any separation under this paragraph, the cadet concerned will be afforded a hearing in the same manner as cases of misconduct. The limited use policy, contained in AR 600–85 applies to all separation actions processed under this paragraph.

#### **7–11. Inability to meet the non-academic requirements of the Physical Program**

a. Cadets who are unable to meet the non-academic requirements of the Physical Program during any continuous 18-month period may be separated from USMA.

b. Prior to the initiation of a separation action, the Commandant of Cadets will notify the cadet concerned, in writing, that separation is being considered. All documentation that provides a basis for the separation will be attached to this letter. The Commandant of Cadets will consider the cadet’s reply prior to forwarding a recommendation for disposition to the Superintendent, USMA.

#### **7–12. Inability to meet military training requirements**

a. Cadets who are unable to meet military training requirements by a failure to perform standard pre-commissioning and basic training tasks required of soldiers by the DA may be separated from USMA.

b. The Commandant of Cadets, with the approval of the Superintendent, USMA, will promulgate procedures that ensure that, prior to the initiation of separation action under this authority, cadets are provided with at least one remediation opportunity that identifies each specific task where a deficiency is noted and prescribes the specific actions required to successfully complete the identified task to standard.

c. Prior to the initiation of separation action, the Commandant of Cadets will notify the cadet concerned, in writing, that separation is being considered. All documentation that provides a basis for the separation will be attached to this letter. The Commandant of Cadets will consider the cadet’s response to this letter prior to forwarding a recommendation for disposition to the Superintendent, USMA.

#### **7–13. Medically disqualified cadets**

a. Whenever the USMA surgeon determines that a cadet does not meet the fitness requirements to perform all duties as a member of the Corps of Cadets during the current academic term or summer training period, or will not meet the medical fitness standards for appointment on active duty at the expected time of commissioning, the Superintendent, USMA will review the case and, at his discretion, take one of the following actions:

(1) Afford the cadet an opportunity to resign.

(2) In the case of the medical disqualification under cadet retention standards as provided in AR 40–501, separate the cadet.

(3) First class cadets, retain and graduate the cadets, either as provided in paragraph 5–3, or, if otherwise qualified, by being granted a waiver and commissioned.

(4) If physically disqualified for any military service, discharge the Cadet (see para 5–3).

(5) Permit the cadet, upon the cadet’s written request, to complete the academic year in which the defect is noted, and in those cases in which it appears that the disqualifying defect is clearly remediable, to continue for an additional period of time beyond the current academic year for the purpose of further observation or treatment. This additional period will not go beyond the end of the academic year following that in which the defect is noted unless the physical disqualification is removed.

(6) Grant leave to the cadet in accordance with chapter 9 for an appropriate period of time, not to exceed 1 year or final adjudication of a medical evaluation board or physical evaluation board. At a time designated by the USMA surgeon, the cadet will be reexamined to determine if the medical disqualification has been remedied. If so, and if otherwise qualified, the cadet will be permitted to return to USMA. In the event that the medical disqualification continues to exist, the case will be reevaluated consistent with this regulation.

b. The Superintendent, USMA, will take final action on medical waivers, following consultation with the USMA surgeon.

c. Under the provisions of 10 USC 1217, cadets whose medical disqualification may be permanent and disabling will be processed in accordance with AR 635–40. A cadet determined to be unfit for service because of physical disability is not eligible for continuation on active duty or in active Reserve status. Cadets who fail to meet retention

standards will be referred to medical evaluation board and must be permitted to undergo the medical evaluation board process if they meet the requirements in accordance with AR 635–40.

#### **7–14. Participation in the United States Military Academy Mentorship Program**

Under the circumstances set forth below, the Superintendent, USMA may, in his or her sole discretion, invite select cadets who are pending separation to participate in the AMP.

*a.* The AMP is an opportunity offered by the Secretary of the Army to those cadets whose present conduct indicates a level of maturity inconsistent with continued service in the Corps of Cadets, but whose other indicators of performance and potential merit the opportunity to demonstrate professional-ethical behavior and commitment through performance on active duty as an enlisted Soldier in an Army unit. Cadets must voluntarily accept the Superintendent's invitation in order to participate in the AMP.

*b.* The Superintendent, USMA may identify those cadets who are pending separation from USMA for misconduct, honor, or conduct pursuant to this regulation, and whom the Superintendent, USMA believes should be invited to apply for readmission after serving on active duty as an enlisted Soldier under the AMP.

*c.* Cadets must agree to participate in AMP by executing a request to participate (see fig 7–1).

*d.* USMA will coordinate with the U.S. Army Recruiting Command and HRC in order to ensure that cadets are assigned in accordance with the Army Mentorship Program.

#### **7–15. Academic, military, physical, or character development program deficiency**

Cadets who fail to meet the requirements of the academic, military, physical, or character development programs may be separated from the Academy or subject to other remedial action pursuant to paragraph 4–5.

*a.* Cadets who are deficient in the Academic Program, in military science or physical education courses, or in military development may be separated from the Academy or subject to other remedial action pursuant to paragraph 4–5.

*b.* Cadets who are deficient in the military or physical program, for reasons other than those included in paragraph 7–15*a*, may be separated from USMA pursuant to paragraphs 7–8, 7–9, 7–11, and 7–12, as appropriate.

#### **7–16. Failure to obtain and maintain security clearance**

The provisions of AR 380–67 are applicable to cadets at USMA. A cadet who fails to meet the Army security standards as outlined in AR 380–67 may be separated from USMA. When a tactical officer or employee learns of credible derogatory information concerning a cadet that falls within the scope of paragraph AR 380–67, the officer or employee will immediately notify the Commandant of Cadets who will forward an incident report to the DoD Consolidated Adjudications Facility. Final revocation or denial of a security clearance is grounds for separation.





DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

Date

MEMORANDUM THRU Tactical Officer, Company X, X Regiment, United States Military Academy, West Point, New York 10996

Regimental Tactical Officer, X Regiment, United States Military Academy, West Point, New York 10996

Brigade Tactical Officer, United States Military Academy, West Point, New York 10996

Commandant of Cadets, United States Military Academy, West Point, New York 10996

FOR Superintendent, United States Military Academy, West Point, New York 10996

SUBJECT: Request to Participate in the Academy Mentorship Program

1. I have read the attached separation action of the Superintendent dated *(insert date)*.
2. I have consulted with *(insert name)*, my counsel concerning my right to request that any administrative separation action pending against me be reviewed by Headquarters, Department of the Army. I have also consulted with my counsel concerning participation in the Academy Mentorship Program (AMP). I am satisfied with my counsel's advice.
3. I hereby request to participate in the AMP with a call to active duty in an enlisted status as set forth below.
4. I make these decisions freely and voluntarily and with the following understanding:
  - a. The Secretary of the Army or his or her designee will separate me from the United States Military Academy.
  - b. Concurrently with my separation from the United States Military Academy I will—
    - (1) At my request, be voluntarily placed in the AMP and extended an invitation to apply for readmission to the United States Military Academy after 8 to 12 months on active duty.
    - (2) Be assigned a military academy staff or faculty mentor who will establish for me a documented development program to assist me in meeting established goals for improvement during my absence. I will also be assigned a military mentor at the installation where I will be stationed while on active duty.
    - (3) *(For fourth or third class cadets with no prior service obligation)* At my request, be transferred to the United States Army in the grade of E-2 for 1 year.
    - (4) *(For fourth or third class cadets with a prior service obligation)* Be transferred to the United States Army in the grade of E-2 (or previous held grade, if higher) for *(enter length remaining prior service obligation, or 1 year, whichever is longer)*.
    - (5) *(For second class cadets)* Be transferred to the United States Army in the grade of E-3 for 2 years
    - (6) *(For first class cadets)* Be transferred to the United States Army in the grade of E-4 for 3 years.
  - c. If I later decide not to apply for readmission, or if I am not accepted for readmission, I will complete the remaining period of my active duty service obligation. The characterization of my ultimate discharge will be based on my service in the Army.
5. I have retained a copy of this request (and of any enclosures hereto).

*(Signature)*

*(TYPED NAME)*

Company X, X Regiment, Class of XXXX

United States Corps of Cadets

Figure 7-1. Required format to request participation in the United States Military Academy Mentorship Program

I have advised *(insert name of respondent)* about *(his/her)* contemplated request for participation in the AMP, and about *(his or her)* pending action as a result of *(his or her)* appearance before an *(investigating officer/honor investigative hearing/conduct investigation)*, the procedures and rights available to *(him or her)* and the effect of this request. After being so advised, *(insert name of respondent)* personally made the choices indicated in the foregoing request.

*(Signature)*  
*(TYPED NAME OF COUNSEL)*  
*(Grade), JA*  
*(Title)*

Figure 7–1. Required format to request participation in the United States Military Academy Mentorship Program—  
Continued

## Chapter 8 Separations and Resignations

### 8–1. General

An officer appointed as the result of graduation from USMA will incur a MSO of 8 years.

a. Rules concerning separation of cadets prior to completion of the COI, or upon refusal after graduation to accept an appointment as a commissioned officer are contained in the following references:

- (1) DoDI 1304.25.
- (2) DoDI 1322.22.

b. A brief overview of these rules follows. For a complete exposition of all applicable rules, see the references listed above.

- (1) Cadets who enter USMA directly from a civilian status—

(a) Assume an MSO of 8 years when they enter the Academy (see 10 USC 651, DoDI 1304.25, and DoDI 1322.22).

(b) Have no active duty service obligation and will be discharged, with their MSO waived, if they resign or are separated from the Academy prior to the commencement of term one of their second class year.

(c) Have an MSO equivalent to the period for which they are ordered to serve on active duty or in a Reserve Component in an enlisted status, if they resign or are separated after the commencement of term one of their second class year, but before completing the COI. They may be ordered to active duty for a period of no less than 2 years, but no more than 4 years.

- (2) Cadets who entered USMA from a Regular or Reserve Component of any military Service—

(a) Assume an MSO of 8 years when they enter the Service pursuant to an enlistment contract, to include admittance to USMAPS (see 10 USC 651, DoDI 1304.25, and DoDI 1322.22). Those cadets who enter USMA from USMAPS as invitational reservists will be processed in accordance with table 8–2.

(b) Have an MSO equal to the time not served on the original enlistment contract, with all service as a cadet counted as service under that contract, if they resign or are separated from USMA prior to the commencement of term one of their second class year. Those cadets with less than 1 year remaining in their original enlistment contract may have their remaining MSO waived and may be discharged on the approval of the resignation or separation by the separation authority.

(c) Have an MSO equivalent to that set forth in paragraph 8–1b(1)(c) or paragraph 8–1b(3)(a), or that will be equal to the time not served on the original enlistment contract (with credit for cadet time served), whichever period is longer, if they resign or are separated after the commencement of term one of their second class year, but before completing the COI.

(d) Completion or partial completion of an MSO acquired by prior enlistment in no way exempts a separated cadet from being ordered to active duty.

- (3) All cadets regardless of entrance source.

(a) First class cadets who complete the COI and decline to accept an appointment as a commissioned officer will be ordered to active duty in an enlisted status for 4 years (see 10 USC 7448(b)).

(b) Cadets who resign or are separated, and who are, for reasons of unsuitability, unfitness, or physical disqualification, not suited for enlisted service will be discharged.

(c) Cadets who tender a resignation will be required to state a specific reason for their action.

(d) A resignation may be accepted when found to be in the best interests of the service.

c. The foregoing provisions will be applied in accordance with the following guidance:

(1) Term one of the second class year will commence at noon on the first day of regularly scheduled academic classes following the summer training period. As an exception, the second class year for a cadet who is designated a potential mid-year graduate will commence at noon on the first day of regularly scheduled classes in the term following the advancement of that cadet to the second class.

(2) In cases where it is necessary to determine whether a cadet resigned prior to or following the commencement of their second class year, the critical date is the date the resignation action is initiated by the cadet.

(3) In cases in which the Academy discovers an incident giving rise to separation in one academic year, but separation is not initiated (or a resignation in lieu of the same is not forwarded by the chain of command) until the following year, the separation action will be deemed to have been “started” on the date of discovery for purposes of computing the service obligation and pay grade under table 8–2.

## **8–2. Delegation of separation and discharge authority**

a. The Superintendent, USMA, is delegated the authority to separate from USMA, prior to the commencement of term one of their second class year, cadets who have no prior service obligation remaining and to discharge such cadets from the Army with issuance of an honorable or general discharge certificate, unless such cadets entered USMA from a military Service other than the Army, in which case they will be transferred to their parent Service upon separation under this paragraph.

b. The Superintendent, USMA, is delegated the authority to separate from USMA, prior to the commencement of term one of their second class year, cadets who entered USMA from the Regular or Reserve Component of any military Service and who have a prior service obligation remaining at the time of their separation, and to then dispose of the case under the provisions of paragraph 8–1b(2). Cadets who entered USMA from a military Service other than the Army will be transferred to their parent Service upon separation from USMA.

c. The Superintendent, USMA, is delegated the authority to separate, transfer to the USAR, and call to active duty cadets, after the commencement of term one of their second class year, when they are being separated for academic deficiency and there are no misconduct, conduct, or honor deficiencies which could also be used as the basis of separation.

d. The Superintendent, USMA, is delegated the authority to separate from USMA, after commencement of term one of their second class year, cadets who fail to fulfill terms of their USMA service agreement due to medical disqualification in accordance with AR 40–501. The Superintendent, USMA has the authority to waive recoupment of a cadet’s scholarship benefits. In cases where the Superintendent, USMA believes that a cadet’s intentional misconduct or willful neglect caused the disqualifying medical condition, USMA will forward the separation proceedings to the ASA (M&RA) for final action.

e. All separation actions forwarded to the Office of the ASA (M&RA) for approval will include: a copy of the cadet’s USMA service agreement; the cadet’s previous enlistment contracts, if applicable; a copy of the cadet’s academic transcript; the USMA G-8’s calculation of the cost of advanced education assistance provided to the cadet; a record of appropriate notification of debt; the underlying separation action; the cadet’s matters for consideration; a DD Form 2808 (Report of Medical Examination); a DD Form 2807–1 (Report of Medical History) and DD Form 2807–2 (Accessions Medical History Report); and a legal review. If a separation health assessment documents a medically disqualifying condition, the USMA surgeon must inform the cadet of the condition and make a recommendation as to whether the condition should be waived for enlistment.

f. The Superintendent, USMA, does not have the authority to separate foreign cadets (see para 3–4f). The Superintendent may recommend separation thru the DCS, G–1 to the ASA (M&RA).

g. The Superintendent, USMA will submit a semi-annual report through the DCS, G–1 to the ASA (M&RA) which summarizes separation activity completed under this delegation. This report is due not later than the first week of August for the first report (01 January to 7 October) and the first week of January for the second report (01 August to 31 December).

## **8–3. Action by the Superintendent, United States Military Academy**

The summarized record of a proceeding before a misconduct hearing, honor investigative hearing, or conduct investigation will be forwarded to the Commandant of Cadets for consideration. Thereafter, the record and the recommendations and comments of the Commandant of Cadets, if any, will be provided to the respondent for consideration and

an opportunity for rebuttal. The case file will be reviewed by the Staff Judge Advocate. The Superintendent, USMA will review the entire record, including the Staff Judge Advocate's review, the Commandant's of Cadets recommendation, and any matters offered by the respondent prior to taking action on the case. The case file will be retained in accordance with AR 25-400-2.

#### **8-4. Restriction on separation actions**

No cadet will be considered for separation pursuant to this regulation because of conduct that has been the subject of judicial or administrative proceedings under this chapter when the results of those proceedings constitutes an acquittal, a determination tantamount to an acquittal, or a final administrative determination not substantiating the allegation or issue upon which the subsequent action is based. These limitations are not applicable when it is discovered that the proceedings were tainted by fraud or collusion, or by like misconduct, or if substantial new incriminating evidence is discovered which, despite the exercise of due diligence, was not available to the fact finder before it reached its decision. This paragraph will not preclude a separation proceeding per paragraph 6-14.

#### **8-5. Separation of cadet candidates from the U.S. Military Academy Preparatory School**

*a.* Regular Army enlisted personnel who fail to complete the COI at USMAPS or complete the course but no longer want to attend USMA and—

(1) Have less than 3 months remaining to expiration term of service (ETS) term will be separated from active duty and transferred to the USAR to complete service obligations.

(2) Have more than 3 months remaining to ETS will be reported for assignment per AR 614-200, chapter 8.

*b.* Effective on or after the enlisted person's original ETS date, unless covered by paragraph 8-5a(1), the Commandant, USMAPS can discharge Regular Army enlisted personnel who extended their service obligation specifically to attend USMAPS. Regular Army personnel will be processed per AR 135-91 if they—

(1) Fail to complete the course.

(2) Complete the course but no longer want to attend USMA.

(3) Do not receive an appointment to USMA.

*c.* Reserve Component personnel who entered USMAPS from USAR and ARNG units will be processed per AR 135-91 if they—

(1) Fail to complete the course.

(2) Complete the COI but no longer want to attend USMA.

(3) Do not receive an appointment to USMA.

*d.* The Commandant, USMAPS will discharge enlisted Reserve personnel (invitational reservists) who entered the USAR and came on active duty to attend USMAPS but failed to complete the course. These personnel will be discharged with no service obligation.

*e.* Reserve Component personnel in paragraph 8-5c may complete their original commitment, but must first complete basic training if not completed before attending USMAPS.

*f.* When assignment to USMAPS ends for any reason, those individuals attending USMAPS on a conditional release from another branch of Service will be released back to that Service.

#### **8-6. Unqualified resignations**

*a.* Except as provided in paragraphs 8-6d and 8-7, a cadet may submit an unqualified resignation from USMA at any time, and will, upon acceptance by the Superintendent, USMA, be separated in accordance with the applicable procedures established by this regulation.

*b.* When the Superintendent, USMA is the separation authority, a cadet may withdraw, with the Superintendent's approval, his or her resignation at any time until acted upon by the Superintendent, USMA. Otherwise, a cadet may withdraw his or her resignation upon approval of the Superintendent until such time as it is forwarded to HQDA. Hereafter, it may be withdrawn only upon the approval of HQDA.

*c.* Each letter of unqualified resignation will comply with the format at figure 8-1 or 8-2. Statements on the cadet's behalf may be appended to the letter of unqualified resignation.

*d.* If charges have been preferred against a cadet under the UCMJ, or if proceedings against a cadet have been initiated for conduct, honor, or misconduct, an unqualified resignation may not be submitted.

#### **8-7. Qualified resignation—resignation in lieu of court-martial or involuntary separation**

*a.* If charges have been preferred against a cadet under the UCMJ or separation proceedings against a cadet have been initiated for conduct, honor, or misconduct under this regulation, the cadet concerned may resign in lieu thereof. Such resignations may be submitted at any time prior to final separation approval.

*b.* A cadet may withdraw his or her resignation upon approval of the Superintendent, USMA until such time as it is forwarded to HQDA. Thereafter, it may be withdrawn only upon approval of HQDA.

*c.* Each letter of resignation submitted pursuant to this paragraph will comply with the format at figures 8–3, 8–4, 8–5, or 8–6, as appropriate. Statements on the cadet’s behalf may be appended to the letter of resignation.

*d.* Prior to submitting a letter of resignation in lieu of conduct, honor, or misconduct proceedings under this regulation, the cadet will be afforded the opportunity to consult with legal counsel. Upon request, the Staff Judge Advocate will appoint military counsel. Civilian counsel may be retained at the cadet’s own expense. If the cadet concerned does in fact consult with counsel, the letter of resignation will so acknowledge, and it will include a statement signed by military or civilian counsel that counsel has advised the cadet of the meaning and effect of the discharge and his or her rights with respect to the action contemplated. Otherwise, the letter of resignation will acknowledge that the cadet was afforded the opportunity to consult with counsel.

*e.* Prior to submitting a letter of resignation in lieu of trial by court-martial or in lieu of final disposition of the results of a trial by court-martial, the cadet will consult with legal counsel provided by the U.S. Army Trial Defense Service. Civilian counsel may be retained at the cadet’s own expense. The letter of resignation will acknowledge that the cadet did in fact consult with counsel, and it will include a statement signed by military or civilian counsel that counsel has advised the cadet of the meaning and effect of the discharge and of his or her rights with respect to the action contemplated.

### **8–8. Entry-level separations**

Normally, a cadet who enters the Academy from civilian status, who, within 180 days of entering the Academy (that is, taking the required oath), resigns or has separation action initiated against him or her, will be given an entry-level separation and this service will be uncharacterized.

### **8–9. Consequences of separation or resignation**

*a.* Former cadets of USMA may not be originally appointed in a commissioned grade in any component of the Army before their former West Point classmates are graduated and appointed as officers.

*b.* Except when otherwise required by law or DoD directives or regulations, former cadets of USMA who did not graduate from USMA may not be credited, upon original appointment as commissioned officers of any component of the Army, with longer service than that credited to any member of their former West Point class, whose service in the Army has been continuous since graduation.

*c.* The effective date of the separation or resignation is the date designated by the separation authority in the action document.

### **8–10. Breach of service agreement and reimbursement of educational costs**

*a.* Cadets who resign from USMA, or who are separated from USMA under the procedures contained in table 8–1, will be deemed to have breached their service agreement.

*b.* Cadets separated from USMA under procedures other than those contained in table 8–1 may also be deemed by the Superintendent, USMA to have breached their service agreement.

*c.* A cadet who fails to complete the period of active duty service specified by the Secretary of the Army in the cadet’s agreement to serve may be required to reimburse the Government for educational costs pursuant to 10 USC 2005 and implementing regulations. If the Secretary of the Army determines that such active duty service is not in the best interests of the Army, the cadet will be considered to have failed to complete the period of active duty and may be required to reimburse the government for educational costs.

*d.* A cadet who may be subject to this reimbursement requirement will be advised, in writing, of such requirement before—

- (1) The cadet’s request for voluntary resignation is accepted.
- (2) Making a decision on a course of action regarding administrative or judicial proceedings resulting from alleged misconduct.

### **8–11. Cadet acknowledgment of separation documents**

In situations where cadets fail to acknowledge receipt of the debt notification memorandum, or any other documents associated with the separation, USMA will, at a minimum, mail the appropriate notification documents to the cadet’s address of record via certified mail. If the cadet does not respond within 21 calendar days, USMA will forward the action to HQDA for processing and will include a memorandum detailing the attempts to notify the cadet.

**8–12. Cadet processing for active duty service**

Upon the publishing orders separating the cadet from USMA and ordering him or her to active duty, the cadet will meet with an Army recruiter within 30 days. The cadet will coordinate with the recruiter to ship to training within 90 days of enlisting. Cadets who do not attempt to ship to training in a timely manner, as stated in this paragraph, may be ordered to reimburse their educational expenses in lieu of active duty service.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

Date

MEMORANDUM THRU Tactical Officer, Company X, X Regiment, United States Military Academy, West Point, New York 10996

Regimental Tactical Officer, X Regiment, United States Military Academy, West Point, New York 10996

Brigade Tactical Officer, United States Military Academy, West Point, New York 10996

Commandant of Cadets, United States Military Academy, West Point, New York 10996

FOR Superintendent, United States Military Academy, West Point, New York 10996

SUBJECT: Unqualified Resignation Under Provisions of Paragraph 8-6, AR 150-1.

1. I, *(insert name)*, (DOD ID *(optional)*), do hereby voluntarily tender my resignation from the United States Military Academy. The reason for this action is that I *(insert reason(s) for resignation)*.

2. I understand that if this resignation is accepted, I may be *(insert appropriate language depending on current service status: (ordered to active duty for not less than 2 years) or (transferred to the Individual Ready Reserve) or (reverted to my former enlisted status to complete my previous military service obligation) or (discharged from the United States Army))*. I further understand that should I fail, voluntarily or because of my misconduct, to complete this period of active duty, or if I am not so ordered to active duty because of my acts or misconduct, the Reimbursement Provision of my Agreement to Serve will apply.

3. I understand that, rather than order active duty service, the Army may require that I repay the cost of my educational expenses in accordance with Section 2005, Title 10, United States Code.

4. I understand that I may not be appointed to a commissioned grade in a regular component of the United States Army, Navy, Marine Corps, or Air Force, prior to the commissioning date of my current class at the United States Military Academy.

5. I agree to liquidate any indebtedness that I may have to the Treasurer, United States Military Academy, as soon as my account is settled and a final statement rendered.

6. I am *(insert age)* years of age. My parents *(do/do not)* have knowledge of my resignation.

7. I understand that upon tendering this resignation, it may be withdrawn only with the approval of the Superintendent, United States Military Academy.

8. I have retained a copy of this resignation (and of any enclosure hereto).

*(Signature)*

*(TYPED NAME)*

Company X, X Regiment, Class of XXXX

United States Corps of Cadets

Figure 8-1. Required format for unqualified resignation



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

Date

MEMORANDUM THRU Tactical Officer, Company X, X Regiment, United States Military Academy, West Point, New York 10996  
Regimental Tactical Officer, X Regiment, United States Military Academy, West Point, New York 10996  
Brigade Tactical Officer, United States Military Academy, West Point, New York 10996  
Commandant of Cadets, United States Military Academy, West Point, New York 10996

FOR Superintendent, United States Military Academy, West Point, New York 10996

SUBJECT: Unqualified Resignation Under Provisions of Paragraph 8-6, AR 150-1.

1. I, *(insert name)*, (DOD ID *(optional)*), do hereby voluntarily tender my resignation from the United States Military Academy. The reason for this action is that I *(insert reason(s) for resignation)*.
2. I understand that if this resignation is accepted, I may be discharged from the United States Army. I further understand that if issued a General Discharge under Honorable Conditions, I may expect to encounter substantial prejudice in civilian life.
3. Statements on my own behalf *((are) or (are not))* submitted herewith.
4. I understand that I may not be appointed to a commissioned grade in a regular component of the United States Army, Navy, Marine Corps, or Air Force, prior to the commissioning date of my current class at the United States Military Academy.
5. I agree to liquidate any indebtedness that I may have to the Treasurer, United States Military Academy, as soon as possible after my account is settled and a final statement rendered.
6. I am *(insert age)* years of age. My parents *(do/do not)* have knowledge of my resignation.
7. I understand that upon tendering this resignation, it may be withdrawn only with the approval of the Superintendent, United States Military Academy.
8. I have retained a copy of this resignation *(and of any enclosures hereto)*.

*(Signature)*  
*(TYPED NAME)*  
Company X, X Regiment, Class of XXXX  
United States Corps of Cadets

Figure 8-2. Required format for unqualified resignation





DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

Date

MEMORANDUM THRU

Tactical Officer, Company X, X Regiment, United States Military Academy, West Point, New York 10996  
Regimental Tactical Officer, X Regiment, United States Military Academy, West Point, New York 10996  
Brigade Tactical Officer, United States Military Academy, West Point, New York 10996  
Commandant of Cadets, United States Military Academy, West Point, New York 10996

FOR Superintendent, United States Military Academy, West Point, New York 10996

SUBJECT: Resignation in Lieu of *(Appearance Before (an Investigating Officer) (an Honor Investigative Hearing) (a Conduct Investigation))* or *(Final Disposition of My Case Resulting from My Appearance Before (an Investigating Officer) (an Honor Investigative Hearing) (a Conduct Investigation))* under the Provisions of Paragraph 8-7, AR 150-1.

1. Having been advised of the basis for the contemplated action against me under the provisions of chapters 6 and/or 7 of AR 150-1, I, *(insert name)*, (DOD ID *(optional)*), do hereby voluntarily tender my resignation from the United States Military Academy in lieu of *(insert appropriate language depending on type of resignation: (appearance before (an Investigating Officer) (a Honor Investigative Hearing) (a Conduct Investigation)) or (final disposition of my case resulting from my appearance before (an Investigating Officer) (an Honor Investigative Hearing) (a Conduct Investigation))*).
2. I understand that if this resignation is accepted, I may be *(insert appropriate language depending on current service status: (ordered to active duty in an enlisted status for not less than 2 years) or (transferred to the Individual Ready Reserve) or (reverted to my former enlisted status to complete my previous military service obligation) or (discharged from the United States Army))*. I further understand that should I fail, voluntarily or because of my misconduct, to complete this period of active duty, or if I am not so ordered to active duty because of my acts or misconduct, the Reimbursement Provision of my Agreement to Serve will apply.
3. I understand that, rather than order active duty service, the Army may require that I repay the cost of my educational expenses in accordance with Section 2005, Title 10, United States Code.
4. Statements on my own behalf *((are) or (are not))* submitted herewith.
5. Before making this decision, I was afforded the opportunity to consult with appointed counsel, military counsel of my own choice, if reasonably available, or civilian counsel at my own expense. I *(insert language as appropriate: (declined the opportunity to consult with counsel) or (have consulted with (name of counsel), who has fully advised me of the nature of my rights prior to, during and after an appearance before (an Investigating Officer) (an Honor Investigative Hearing) (a Conduct Investigation))*.
6. I understand that I may not be appointed to a commissioned grade in a regular component of the United States Army, Navy, Marine Corps, or Air Force prior to the commissioning date of my current class at the United States Military Academy.
7. I agree to liquidate any indebtedness that I may have to the Treasurer, United States Military Academy, as soon as my account is settled and a final statement rendered.
8. I am *(insert age)* years of age. My parents *(do/do not)* have knowledge of my resignation.

Figure 8-3. Required format for qualified resignation

9. I understand that upon tendering this resignation, it may be withdrawn only with the approval of the Superintendent, United States Military Academy.

10. I have retained a copy of this resignation *(and of any enclosure hereto)*.

*(Signature)*  
*(TYPED NAME)*  
Company X, X Regiment, Class of XXXX  
United States Corps of Cadets

I have advised *(insert name of respondent)* about *(his or her)* pending action as a result of *(his or her)* appearance before an *(Investigating Officer) (Honor Investigative Hearing) (Conduct Investigation)*, the procedures and rights available to *(him or her)*, and the effect of this resignation. After being so advised, *(insert name of respondent)* personally made the choices indicated in the foregoing resignation.

*(Signature)*  
*(TYPED NAME OF COUNSEL)*  
*(Grade), JA*  
*(Title)*

**Figure 8–3. Required format for qualified resignation—Continued**



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

Date

MEMORANDUM THRU

Tactical Officer, Company X, X Regiment, United States Military Academy, West Point, New York 10996  
Regimental Tactical Officer, X Regiment, United States Military Academy, West Point, New York 10996  
Brigade Tactical Officer, United States Military Academy, West Point, New York 10996  
Commandant of Cadets, United States Military Academy, West Point, New York 10996

FOR Superintendent, United States Military Academy, West Point, New York 10996

SUBJECT: Resignation in Lieu of *(Appearance before (an Investigating Officer) (an Honor Investigative Hearing) (a Conduct Investigation))* or *(Final Disposition of My Case Resulting from My Appearance Before (an Investigating Officer) (an Honor Investigative Hearing) (a Conduct Investigation))* Under Provisions of Paragraph 8-7, AR 150-1.

1. Having been advised of the basis for the contemplated action against me under the provisions of chapters 6 and/or 7, AR 150-1, I, *(insert name)*, (DOD ID *(optional)*), hereby voluntarily tender my resignation from the United States Military Academy in lieu of *(insert appropriate language depending on type of resignation: (appearance before (an Investigating Office) (a Honor Investigative Hearing) (a Conduct Investigation)) or (final disposition of my case resulting from my appearance before (an Investigating Officer) (an Honor Investigative Hearing) (a Conduct Investigation))*).
2. I understand that if this resignation is accepted, I may be discharged from the United States Army. I further understand that if issued a General Discharge under Honorable Conditions, I may expect to encounter substantial prejudice in civilian life.
3. Statements on my own behalf *((are) or (are not))* submitted herewith.
4. Before making this decision, I was afforded the opportunity to consult with appointed counsel, military counsel of my own choice, if reasonably available, or civilian counsel at my own expense. I *(insert language as appropriate: (declined the opportunity to consult with counsel) or (have consulted with (name of counsel), who has fully advised me of the nature of my rights prior to, during and after an appearance before (an Investigating Officer) (an Honor Investigative Hearing) (a Conduct Investigation))*.
5. I understand that I may not be appointed to a commissioned grade in a regular component of the United States Army, Navy, Marine Corps, or Air Force prior to the commissioning date of my current class at the United States Military Academy.
6. I agree to liquidate any indebtedness that I may have to the Treasurer, United States Military Academy, as soon as possible after my account is settled and a final statement rendered.
7. I am *(insert age)* years of age. My parents *(do/do not)* have knowledge of my resignation.
8. I understand that upon tendering this resignation, it may be withdrawn only with the approval of the Superintendent, United States Military Academy.
9. I have retained a copy of this resignation (and of any enclosures hereto).

Figure 8-4. Required format for qualified resignation

I have advised (insert name of respondent) about (his or her) pending action as a result of (his or her) appearance before an ((Investigating Officer) (Honor Investigative Hearing) (Conduct Investigation)), the procedures and rights available to (him or her), and the effect of this resignation. After being so advised, (insert name of respondent) personally made the choices indicated in the foregoing resignation.

**Figure 8–4. Required format for qualified resignation—Continued**



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

Date

MEMORANDUM THRU

Tactical Officer, Company X, X Regiment, United States Military Academy, West Point, New York 10996  
Regimental Tactical Officer, X Regiment, United States Military Academy, West Point, New York 10996  
Brigade Tactical Officer, United States Military Academy, West Point, New York 10996  
Commandant of Cadets, United States Military Academy, West Point, New York 10996

FOR Superintendent, United States Military Academy, West Point, New York 10996

SUBJECT: Resignation in Lieu of *(Trial by Court-Martial)* or *(Final Disposition of My Case Resulting from My Trial by Court-Martial)*

1. Having been advised of the basis for the contemplated action against me under the provisions of the Uniform Code of Military Justice, I, *(insert name)*, (DOD ID *(optional)*), hereby voluntarily tender my resignation from the United States Military Academy in lieu of *(insert language as appropriate: (trial by court-martial) or (final disposition of my case resulting from my trial by court-martial))*.
2. I understand that if this resignation is accepted, I may be *(insert appropriate language depending on current service status: (ordered to active duty in an enlisted status for not less than 2 years) or (transferred to the Individual Ready Reserve) or (reverted to my former enlisted status to complete my previous military service obligation) or (discharged from the United States Army))*. I further understand that, if discharged, it may be under Other Than Honorable Conditions, which may render me ineligible for many or all benefits under both Federal and State laws, and that this discharge may carry substantial prejudice in civilian life. I further understand that if issued a General Discharge under Honorable Conditions, I may expect to encounter substantial prejudice in civilian life.
3. I understand that, rather than order active duty service, the Army may require that I repay the cost of my educational expenses in accordance with Section 2005, Title 10, United States Code. *(Insert the following language as appropriate: (I do not contest the validity of this debt) or (I contest the validity of this debt for the reasons noted in the attached memorandum))*.
4. Statements on my own behalf *((are) or (are not))* submitted herewith.
5. Before making this decision, I was afforded the opportunity to consult with appointed counsel, military counsel of my own choice, if reasonably available, or civilian counsel at my own expense. I *(insert language as appropriate: (declined the opportunity to consult with counsel) or (have consulted with (name of counsel)))*, who has fully advised me of the nature of my rights prior to, during and after a trial by court-martial.
6. I understand that I may not be appointed to a commissioned grade in a regular component of the United States Army, Navy, Marine Corps or Air Force prior to the commissioning date of my current class at the United States Military Academy.
7. I agree to liquidate any indebtedness that I may have to the Treasurer, United States Military Academy, as soon as possible after my account is settled and a final statement rendered.
8. I am *(insert age)* years of age. My parents *(do/do not)* have knowledge of my resignation.
9. I understand that upon tendering this resignation, it may be withdrawn only with the approval of the Superintendent, United States Military Academy.

Figure 8–5. Required format for resignation in lieu of court-martial

10. I have retained a copy of this resignation (and of any enclosures hereto).

*(Signature)*  
*(TYPED NAME)*  
Company X, X Regiment, Class of XXXX  
United States Corps of Cadets

I have advised *(insert name of respondent)* about the contemplated action against *(him or her)* pursuant to trial by court-martial, *(insert language as appropriate: (the maximum punishment authorized under the Uniform Code of Military Justice) (the sentence imposed by the court))*, the procedures and rights available to *(him or her)* and the effect of this resignation. After being so advised, *(insert name of respondent)* personally made the choices indicated in the foregoing resignation.

*(Signature)*  
*(TYPED NAME OF COUNSEL)*  
*(Grade), JA*  
*(Title)*

**Figure 8–5. Required format for resignation in lieu of court-martial—Continued**



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

Date

MEMORANDUM THRU

Tactical Officer, Company X, X Regiment, United States Military Academy, West Point, New York 10996  
Regimental Tactical Officer, X Regiment, United States Military Academy, West Point, New York 10996  
Brigade Tactical Officer, United States Military Academy, West Point, New York 10996  
Commandant of Cadets, United States Military Academy, West Point, New York 10996

FOR Superintendent, United States Military Academy, West Point, New York 10996

SUBJECT: Resignation in Lieu of *(Trial by Court-Martial)* or *(Final Disposition of My Case Resulting from My Trial by Court-Martial)*

1. Having been advised of the basis for the contemplated action against me under the provisions of the Uniform Code of Military Justice, I, *(insert name)*, (DOD ID *(optional)*), hereby voluntarily tender my resignation from the United States Military Academy in lieu of *(insert language as appropriate: (trial by court-martial) or (final disposition of my case resulting from my trial by court-martial))*.
2. I understand that if this resignation is accepted, I may be discharged from the United States Army. I further understand that, if discharged, it may be under Other Than Honorable Conditions, which may render me ineligible for many or all benefits under both federal and state laws, and that this discharge may carry substantial prejudice in civilian life. I further understand that if issued a General Discharge under Honorable Conditions, I may expect to encounter substantial prejudice in civilian life.
3. Statements on my own behalf *((are) or (are not))* submitted herewith.
4. Before making this decision, I was afforded the opportunity to consult with appointed counsel, military counsel of my own choice, if reasonably available, or civilian counsel at my own expense. I *(insert language as appropriate: (declined the opportunity to consult with counsel) or (have consulted with (Name of Counsel))*, who has fully advised me of the nature of my rights prior to, during and after a trial by court-martial.
5. I understand that I may not be appointed to a commissioned grade in a regular component of the United States Army, Navy, Marine Corps or Air Force prior to the commissioning date of my current class at the United States Military Academy.
6. I agree to liquidate any indebtedness that I may have to the Treasurer, United States Military Academy, as soon as possible after my account is settled and a final statement rendered.
7. I am *(insert age)* years of age. My parents *(do/do not)* have knowledge of my resignation.
8. I understand that upon tendering this resignation, it may be withdrawn only with the approval of the Superintendent, United States Military Academy.
9. I have retained a copy of this resignation (and of any enclosures hereto).

Figure 8–6. Required format for resignation in lieu of court-martial

*(Signature)*  
*(TYPED NAME)*  
 Company X, X Regiment, Class of XXXX  
 United States Corps of Cadets

I have advised *(insert name of respondent)* about the contemplated action against *(him or her)* pursuant to trial by court-martial, *(insert language as appropriate: (the maximum punishment authorized under the Uniform Code of Military Justice) (the sentence imposed by the court))*, the procedures and rights available to *(him or her)* and the effect of this resignation. After being so advised, *(insert name of respondent)* personally made the choices indicated in the foregoing resignation.

*(Signature)*  
*(TYPED NAME OF COUNSEL)*  
*(Grade), JA*  
*(Title)*

**Figure 8–6. Required format for resignation in lieu of court-martial—Continued**

**Table 8–1**  
**Examples of separations deemed to be a breach of service contract**

Nature of separation	Standards	Procedures
Conduct deficiency	Paragraph 6–6	See local regulations and paragraph 6–6
Misconduct	Paragraphs 6–7 through 6–16	See local regulations and paragraph 6–17
Honor	Paragraph 6–7	See local regulation and paragraph 6–7
Marriage or support obligation	Paragraph 7–3	Paragraph 7-3c
Conscientious objection or refusal to perform duties that conflict with religious practices	Paragraph 7–4	See AR 600–20 and paragraph 7–4 of this regulation
Extended unauthorized absence	Paragraph 7–5	Paragraph 7–5
Failure to meet Army weight and body composition standards or make satisfactory progress in a body composition program in accordance with AR 600–9	Paragraph 7–8	AR 600–9 and paragraph 7–8 of this regulation
Failure to maintain physical fitness standards in accordance with AR 350–1	Paragraph 7–9	AR 350–1 and paragraph 7–9 of this regulation
Academic, military, physical, or character development program deficiency	Paragraph 7–16	Paragraph 7–16



**Table 8–2**  
**United States Military Academy cadet separation policies**

Rule	If separation action is started	and the cadet	and	then the cadet will be
1	before commencement of the third academic year (junior year)	entered USMA from a civilian status		discharged.
2		entered USMA from USMAPS as an Invitational Reservist <sup>1</sup>		discharged.
3		entered USMA from any component of any military Service	has 12 or more months remaining in ETS <sup>2</sup>	returned to his or her former status for completion of any prior service obligation. However, if the separation authority determines the cadet is being separated because of demonstrated unsuitability, unfitness, or physical disqualification from military service, the cadet will be discharged from the Army. <sup>3</sup>
4			has less than 12 months remaining to ETS <sup>2</sup>	relieved from active duty and transferred to USAR for completion of any prior service obligation. <sup>3</sup>
5	after commencement of the third academic year (junior year) but before commencement of the fourth academic year (senior year)	entered USMA from a civilian status, USMAPS, or any component and is separated or resigns		ordered to active duty as an E–3 (or appropriate grade) for 3 years, or discharged from the Army if active service is inappropriate, or recoupment may be sought. <sup>3,4</sup>
6	after commencement of the fourth academic year (senior year)	entered USMA from a civilian status, USMAPS, or any component and is separated or resigns		ordered to active duty as an E–4 (or appropriate grade) for 3 years, or discharged from the Army if active service is inappropriate, or recoupment may be sought. <sup>3,4</sup>
7	after the cadet has completed the course of instruction	declines appointment as a commissioned officer		ordered to active duty as an E–4 (or appropriate grade) for 4 years or recoupment.
8	because of unsuitability for military service as contemplated by AR 635–200			discharged.

Notes:

<sup>1</sup> Invitational Reservists are civilians invited to enlist in the USAR specifically to attend USMAPS (see AR 140–111).

<sup>2</sup> Service at USMA is credited toward fulfillment of any prior service obligation.

<sup>3</sup> However, if the separation authority determines that the cadet is being separated from the Academy because of demonstrated unsuitability, unfitness, or physical disqualification from military service, the cadet will be discharged from the Army.

<sup>4</sup> Each case will be reviewed individually.

## Chapter 9

### Administration for Cadets

#### 9–1. Pay and allowances

*a.* Cadets at USMA, to include foreign cadets, are entitled to receive monthly pay at the rate prescribed by law (37 USC 203(c), 10 USC 347).

*b.* Cadets who are placed on administrative leave of absence while awaiting final action on separation from USMA or discharge from the Service will receive no pay during the period of such leave.

c. Cadets whose pay and allowances have been stopped shall not be reported as part of USMA's active military strength (DoDI 1120.11).

## **9-2. Leave without pay, suspension of pay, and forfeiture of pay**

a. Pursuant to the authority vested in the Secretary of the Army under 10 USC 702(b) and (e), the Superintendent, USMA may, at his discretion, immediately suspend, without pay, a cadet—

(1) Against whom final action is pending on a recommendation for involuntary separation or a resignation in lieu thereof.

(2) Who is pending return to USMA to repeat an academic semester or year.

(3) For other good cause.

b. The pay and allowances of all cadets who fail to return to USMA at the expiration of their leaves of absence will be stopped and will not be provided to them unless they have been prevented from returning by sickness or some other unavoidable circumstance. In computing the amount of pay to be withheld, the day on which return was due will be counted as the first day of the unauthorized absence and the day of return as a day of duty, regardless of the hour. Upon their failure to return, cadets are placed in an inactive status and no longer charged for cadet expenses.

c. The Superintendent, USMA will establish, maintain, and control the internal policies, procedures, and regulations necessary to administer the forfeiture of pay sanction in accordance with paragraph 6-4.

## **9-3. Cadet accounts**

a. The treasurer, USMA will, with the prior written consent of cadets, keep an account for each cadet in which the treasurer will credit the cadet with monthly pay, along with other revenues, and deduct charges in authorized amounts from the account. Proper records will be kept on file for all transactions on the accounts of cadets for a period of 5 years.

b. The Treasurer will not pay money or receive deposits on account of any cadet without authority from the Superintendent, USMA.

c. Cadets will not be entitled to receive the balance of their cadet account until graduated or otherwise separated from the Academy, unless so authorized by the Superintendent, USMA.

## **9-4. Cadet budget**

a. Subject to the approval of the Superintendent, USMA, the Treasurer will, beginning 1 July each year, budget cadets' accounts so that the cadets will have the funds necessary to meet their mandated expenditures.

b. An initial deposit is required for all incoming cadets to establish a cadet account. These funds are used to cover non-returnable items issued to cadets.

c. A cadet who is separated and subsequently readmitted will, upon readmission, deposit with the treasurer an amount of money sufficient to cover necessary expenses.

## **9-5. Travel to and from the United States Military Academy**

a. Persons entering USMA (who have taken the oath) are entitled to PCS allowances as prescribed for commissioned officers for travel actually performed, not to exceed the official distance between the place that is certified as the actual permanent place of domicile, school, or duty station at the time such travel commenced to USMA. The mileage allowance payable to foreign cadets for travel to USMA for initial admission is not limited to mileage for travel within the United States (10 USC 347; 37 USC 422, 474, 480).

b. When cadets resign, or are otherwise separated, they are entitled to the travel allowance from USMA to their domicile or military station in accordance with the Joint Federal Travel Regulations.

## **9-6. Traveling expenses**

While traveling on duty, cadets are authorized per diem and transportation allowances as prescribed for in the Joint Federal Travel Regulations. However, when cadets are on temporary duty at any Service academy where quarters and mess are available, they will not be entitled to temporary duty per diem allowances at that place from 0001 on the day after they arrive until 2400 on the day prior to their departure. Cadet individual accounts are not charged for any USMA expenses while traveling.

## **9-7. Settlement of accounts**

a. The treasurer will not pay or settle the accounts of cadets who are about to leave the post permanently until they have accounted for all the public property for which they were responsible.

*b.* When cadets are separated from USMA, while owing the United States for pay advanced for the purchase of required clothing and equipment, these cadets will turn in sufficient military clothing and equipment, as necessary, to repay the amount advanced. If the total value of the clothing and equipment available for turn-in fails to cover the amount owed, the remaining indebtedness will be canceled (10 USC 7450(a)). If a cadet does not have enough funds in his or her cadet account to cover outstanding advances, the Treasurer will provide appropriate information to the Defense Military Pay Office for resolution with the Defense Finance and Accounting Service (DFAS).

#### **9–8. Leaves of absence**

Leaves may be granted to cadets at such times and under such conditions as may be prescribed by the Superintendent, USMA.

#### **9–9. Medical leave**

*a.* A cadet may be granted a leave of absence because of injury or sickness or for the purpose of convalescence. Such leave will be known as medical leave and will be predicated in every instance on the cadet's inability to perform duty because of physical disability or medical condition. Medical leave of absence will be of a duration to ensure recovery in accordance with guidance from the USCC surgeon.

*b.* Recommendation for medical leave will be initiated by the USCC surgeon and will be forwarded through the Commandant of Cadets to the Superintendent, USMA for action.

*c.* Cadets on a medical leave of absence may continue to be paid in circumstances decided by the Commandant of Cadets.

*d.* Convalescent leave is not used for cadets pending medical evaluation board or physical evaluation board.

#### **9–10. Cadet uniforms**

*a.* The uniforms of cadets will be as prescribed by the Superintendent, USMA. Major changes will be made only after approval by HQDA.

*b.* Authorized items for wear—

(1) Only insignia prescribed by the Superintendent, USMA or approved in writing by the Institute of Heraldry are authorized for wear on the USMA cadet uniform.

(2) The Commandant of Cadets or his or her designated representative should direct correspondence thru the Superintendent, USMA to the Institute of Heraldry, U.S. Army, when requesting approval or information concerning distinctive insignia (including how to wear it) or other uniform accessories. At least 90 days should be allowed for reply.

(3) Insignia and uniforms purchased by USMA or the cadet must be purchased from sources that sell items made according to specifications. The Institute of Heraldry will supply a list of certified manufacturers through the Cadet Uniform Factory (CUF). Further, if an insignia contains a protected mark of the U.S. Army, the manufacturer must be licensed by the Collegiate Licensing Company to produce the insignia.

### **Chapter 10**

## **United States Military Academy Preparatory School**

#### **10–1. Authority to establish**

With the approval of the Secretary of the Army, the Superintendent, USMA is authorized to establish and maintain a preparatory school. This school is a nonstandard Army functional requirement.

#### **10–2. United States Military Academy Preparatory School purpose**

The USMAPS purpose is to prepare selected candidates for admission to USMA who are judged to need additional preparation, so that they will be able to perform successfully as cadets (DoDI 1322.22).

#### **10–3. Responsibilities**

*a.* The Superintendent, USMA will publish appropriate local policy and procedures to establish, organize, fund, and operate a preparatory school.

*b.* The Commandant of Cadets will oversee the military, physical, and character development programs at USMAPS and make recommendations for change to the Superintendent, USMA.

*c.* The Dean of the Academic Board will oversee the academic program at USMAPS and make recommendations for curricular change through the Academic Board to the Superintendent, USMA.

#### **10–4. Organization and command relationship**

USMAPS is organized as a subordinate unit of USMA.

#### **10–5. Admissions**

*a. Attendance.* Applicants do not apply for admission to USMAPS. Rather, the Director of Admissions at USMA identifies USMA applicants with significant leader potential, but who have been deemed unqualified for direct admission to USMA. When a judgment is made that such unqualified applicants have the potential to remediate their deficiency, they may be offered an opportunity to attend USMAPS.

*b. Size of student body.* The number of cadet candidates attending USMAPS each class year will be determined by the Superintendent, USMA consistent with Army accession objectives.

*c. Prohibitions on attendance.*

- (1) Applicants who are qualified for direct admission to USMA.
- (2) Applicants who will exceed the age limitation for admission to USMA.
- (3) Applicants who are disqualified for attendance at USMA based on the provisions of paragraph 3–7.

#### **10–6. Student title and pay**

Students attending USMAPS will have the title of cadet candidate regardless of current military rank. They are entitled to the monthly student pay at the same rate as provided for cadets in paragraph 9–1. However, prior-enlisted personnel attending the school will continue to receive pay and benefits consistent with their enlisted military rank or at the rate provided cadets, whichever is greater (37 USC 203(e)). Invitational Reservists will receive pay at the designated cadet rate.

#### **10–7. Uniforms and insignia**

Cadet candidate uniforms will be as determined by the Superintendent, USMA.

#### **10–8. Course of instruction**

There will be a COI jointly approved by the Dean of the Academic Board and Commandant of Cadets that is focused on preparing cadet candidates to be qualified for admission to USMA.

#### **10–9. Extracurricular and other programs and activities**

Support programs, as approved by the Superintendent, USMA, and necessary for the morale, welfare, and recreation of cadet candidates are authorized. Athletic programs that help cadet candidate athletes maintain their athletic skills until qualification and admission to USMA are authorized to the degree that they comply with National Collegiate Athletic Association (NCAA) rules and can be financially supported.

#### **10–10. Faculty**

The faculty of USMAPS are a combination of DA civilian employees and active duty military officers who are fully qualified in the subject matter and pedagogy. The USMAPS Commandant, in consultation with the USMAPS Dean, makes decisions on faculty hires and the professional development of the USMAPS faculty.

#### **10–11. Administration and official records**

Permanent records will be established and maintained by class year for each cadet candidate attending USMAPS. These records will be integrated into USMA's official record keeping system specified in paragraph 4–2 following graduation each year.

### **Chapter 11**

## **Nonstandard Army Functions and Activities**

#### **11–1. Purpose**

This chapter prescribes nonstandard Army functions and activities that are unique to USMA in support of the USMA mission specified in AR 10–87. It cites, where appropriate, exceptions to certain Army regulations concerning these nonstandard activities to assist in conducting external audits, inspections, and surveys.

### **11–2. Responsibility**

The Superintendent, USMA will establish, maintain, and control the internal policies, procedures, and regulations necessary for the execution of these nonstandard functions and activities consistent with Army policy and guidance.

### **11–3. Undergraduate college degree program**

USMA is a Federal Service academy. As such, it provides a broad undergraduate education in the arts, sciences, and engineering, as well as military and Army-specific education and training. USMA maintains a 4-year program of instruction that is structured and guided by generally accepted standards and practices of U.S. institutions of higher education. Consistent with its academic mission, USMA may adopt certain accepted practices common at other institutions of higher learning, subject to applicable law, policy, and regulation.

*a.* USMA faculty may accept instructor copies of textbooks from publishers or booksellers at no cost. These copies will become the property of their academic departments.

*b.* USMA may receive or procure guest lecturers from non-government institutions and visiting scholars from other colleges and universities in support of the academic program in accordance with governing statutes and regulations.

*c.* USMA may use gift funds to hold receptions for cadets and their families for significant events.

*d.* Per 10 USC 7460, USMA may provide items and services to cadets and charge fees to cover the cost of these items and services.

*e.* The USMA Academic Program is rigorous; cadets have competing obligations which may preclude classroom attendance. Time to make up these classes may not be available within the academic program. The educational infrastructure will support cadet work wherever cadets are located while on approved travel or otherwise unable to attend classroom instruction.

*f.* Cadet technology infrastructure will be consistent with other top undergraduate colleges.

### **11–4. Accreditation**

USMA must establish and maintain the appropriate accreditations for the 4-year program of instruction as required by AR 10–87. The Middle States Commission on Higher Education is the institutional accrediting body for USMA. The ABET ([www.abet.org](http://www.abet.org)) is the national accrediting body for the engineering and computing majors. Other disciplines and activities may be accredited or certified by their national accrediting organizations.

### **11–5. Recruiting and admissions**

*a.* USMA must conduct a wide variety of recruiting support activities (AR 601–2) each year in order to recruit sufficient numbers of qualified applicants interested in becoming Army officers. Each class is designed to provide the right composition of scholars, leaders, athletes, women, and minorities to maintain a diversified student body. The Academy also admits a contingent of international students, as well. USMA will ensure that applicants meet the requirements specified by law. Applicants are evaluated for admission on the basis of academic performance, demonstrated leadership potential and character, physical aptitude, and medical qualification.

*b.* Some applicants may not qualify for direct admission to USMA but have other qualities such that the Academy would like to admit the applicants in the future. In such cases, applicants may be offered the opportunity to attend USMAPS. If applicants can remediate such deficiency then they may be offered admittance to USMA with the next appropriate class.

### **11–6. Directorate of Academy Advancement**

The Directorate of Academy Advancement (DAA) is the USMA staff agency responsible for alumni affairs, the private giving program, gift fund resource management, and gift-funded construction. DAA supports USMA's mission by engaging the Long Gray Line to maintain a connection with, and encourage them to actively support the Academy as volunteers and donors. Alumni support elevates the Academy's ability to remain competitive in attracting high-quality cadets and enhance the baseline academic, athletic, and leadership programs.

*a.* The DAA—

(1) Serves as the staff's strategic planner for alumni affairs and private giving.

(2) Serves as the liaison between the Academy and the West Point Association of Graduates.

(3) Manages the private giving program in support of USMA's Margin of Excellence needs to include receiving, administering, budgeting, accounting, safeguarding, monitoring, and disbursing Academy gift resources per applicable laws and regulations.

(4) Plans, coordinates, supervises, and executes all official USMA alumni events. Particular emphasis is placed on class reunions, Thayer Award, Nininger Award, Alumni Golf Outing, Graduate March Back, worldwide support of

Founders Day, 50-year class affiliation program, alumni events in conjunction with athletic events, and other alumni events.

(5) Establishes and serves as the proponent for USMA policies and programs governing alumni engagement and the private giving program.

(6) Provides information and assistance to alumni groups or organizations, and other friends of West Point.

(7) Articulates USMA's needs for private support to the West Point Association of Graduates and donors.

(8) Manages acceptance, recognition, reporting, and stewardship of private gifts to the Academy per applicable laws and regulations.

(9) Coordinates USMA participation in all donor activities.

(10) Manages the process for gift-funded construction.

*b. Gift Funds Administration—*

(1) Gift funds are administered through the General Fund Enterprise Business System, or any subsequent financial control system adopted by the Department of Army.

(2) The Superintendent, USMA may (without regard to 10 USC 2601) accept, hold, administer, invest, and spend any gift, device, or bequest of personal property of a value of \$20,000 or less made to the United States on the condition that such gift, devise, or bequest be used for the benefit of USMA or any entity thereof (10 USC 7456 and AR 1–100).

(3) The Secretary of the Army delegates to the Superintendent, USMA the authority to accept conditional and unconditional gifts valued up to \$500,000. The Superintendent, USMA may not delegate this authority further. Gifts received will comply with applicable regulations.

(4) Directorate of Resource Management/G8 will coordinate with the DAA and provide procedural guidance for the expenditure of any gift funds that have been deposited in the U.S. Treasury.

(5) Only negligible costs will be supported by appropriated funds (APFs). Negligible costs are those that the commander considers inconsequential and can be disregarded because they are small or unimportant and will not have an impact on the commander's operating budget (AR 1–100).

#### **11–7. Board of Visitors support**

Annually, USMA must execute a wide variety of activities and official travel in support of the Board of Visitors. To accomplish this requirement, the Academy coordinates directly with the Board's membership regarding each meeting, travel requirements, and other administrative requirements, and assists with the preparation and publishing of the annual report (10 USC 7455).

#### **11–8. Directorate of Cadet Activities**

*a.* Consistent with the college experience and in keeping with services provided to students at most institutions of higher education, the DCA provides programs and facilities that contribute to cadet leader development by providing organized, comprehensive, and diverse entertainment, extracurricular, recreational, cultural, and social activities. The DCA cadet program is an APF mission.

*b.* DCA is a USCC organizational entity.

*c.* The Cadet Activities Fund is a supplemental mission NAFI, excluded from the U.S. Army Installation Management Command single morale, welfare, and recreation fund. The Cadet Activities Fund receives monies derived from fees, donations, and the income from the conduct of supporting resale activities. The Director of Cadet Activities will serve as the fund manager of the NAFI.

*d.* The cadet store and bookstore are authorized per 10 USC 7440 and 10 USC 7460, and administer the resale of merchandise that supports the Corps of Cadets academic program, cultural, social, and extracurricular needs. The cadet store provides goods and services that support the Corps of Cadets in the performance of their duties and is authorized mixed funding for resale of essential services and supplies for the professional and military training of the Corps of Cadets.

*e.* The authorized patrons of the cadet store and bookstore are—

(1) Members of the Corps of Cadets and their guests.

(2) Visiting members of other Service academies who are at USMA for an official function.

(3) Members of allied country Service academies who are at USMA for an official function.

(4) Members of the staff and faculty, Reserve Components, and those individuals entitled to unlimited Armed Services Exchange privileges.

*f.* The cadet restaurant division is authorized per 10 USC 7440 and provides auxiliary food service to the Corps of Cadets and their guests, using commonly accepted practices for such auxiliary services found at other institutions of higher education. The cadet restaurant division and its branch activities are authorized to sell alcoholic beverages by

the drink to authorized patrons. The administration, control, and operation of alcoholic beverage programs will be per AR 215–1.

g. The authorized patrons of the cadet restaurant are—

- (1) Members of the Corps of Cadets and their guests.
- (2) Visiting members of other Service academies who are at USMA for an official function.
- (3) Members of allied country Service academies who are at USMA for an official function.
- (4) Members of the staff and faculty for selected activities as established by the Commandant of Cadets and whenever such activities do not conflict with AR 215–1, without prior written approval.

h. Army policy, which restricts the resale activities of NAFIs in favor of Army and Air Force Exchange Service, does not apply to the operation of the cadet store, bookstore, and cadet restaurant division.

i. Cadet activities and its supplemental NAFI are funded from both APF and nonappropriated fund (NAF) sources which, in accordance with 10 USC 7459, may receive APFs allocated by the Superintendent, USMA for cadet extracurricular recreational programs to be treated as NAFs and expended for those programs in accordance with laws applicable to the expenditure of NAFs. APFs so designated shall be considered to be NAFs for all purposes and shall remain available until expended. The Commandant of Cadets will determine the number and purpose of extracurricular recreational programs, cadet clubs, other cadet social programs and cadet activities in general. Funding will be contingent upon the Academy's ability to support in terms of overall resources.

j. Financial accounting and reporting for the NAFI component will be in accordance with DoD 7000.14–R, DoDI 1015.15, and DoDI 7600.06. The Commandant of Cadets will direct annual audits of the fund. NAFs in excess of normal operating requirements will be invested with the NAF Centralized Banking and Investment Program per AR 215–1.

k. Purchasing and contracting for the NAFI will be in accordance with AR 215–4. The DCA NAF contracting officer is responsible for contracting actions and will be selected and appointed in accordance with contracting regulations. Personnel services will be provided in accordance with AR 215–3 by the USMA NAF Civilian Personnel Advisory Center.

l. DCA administers a Cadet Fine Arts Program. The Cadet Fine Arts Program at USMA plays a role in the education, lives, and development of cadets in the form of academic enrichment, leadership opportunities, inspiration, motivation, and camaraderie. The program includes, but is not limited to music, dance, drama, and theatre. This program provides the general public the opportunity to purchase tickets and subscriptions, which provide funds to enable the theatre to provide a quality arts program for the cadets. Promotion of the Cadet Fine Arts Program may require the use of a variety of media and other commercial techniques, to include commercial sponsorship, internet, and commercial advertising to ensure broad public awareness of shows and other fine arts events. It may also require the publication and dissemination of informational programs and seasonal brochures. Such printed materials will be prepared and printed using NAFs and may contain commercial advertisements; such advertisements will be accompanied by the disclaimer statement, "The appearance of advertisements in this publication does not constitute an endorsement by the DA of the products or services advertised." Promotion of the Cadet Fine Arts Program will be in accordance with AR 215–1 to include authorization to enter into commercial sponsorship agreements. All agreements will receive a legal review by the servicing legal office and contain appropriate disclaimers such as "sponsorship does not imply Army endorsement."

m. Commercial sponsorship is authorized for all DCA programs, activities, and events and will be conducted in accordance with AR 215–1.

n. The cadet hosting fund and the tactical officer reimbursement fund are resourced using gift funds. These funds allow cadets to be hosted by military officers who are required by proper authority to entertain cadets in their homes and to give receptions for the benefits of cadets and their guests.

o. Transportation—

- (1) Extracurricular clubs or activities that require transportation may receive NAF or mixed funding support.
- (2) Recreational or non-official transportation may be authorized by the Commandant of Cadets in accordance with AR 215–1. Reimbursement will be via NAFs or fees charged.

### **11–9. Cadet treasurer activities**

The USMA treasurer is the custodian and trustee of cadet pay and allowances. As such, a wide array of activities are executed to receive and account for such pay and allowances, pay authorized and legitimate expenses, and assist each cadet with saving for future requirements.

## **11–10. Governance and decision support activities**

The Superintendent, USMA executes an array of decision support activities consistent with those found at most institutions of higher education. These activities and services include, but are not limited to, institutional research and analysis; policy development and strategic planning; assessment of learning and institutional outcomes; assessment of graduate performance in the field; tracking of the life cycle of each candidate, cadet, and graduate; and general research and analysis. In addition to supporting the decision-making process, such activities and efforts also support accreditation.

## **11–11. Intercollegiate athletics**

*a.* The USMA Intercollegiate Athletics program is made up of the Academy intercollegiate athletic department and the AWPAA, a nonprofit 501(c)(3) organization with which the Department of Army has entered into a cooperative agreement to provide the Agency with a variety of intercollegiate athletics activities and field a number of competitive teams as a vital element of the cadet leader development program. Competitive athletics provides opportunities to physically challenge each cadet and to develop leadership skills, self-confidence, physical and mental toughness, and the will to win. Intercollegiate athletics also provides national exposure for USMA and the Army in support of national recruiting campaigns. The program must adhere to the rules and regulations issued by the NCAA. The USMA intercollegiate athletics program must also be accredited by the NCAA (AR 10–87). The services that the Directorate of Intercollegiate Athletics provides are APF mission programs (AR 215–1).

*b.* The AAA is a supplemental mission NAFI whose sole purpose is to supplement and support the mission of the Director of Intercollegiate Athletics. The AAA receives monies derived from revenue generating contracts, ticket and event sales, donations, and income from the supporting resale activity.

*c.* The Superintendent, USMA is authorized to establish and maintain an intercollegiate athletics program consistent with the requirements of the NCAA. The Director of Intercollegiate Athletics will direct and manage this program (DoDI 1322.22, paragraph 4.2.8). This program is a nonstandard Army activity that is funded with both APFs and NAFs. The mixing of these funds is authorized in accordance with 10 USC 7459. The Superintendent, USMA will determine the type and number of sports teams fielded, contingent upon the Academy's ability to support in terms of resources and players. APFs allocated by the Superintendent, USMA for the program may be treated as NAFs and expended for those programs in accordance with laws applicable to the expenditure of NAFs. APFs so designated shall be considered to be NAFs for all purposes and shall remain available until expended (10 USC 7459).

*d.* APFs are authorized to support the Director of Intercollegiate Athletics. APF and NAF activities within the program will be conducted in accordance with DoD and Army regulations governing these activities. When activities are not governed by DoD or Army regulations, commonly accepted practices of institutions that participate in major college-level intercollegiate athletics and rules and regulations applicable to the NCAA will be followed.

*e.* NAFI employees of the AAA will be administered per AR 215–1 and AR 215–3. As an exception, contracts may be made by the AAA to engage the professional services of essential personnel according to customs and practices adhered to by other member organizations of the NCAA. Compensation for these individuals will be determined through negotiation.

*f.* Purchasing and contracting for the NAFI will be in accordance with AR 215–4. The AAA NAF contracting officer is responsible for contracting actions and will be selected and appointed in accordance with contracting regulations. Personnel services will be provided in accordance with AR 215–3 by the NAF Civilian Personnel and Advisory Office.

## **11–12. Selected Athlete Program**

*a.* The Superintendent, USMA is authorized to waive APFT and Army Body Composition Program (ABCP) requirements for selected athletes and enroll these cadets and cadet candidates in the Selected Athlete Program (SAP) (see app C). The demands of intercollegiate athletics require some athletes to increase their body weight in order to successfully compete in their sport. Although additional body weight may enhance sport-specific skill performance, it can degrade the performance of these athletes on the APFT and can keep them from meeting ABCP standards.

*b.* Once removed from the program, former selected athletes must meet age- and gender-specific minimums on all graded record physical tests and must meet the standards of the ABCP. These cadets will not be subject to any adverse measures associated with enrollment in the ABCP, such as loss of privileges, as long as they continue to make satisfactory progress in accordance with AR 600–9. Additionally, once removed from the program, failure to pass the age- and gender-specific minimums on all graded record physical fitness tests or failure to comply with the requirements of AR 600–9 may result in separation from USMA. All selected athletes must meet age- and gender-specific ABCP minimums by graduation.



### **11–13. Athletic Intern Program**

- a.* The purpose of the Athletic Intern (AI) Program (see app D) is to provide recurring support to the intercollegiate athletic program, primarily through the use of newly commissioned USMA graduates.
- b.* All officers, except those branched aviation, are eligible to participate. Aviation officers will be considered only on an exception basis for fall sports. The decision will be based on the needs of the Army and Aviation training seat constraints.
- c.* AI tour lengths will not exceed 6 months, except in cases where a lieutenant's Basic Officer Leaders Course (BOLC) B starts at a later date.

### **11–14. Athletics promotion and sports information**

USMA intercollegiate athletic events conducted at West Point and other locations provide a venue to communicate the mission of USMA to the general public. Sports information and promotional programs and civilian enterprise publications may be patterned in accordance with the policies and practices of the NCAA. Release of information must be consistent with the rules for the release of information contained in AR 360–1, the policies and practices of AR 25–1, and DoD principles of information. Authorized activities include, but are not limited to, the following:

- a.* Management and operation of athletic booster clubs to promote and encourage public interest and involvement with USMA athletic events. Voluntary contributions and donations from private individuals or donor groups may be solicited by the AAA, and individuals and donors may be publicly acknowledged. Policies, consistent with DoD 5500.07–R, concerning solicitation of contributions and acknowledgments thereof, will be established by the Superintendent, USMA and will avoid the appearance of sponsorship, sanction, endorsement, or approval by USMA or the DA. Donations and gifts are accepted in accordance with existing laws and regulations.
- b.* Authority to execute commercial sponsorships in support of the intercollegiate athletics program in accordance with existing policies and regulations.
- c.* Participation in commercially sponsored radio and television broadcasts of USMA intercollegiate athletic events to promote interest in Army athletics and USMA. Use of the internet and other social media outlets to promote Army athletics and USMA.
- d.* Publication and dissemination of sports information and seasonal sports brochures. Such printed matter prepared or produced with APFs will comply with DoD policy dealing with commercial advertisement. Printed matter prepared or produced with NAFs may contain commercial advertisements, provided such advertisements are accompanied by the following disclaimer statement, "The appearance of advertisements in this publication does not constitute an endorsement by the Department of the Army of the products or services advertised."

### **11–15. Visitors center**

USMA operates an educational reception center for the general public as a consequence of West Point being our Nation's oldest continuously-garrisoned military installation, its designation as a national historic site, and as America's oldest Service academy. Its primary purpose is to facilitate communicating the purpose, mission, and vision of USMA to the visiting public. Activities and concession efforts conducted within, which support and assist USMA's intercollegiate athletics program, the U.S. Corps of Cadets, and other sanctioned agencies, are authorized.

### **11–16. United States Military Academy student detachment**

The USMA student detachment is primarily composed of military faculty on sabbatical, conducting operational experience assignments, enrolled in graduate school, attending Senior Service College, or officers attending the Eisenhower Leader Development Program. Soldiers assigned to this unit are enrolled in an educational program. Therefore, USMA student detachment officers are in the Army's trainees, transients, holdees, and students account and do not count against the USMA aggregate assigned strength for purposes of requisitioning replacements for permanent members of the staff and faculty.

### **11–17. Professional development of the faculty**

- a.* The Superintendent, USMA, through the DA, may detail assigned or incoming officers as students or observers at other educational institutions in the United States or abroad to prepare them for duty as members of the staff and faculty. This normally will be accomplished prior to reporting to USMA but may be accomplished during other periods, as appropriate.
- b.* Each faculty member is expected to possess academic expertise and teaching prowess, exemplify high standards of conduct and performance, engage in curriculum development, and participate in the full spectrum of USMA programs, to include providing leadership for cadet curricular and extracurricular activities and enforcing standards of

cadet behavior and conduct (DoDI 1322.22). They are also expected to support the USMA mission through professional development in each of the five domains of teaching, scholarship, service, cadet development, and junior faculty development.

c. Sabbatical leave or other developmental absences provide a means for faculty members to maintain currency in their disciplines and connections in appropriate intellectual communities beyond USMA, develop expertise in academic program development and assessment, or forge connections to the Army and throughout DoD by conducting outreach, research, and service activities. Sabbatical leave or other developmental absences by active duty and civilian members of the staff and faculty may be authorized for temporary periods not to exceed 1 year in lieu of performance of duty at USMA. The Superintendent, USMA may grant a leave of absence for the period of the suspension of the ordinary academic duties, without deduction of pay or allowances, to a professor, assistant professor, instructor, or other officer assigned to USMA (10 USC 7441).

#### **11–18. Faculty research and grants**

The conduct of research by faculty is critical to recruiting and retaining highly qualified faculty. The Secretary of the Army hereby authorizes the Superintendent, USMA to accept qualifying research grants on a competitive basis for faculty research for scientific, literary, or educational purposes provided the work under the grant is to be carried out by a member of the USMA faculty under 10 USC 7458. The Superintendent, USMA will promulgate regulations and may delegate authority for acceptance to the Dean of the Academic Board. A qualifying research grant is a grant that is awarded to USMA faculty on a competitive basis by a corporation, fund, foundation, educational institution, or similar entity that is organized and operated primarily for scientific, literary, or educational purposes. USMA faculty may also perform research in service to, or as a collaborative effort with, other educational or governmental institutions.

#### **11–19. Gratuitous service agreements**

As the commander of an accredited institution of higher learning, the Superintendent, USMA is authorized to gratuitously accept the services of distinguished chairs and research directors endowed through the Association of Graduates.

#### **11–20. Non-United States Military Academy cadets temporarily in residence**

a. By virtue of its unique mission, USMA will have occasion to host individuals who are not enrolled in USMA's standard 4-year program. These individuals include cadets from sister Service academies in the United States, cadets from other Army commissioning sources, and those international cadets who do not fall within the provisions of 10 USC 347. Examples of programmatic activities that involve such hosting include, but are not limited to the—

- (1) Semester Academy Exchange Program.
- (2) Study Abroad Program.
- (3) Academic individual advanced development.
- (4) Military individual advanced development.
- (5) Foreign Academy Exchange Program.
- (6) Cadet summer training.
- (7) Sandhurst competition.

b. USMA is authorized to provide education, training, and sustainment to non-USMA cadets who are participating in the above activities and in other, similar activities. This support may include the billeting, meals, and training that are provided to USMA cadets who are participating in the same activities. The Superintendent, USMA will establish procedures to provide such support to non-USMA cadets. USMA will seek to recoup costs as appropriate from the federal or non-federal entities that send individuals to train or compete at USMA.

#### **11–21. Cadet Mess**

a. The Cadet Mess is authorized by 10 USC 7440 to meet the food service requirements of USMA and is exempt from standard Army food programs in accordance with AR 30–22 and DA Pam 30–22.

b. All operating and personnel costs associated with the Cadet Mess operation will be charged to the appropriated Operation and Maintenance, Army fund.

c. All food costs associated with the cadet mess operation will be charged to the nonappropriated cadet ration fund (see para 11–23).

### **11–22. Cadet Ration Fund**

*a.* The nonappropriated cadet ration fund is funded by Military Personal, Army based on cadet on-board strength and will be used to purchase all food requirements. Acquisition and accounting guidance will be in accordance with AR 215–1, AR 215–4, and DoD 7000.14–R. Annual audits will be conducted in accordance with DoDI 1015.15 and DoDI 7600.06.

*b.* The Treasurer, USMA will manage the Cadet Ration Fund and will pay for all approved acquisitions of food products. Cadet Ration Funds, which may exceed normal operating requirements for food acquisition, will be invested by the Treasurer, USMA with the NAF Centralized Banking and Investment Program established at DA.

*c.* Cadets may receive authorized ration allowances during summer leave, group leave in excess of 72 hours, and while on official government travel status when meals are not provided. When meals are provided, subsistence allowance will be reimbursed to the element furnishing the meals.

*d.* The Cadet Ration Fund is exempt from the NAF Financial Services of DFAS and will conform to the accrual method of accounting in accordance with DoD 7000.14–R. The Treasurer, USMA will issue monthly financial statements for review of cost trends and financial adequacy.

*e.* The Treasurer, USMA will prepare and submit the “Annual Submission of U.S. Military Academy Dining Hall Operations Data Report” to the Associate Director for Military Personnel and Health Care, Office of the Under Secretary of Defense (Comptroller), Program/Budget.

### **11–23. Thayer Hotel**

The Thayer Hotel is a Federal Government-owned facility that is open to the public and leased by a private contractor. The terms and conditions set forth in the lease and contract determine the responsibilities of the parties. The current lease expires in 2048. However, there is a 25-year option that must be negotiated prior to lease extension. A contract exists between the U.S. Army Installation Management Command and the Thayer Hotel that assigns responsibilities and requirements by which the Government and the lessee will function with regards to the general operation of the Thayer Hotel at West Point.

### **11–24. National historic landmark**

The buildings and grounds of USMA and WPMR were designated as a National Historic Landmark in 1960. As such, the U.S. Army Garrison, West Point executes appropriate activities to secure, maintain, and preserve the grounds, monuments, and historic buildings.

### **11–25. Cadet Uniform Factory**

*a.* The CUF is authorized by 10 USC 7440 to manufacture initial, additional, and replacement issue distinctive Cadet uniform items, accoutrements, and accessories required by USMA. The CUF supports those manufactured items and other DoD-sourced or commercially purchased items of Cadet uniforms, wardrobe items, and other textile products through fittings, alterations, repairs, and modifications from reception day to graduation for each cadet. The CUF also provides uniform and textile services for the USMA band distinctive uniforms and for other authorized customers.

*b.* Manufacture will be based on locally developed traditional style and fit patterns in keeping with the historical nature of cadet uniforms.

*c.* All raw materials and findings will be procured in accordance with the Federal Acquisition Regulation as supplemented by the Army Federal Acquisition Regulation Supplement. Locally developed procedures and systems will be used to account for raw materials and findings from acquisition to end-item application and completion. Inventory will be conducted in accordance with Army regulations.

*d.* Costs associated with the manufacture of end-items and operation of the CUF will be fully recovered in the end-item price charged upon issue. Standard cost accounting procedures will be used to establish end-item prices and will include the following costs:

(1) *Personnel.* The costs associated with direct labor used in production, to include fittings, alterations, repairs, and modifications.

(2) *Overhead.* The costs of labor for supervisory and administrative personnel; personnel who maintain and clean the factory and production equipment; ordering, storage, and handling personnel; production cost analysts; and the cost of all employee benefits borne by the government.

(3) *Materials.* The cost of raw materials (such as cloth, linings, sheet goods, and so forth), findings (such as thread, buttons, braid, and so forth) and other indirect costs for materials used to support the manufacture of end-items.

(4) *Audits.* Audit of cost accounting will be accomplished by the Internal Review and Audit Compliance Office or by independent auditors.

## **11–26. West Point Museum**

*a.* The West Point Museum serves as the custodian and repository for all items of memorial or historic interest pertaining to USMA and the profession of arms. The West Point Museum also supplements cadet academic, cultural, and military instruction. As a public institution, the West Point Museum serves to stimulate interest in USMA, the U.S. Army, and the military profession in general.

*b.* The West Point Museum personnel—

(1) Ensure the security of material culture items of memorial or historic interest as they pertain to the history of West Point, History of the Army, History of Warfare, or specifically relate to the wider support of cadet education and the study of military science. The West Point Museum Director will have the final determination as to what items are classified as historic at USMA.

(2) Support the academic curriculum through cultural and military instruction, and utilizes museum programs to provide such educational support.

*c.* Accounting for the Gift Fund Sub-Account.

(1) The West Point Museum will comply with AR 870–5, AR 870–20, AR 1–100, and local implementing regulations.

(2) The director of the West Point Museum is the account supervisor of the museum sub-accounts within the USMA Corps of Cadets Gift Fund. In that capacity, the director will be responsible for control of the museum's assets provided from any source of revenue or gifts (for example, the museum's resale of merchandise or unsolicited contributions from the private sector).

(3) APF sources will normally be defined in AR 870–20 (required support of museums). In addition to financing resale activities, gift funds may be used in support of the museum's programs and historical acquisitions. All historical properties procured through gift funds become Government property and will be accounted for in accordance with AR 870–20.

(4) The West Point Museum may maintain donation boxes. All proceeds will be deposited in the USMA Corps of Cadets Gift Fund for the support of the West Point Museum operations. Property will be accounted for in accordance with AR 1–100 and local implementing regulations applicable to the USMA Corps of Cadets Gift Fund.

*d.* The West Point Museum will be operated in accordance with AR 870–20, with the following exceptions:

(1) Approval of loans of historical properties in connection with cadet instruction, and other loans for periods of less than 1 year to organizations, activities, or personnel on WPMR will be made by the museum director or a designated representative. The Center of Military History will be informed upon request of the status of on-post loans.

(2) The West Point Museum will account for its historical properties as shown below:

*(a)* A locally-generated historical property catalog card will be the primary manual record of all historical property and serves as both the museum catalog and the property account.

*(b)* A total inventory of the collections will be completed every 4 years. Shortages or damages will be reported in accordance with AR 870–20 to Headquarters, Department of the Army (AAMH–ZA), Washington, DC 20319–5058.

*(c)* Historic weapons are stored in an intrusion detection system protected and U.S. Army approved arms vault in the West Point Museum. Double barrier locking doors protect this room, as does a perimeter electronic system to guard the museum overall. Together, these three barriers will be considered sufficient to meet the requirements of Army security regulations.

*(d)* The West Point Museum is authorized to allow the use of designated historical weapons as part of a teaching collection of artifacts, for instructional purposes only, in support of projects officially authorized and supervised by the USMA Superintendent, Commandant of Cadets, or Dean of the Academic Board.

*(e)* All artifacts received by the West Point Museum prior to 1992 remain the property of the Museum at West Point and WPMR.

(3) The director of the West Point Museum is authorized to accept, on loan from vendors, artifacts to be considered for purchase by the museum. Artifacts will remain at the West Point Museum on an approval basis for curatorial inspection until the time of purchase, or until the artifact is returned to the vendor.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

###### **AR 1–33**

The Army Memorial Program (Cited in para B–1.)

###### **AR 1–100**

The Army Gift Program (Cited in para 11–6*b*(2).)

###### **AR 10–87**

Army Commands, Army Service Component Commands, and Direct Reporting Units (Cited in para 1–6*a*.)

###### **AR 15–6**

Procedures for Administrative Investigations and Boards of Officers (Cited in para 7–3*c*.)

###### **AR 25–1**

Army Information Technology (Cited in para 11–14.)

###### **AR 27–10**

Military Justice (Cited in para 6–1.)

###### **AR 30–22**

Army Food Program (Cited in para 11–21*a*.)

###### **AR 40–501**

Standards of Medical Fitness (Cited in para 3–8*d*.)

###### **AR 58–1**

Management, Acquisition, and Use of Motor Vehicles (Cited in para B–6.)

###### **AR 135–91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures (Cited in para 8–5*b*.)

###### **AR 135–210**

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-up, Partial or Full Mobilization (Cited in para B–7.)

###### **AR 140–10**

Assignments, Attachments, Details, and Transfers (Cited in para 3–12*c*(1).)

###### **AR 140–111**

U.S. Army Reserve Reenlistment Program (Cited in table 8–2.)

###### **AR 215–1**

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities (Cited in para 11–8*f*.)

###### **AR 215–3**

Nonappropriated Funds Instrumentalities Personnel Policy (Cited in para 11–8*k*.)

###### **AR 215–4**

Nonappropriated Fund Contracting (Cited in para 11–8*k*.)

###### **AR 350–1**

Army Training and Leader Development (Cited in para 7–9*a*.)

###### **AR 360–1**

The Army Public Affairs Program (Cited in para 11–14.)

###### **AR 380–67**

Personal Security Program (Cited in para 5–4*f*.)

**AR 385–63**  
Range Safety (Cited in para B–10.)

**AR 600–3**  
The Army Personnel Development System (Cited in para B–11.)

**AR 600–8–6**  
Personnel Accounting and Strength Reporting (Cited in para 3–11*a*.)

**AR 600–8–10**  
Leaves and Passes (Cited in para 3–11*a*.)

**AR 600–8–105**  
Military Orders (Cited in para B–13.)

**AR 600–9**  
The Army Body Composition Program (Cited in para 7–8*a*.)

**AR 600–20**  
Army Command Policy (Cited in para 7–4*b*.)

**AR 600–25**  
Salutes, Honors, and Courtesy (Cited in para B–15.)

**AR 600–43**  
Conscientious Objection (Cited in para 3–7*e*.)

**AR 600–85**  
The Army Substance Abuse Program (Cited in para 7–10*a*.)

**AR 600–110**  
Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (Cited in para B–16.)

**AR 601–2**  
Army Recruiting Support Programs (Cited in para 11–5*a*.)

**AR 601–141**  
U.S. Army Health Professions Scholarship, Financial Assistance, and Active Duty Health Professions Loan Repayment Programs (Cited in para B–17.)

**AR 614–200**  
Enlisted Assignments and Utilization Management (Cited in para 8–5*a*(2).)

**AR 621–1**  
Advanced Education Programs and Requirements for Military Personnel (Cited in para B–19.)

**AR 623–3**  
Evaluation Reporting System (Cited in para D–2*e*.)

**AR 635–40**  
Disability Evaluation for Retention, Retirement, or Separation (Cited in para 7–13*c*.)

**AR 635–200**  
Active Duty Enlisted Administrative Separations (Cited in para 7–7*c*(2).)

**AR 670–10**  
Furnishing Uniforms or Paying Uniform Allowances to Civilian Employees (Cited in para B–20.)

**AR 700–48**  
Management of Radiologically Contaminated Equipment Outside the United States (Cited in para B–21.)

**AR 725–1**  
Special Authorization and Procedures for Issues, Sales, and Loans (Cited in para B–22.)

**AR 870–5**  
Military History: Responsibilities, Policies, and Procedures (Cited in para 11–26*c*(1).)

**AR 870–20**

Army Museums, Historical Artifacts, and Art (Cited in para 11–26*c*(1).)

**DA Pam 30–22**

Operating Procedures for the Army Food Program (Cited in para 11–21*a*.)

**DA Pam 385–24**

The Army Radiation Safety Program (Cited in para B–3.)

**DA Pam 600–3**

Officer Professional Development and Career Management (Cited in para B–11.)

**DFAS–IN Manual 37–100**

The Army Management Structure (Cited in para 1–7.)

**DoD 5500.07–R**

Joint Ethics Regulation (JER) (Cited in para 1–15.)

**DoD 7000.14–R**

DoD Financial Management Regulation (Cited in para 11–8*j*.)

**DoDD 5500.07**

Standards of Conduct (Cited in para 1–15.)

**DoDI 1015.15**

Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources (Cited in para 11–8*j*.)

**DoDI 1120.11**

Programming and Accounting for Active Component (AC) Military Manpower (Cited in para 9–1*c*.)

**DoDI 1304.25**

Fulfilling the Military Service Obligation (MSO) (Cited in para 8–1*a*(1).)

**DoDI 1320.04**

Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation (Cited in para 5–5.)

**DoDI 1322.22**

Service Academies (Cited in para 1–18*c*(1).)

**DoDI 6490.04**

Mental Health Evaluations of Members of the Military Services (Cited in para 7–6*b*.)

**DoDI 7600.06**

Audit of Nonappropriated Fund Instrumentalities (NAFIs) and Related Activities (Cited in para 11–8*j*.)

**MCM 2019 Edition**

Manual for Courts-Martial (Available at <https://jsc.defense.gov/>) (Cited in para 6–3.)

**UCMJ, Article 112a**

Wrongful use, possession, etc., of controlled substances (Cited in para 6–8.)

**UCMJ, Article 120**

Rape and sexual assault generally (Cited in para 6–10*a*.)

**UCMJ, Article 134**

General article (Cited in para 6–10*a*.)

**Section II****Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this regulation. UCMJ material is available at <https://jsc.defense.gov/>. USC material is available at <http://uscode.house.gov/>.

**AR 11–2**

Managers' Internal Control Program

**AR 25–22**

The Army Privacy Program

**AR 25–30**

Army Publishing Program

**AR 25–400–2**

The Army Records Information Management System (ARIMS)

**AR 290–5**

Army Cemeteries

**AR 350–100**

Officer Active Duty Service Obligations

**AR 385–10**

The Army Safety Program

**AR 600–8–104**

Army Military Human Resource Records Management

**AR 601–100**

Appointment of Commissioned and Warrant Officers in the Regular Army

**AR 635–8**

Separation Processing and Documents

**AR 670–1**

Wear and Appearance of Army Uniforms and Insignia

**DA Pam 25–403**

Guide to Recordkeeping in the Army

**DA Pam 290–5**

Administration, Operation, and Maintenance of Army Cemeteries

**Public Law 94–106**

Department of Defense Appropriation Authorization Act of 1976 (Available at <https://www.congress.gov/>.)

**UCMJ, Article 15**

Commanding officer's non-judicial punishment

**UCMJ, Article 138**

Complaints of wrongs

**5 CFR 2635**

Standards of Ethical Conduct for Employees of the Executive Branch (Available at <https://www.ecfr.gov/>.)

**10 USC Chapter 741**

Retirement for Length of Service

**10 USC 347**

International engagement authorities for service academies

**10 USC 533**

Service credit upon original appointment as a commissioned officer

**10 USC 541**

Graduates of the United States Military, Naval, and Air Force Academies

**10 USC 651**

Members: required service

**10 USC 702**

Cadets and midshipmen

**10 USC 802**

Art. 2. Persons subject to this chapter



**10 USC 822**

Art. 22. Who may convene general courts-martial

**10 USC 978**

Drug and alcohol abuse and dependency: testing of new entrants

**10 USC 1217**

Academy cadets and midshipmen: applicability of chapter

**10 USC 1251**

Age 62: regular commissioned officers in grades below general and flag officer grades; exceptions

**10 USC 1252**

Age 64: permanent professors at academies

**10 USC 1521**

Posthumous commissions

**10 USC 2005**

Advanced education assistance: active duty agreement; reimbursement requirements

**10 USC 2601**

General gift funds

**10 USC 7075**

Regular Army: composition

**10 USC 7320**

More than thirty years: permanent professors and the Director of Admissions of the United States Military Academy

**10 USC 7342**

Higher grade for service in special positions

**10 USC 7431**

Establishment; Superintendent; faculty

**10 USC 7432**

Departments and professors: titles

**10 USC 7433**

Superintendent; faculty: appointment and detail

**10 USC 7434**

Command and supervision

**10 USC 7435**

Dean of Academic Board

**10 USC 7436**

Permanent professors; director of admissions

**10 USC 7437**

Chaplain

**10 USC 7438**

Civilian faculty: number; compensation

**10 USC 7440**

Quartermaster

**10 USC 7441**

Faculty and other officers: leaves of absence

**10 USC 7442**

Cadets: appointment; numbers, territorial distribution

**10 USC 7443**

Cadets: appointment; to bring Corps to full strength

**10 USC 7446**

Cadets: requirements for admission

**10 USC 7447**

Cadets; nominees: effect of redistricting of States

**10 USC 7448**

Cadets: agreement to serve as officer

**10 USC 7449**

Cadets: organization of Corps; service; instruction

**10 USC 7450**

Cadets: clothing and equipment

**10 USC 7451**

Cadets: deficiencies in conduct or studies; effect of failure on successor

**10 USC 7452**

Cadets: hazing

**10 USC 7453**

Cadets: degree and commission on graduation

**10 USC 7454**

Buildings and grounds: memorial hall; buildings for religious worship

**10 USC 7455**

Board of Visitors

**10 USC 7456**

Use of certain gifts

**10 USC 7457**

Acceptance of guarantees with gifts for major projects

**10 USC 7458**

Grants for faculty research for scientific, literary, and educational purposes: acceptance; authorized grantees

**10 USC 7459**

Mixed-funded athletic and recreational extracurricular programs: authority to manage appropriated funds in same manner as nonappropriated funds

**10 USC 7460**

Cadets: charges and fees for attendance; limitation

**10 USC 7461**

Policy on sexual harassment and sexual violence

**10 USC 8480**

Policy on sexual harassment and sexual violence

**31 USC 1353**

Acceptance of travel and related expenses from non-Federal sources

**37 USC 203**

Rates

**37 USC 204**

Entitlement

**37 USC 303**

Special pay: veterinarians

**37 USC 422**

Cadets and midshipmen

**37 USC 480**

Travel and transportation allowances: miscellaneous categories

**Section III****Prescribed Forms**

This section contains no entries.

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) website (<https://armypubs.army.mil/>). DD forms are available on the Executive Services Directorate (ESD) website (<http://www.esd.whs.mil/directives/forms/>).

**DA Form 11–2**

Internal Control Evaluation Certification

**DA Form 31**

Request and Authority for Leave

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 4856**

Developmental Counseling Form

**DD Form 214**

Certificate of Release or Discharge from Active Duty (Available through normal supply channels.)

**DD Form 2807–1**

Report of Medical History

**DD Form 2807–2**

Accessions Medical History Report

**DD Form 2808**

Report of Medical Examination

## **Appendix B**

### **Additional Delegations of Authority, Authorizations, and Exceptions to Policy Granted to the Superintendent, United States Military Academy**

#### **B–1. Memorialization and dedication**

AR 1–33 designates the Superintendent, USMA as the sole authority for memorialization or dedication as a condition of a gift, and announces that dedication is the only case in which naming for the living is allowed.

#### **B–2. Gifts and donations**

*a.* AR 1–100 and 10 USC 7456 authorize the Superintendent, USMA (without regard to 10 USC 2601) to accept, hold, administer, invest, and spend any gift, devise, or bequest of personal property of a value of \$20,000 or less made to the United States on the condition that such gift, devise, or bequest be used for the benefit of USMA or any entity thereof.

*b.* The Secretary of the Army delegates to the Superintendent, USMA the authority to accept conditional and unconditional gifts valued up to \$500,000 or less. The Superintendent, USMA may not delegate this authority further.

#### **B–3. Deviation from radiation safety standards**

DA Pam 385–24 delegates to the Superintendent, USMA the authority to authorize deviations from Army radiation safety standards and procedures.

#### **B–4. Military justice training**

AR 27–10 authorizes the Superintendent, USMA to prescribe additional military justice training for officers, cadets, and enlisted Soldiers within USMA on an as-needed basis.

#### **B–5. Medical accession and retention standards**

AR 40–501 delegates the Superintendent, USMA waiver authority for accession to USMA of individuals initially reported as medically unacceptable by reason of medical unfitness when the medical fitness standards in chapters 2, 3, 4, or 5 apply. AR 40–501 also delegates authority to the Superintendent, USMA to grant medical waivers for retention and continuation of cadets in USMA, provided the cadet meets the retention standards of chapter 3.

#### **B–6. Group bus service**

AR 58–1 delegates approval authority to the Superintendent, USMA to obtain group bus service.

#### **B–7. Extended active duty for cadets**

AR 135–210 delegates the Superintendent, USMA the authority to order a cadet or former cadet to extended active duty. Prior approval of the ASA (M&RA) is required.

#### **B–8. Agreements with foreign service academies**

10 USC 347 authorizes a cadet to receive instruction at a military academy of a foreign country pursuant to an exchange agreement entered into between the Secretary of the Army and appropriate officials of the foreign country. The Secretary of the Army has delegated this authority to the Superintendent, USMA.

#### **B–9. Weapons qualification**

AR 350–1 authorizes the Superintendent, USMA to direct weapons qualification for all cadets at USMA as an exception to the exemption from qualification under this regulation.

#### **B–10. Deviation from range safety standards**

AR 385–63 directs the Superintendent, USMA to act as deviation authority for requests to deviate from range standards and procedures, or delegate such authority according to paragraph 3–1.

#### **B–11. Functional area 47**

AR 600–3 and DA Pam 600–3 designate the Superintendent, USMA as the personnel proponent for functional area 47, USMA permanent faculty.

**B-12. Graduation leave**

AR 600-8-10 designates the Superintendent, USMA or his or her designee as the approval authority to grant graduation leave at USMA.

**B-13. Travel orders**

AR 600-8-105 delegates to the Superintendent, USMA the authority to issue travel orders for personnel of the USMA command, to include approving and issuing blanket travel orders for travel within the continental United States in support of the Academy admissions program. Overseas travel of cadets must be authorized by the DCS, G-1.

**B-14. Religious practice policies**

AR 600-20 designates the Superintendent, USMA as responsible for ensuring all USMA cadet applicants are aware of the Army's accommodation of religious practices policies under this regulation.

**B-15. Funeral escort for deceased cadet**

AR 600-25 authorizes the Superintendent, USMA to prescribe the composition and commander of the funeral escort for a cadet of USMA.

**B-16. Cadets with human immunodeficiency virus**

AR 600-110 authorizes the Superintendent, USMA to delay separation of USMA cadets who are confirmed human immunodeficiency virus antibody positive until the end of the current academic year. If the cadet is in his or her final academic year and is otherwise qualified, the cadet may be graduated without commission and discharged.

**B-17. Health professions scholarships**

AR 601-141 makes the Superintendent, USMA responsible for preliminary selection of USMA cadet applicants to the Armed Forces Health Professions Scholarship Program.

**B-18. Cadet parachute jumping during Cadet Troop Leadership Training**

AR 614-200 authorizes the Superintendent, USMA to pre-approve requests by qualified USMA cadets to perform permissive parachute jumping when participating in Cadet Troop Leadership Training with Army airborne units.

**B-19. Advanced degree training**

AR 621-1 makes the Superintendent, USMA responsible for coordinating advanced degree training for prospective members of the USMA faculty and authorizes the Superintendent, USMA to conduct and contract training (less than 20 weeks) for active faculty members.

**B-20. Uniforms for civilian instructors**

AR 670-10 authorizes the Superintendent, USMA to determine the required uniform for civilian instructors at USMA.

**B-21. Deviations from Army standards for depleted uranium and radioactive commodities**

AR 700-48 permits the Superintendent, USMA to authorize deviations from Army standards and procedures in this area.

**B-22. Selling sabers to graduating cadets**

AR 725-1 permits the Superintendent, USMA, when approved by the Commanding General, U.S. Army Materiel Command, to sell sabers to cadets upon graduation from USMA. Such sabers must no longer meet prescribed standards of appearance or serviceability.

## **Appendix C**

### **Administration of the Selected Athlete Program**

#### **C–1. Purpose**

To establish policy and procedures for the SAP, which applies to all athletes who will exceed ABCP standards while engaged in intercollegiate athletics.

#### **C–2. Eligibility for the Selected Athlete Program**

- a.* Before being considered a selected athlete, a cadet must—
  - (1) Pass the SAP modified APFT (see para C–3*b*).
  - (2) Be recommended by the Director of Intercollegiate Athletics with concurrence of the Director, Department of Physical Education and the brigade tactical officer.
  - (3) Be approved by the Commandant, USCC.
- b.* Each SAP list is approved for only one term.

#### **C–3. Physical fitness testing**

- a.* Once enrolled in the SAP, all SAP cadet-athletes will be administered a SAP modified APFT each time a diagnostic or graded record APFT is required, regardless of their weight on the test day.
- b.* The term “SAP modified APFT” refers to an APFT consisting of two minutes of push-ups, two minutes of sit-ups, and the Army-standard 6.2-mile stationary-cycle ergometer test. The minimum passing standard is 60 points per event.

#### **C–4. End of the Selected Athlete Program status**

- a.* A cadet may be removed from the SAP if—
  - (1) The cadet fails to meet the physical requirements to remain in the program.
  - (2) The cadet voluntarily quits the intercollegiate athletics team.
  - (3) The Director of Intercollegiate Athletics requests that the cadet be removed from the program.
  - (4) The cadet completes his or her NCAA athletic eligibility.
  - (5) The cadet fails to remain current with class requirements in the Physical Program, to include curricular coursework and fitness testing.
- b.* On a case-by-case basis, and with DA-level, by-name approval, former SAP athletes may be graduated and commissioned while not yet in compliance with normal Army fitness testing and ABCP standards. In these cases, the officer will be retained at West Point for a period not to exceed 6 months in order to meet all standards required for graduation and commissioning from USMA. Officers will not be permitted to attend BOLC without first meeting all established fitness testing and ABCP standards. Failure to meet the aforementioned standards within 6 months of class graduation and commissioning may result in separation from the Army and recoupment (see para 4–5).
- c.* Once removed from the SAP, former selected athletes must meet age- and gender-specific minimums on all graded record physical tests and must meet the standards of the ABCP by graduation.
- d.* Upon removal from the SAP, cadets will be counseled by their chain of command and enrolled in the ABCP. These cadets will not be subject to punitive measures associated with ABCP enrollment, such as loss of privileges, as long as they continue to make satisfactory progress per AR 600–9. Failure to comply with the requirements of AR 600–9 by graduation may result in separation from USMA.

## Appendix D

### Administration of the Athletic Intern Program

#### D–1. Purpose

To establish guidelines for the USMA AI Program. The AI Program supports USMA's NCAA Division I Intercollegiate Athletics Department. The duties of an AI at USMA and USMAPS are similar to those of a platoon leader in terms of unit size and leader tasks. AIs serve as coaches, role models, mentors, and leader-developers for intercollegiate cadet-athletes. AIs coordinate logistical support for team meals, travel, and lodging, and provide administrative support to include the coordination and execution of extensive nationwide recruiting programs.

#### D–2. Policy

*a. Eligibility.* All officers are eligible to participate upon graduation. Aviation officers are narrowly restricted from participation in this program due to aviation training constraints. All AI selection decisions are made based upon athletic support requirements, leader development, and needs of the Army. The total number of participants will not exceed 33 or 3 percent of the size of the graduating class, whichever is smaller, in any given year.

*b. Identification.* USMA will forward the request to HRC no later than 15 December of each year. The Director, Officer Personnel Management Directorate is the approval authority for participation in this program.

*c. Personnel accountability and strength reporting.* All AIs are assigned to the USMA active duty accessions detachment (W1FBA3). AI officers will count against USMA's operating strength for readiness purposes. However, they will not count against the USMA aggregate assigned strength for purposes of requisitioning a permanent member of the staff and faculty replacement.

*d. Permanent change of station.* Because initial assignment to the USMA active duty accessions detachment is at no cost to the government, AIs are authorized two PCS moves within 1 calendar year to attend BOLC as long as the moves do not occur within the same fiscal year.

(1) *Fall athletic interns.* Following graduation leave, AIs are assigned for coaching duties for up to 6 months or the start date of their BOLC class, whichever is later. Upon completion, HRC will place the officers on orders to attend BOLC en route to their initial assignment.

(2) *Spring athletic interns.* Following graduation leave, AIs attend BOLC in a temporary duty and return status. Temporary duty to complete BOLC is funded by military training specific allotment funds. Upon return from BOLC, the AIs will assume duty at USMA for up to 6 months or until the end of the season (plus 1 week) of the sport they are coaching, whichever occurs later. HRC will place these officers on PCS orders to their initial assignment.

*e. Officer evaluation report.* Fall AIs will receive their officer evaluation report prior to attending BOLC and spring AIs will receive their officer evaluation report prior to relocating to their next duty assignment. USMA will ensure that all AIs are evaluated in accordance with AR 623–3.

## **Appendix E**

### **Internal Control Evaluation**

#### **E–1. Function**

The function covered by this evaluation is administration of USMA.

#### **E–2. Purpose**

The purpose of this evaluation is to assist USMA in evaluating the key internal controls. It is intended as a guide and does not cover all controls.

#### **E–3. Instructions**

Answers must be based on the actual testing of key internal controls such as document analysis, direct observation, and sampling. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated once a year. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

#### **E–4. Test questions**

- a.* Are there established procedures for notifying cadets who have been recommended for separation from USMA?
- b.* Are there established procedures to follow-up and ensure that cadets who were ordered to active duty actually enlisted and served on active duty?
- c.* For cadets that are ordered to reimburse the government for their education, are there established procedures to confirm that debts have been established with DFAS?
- d.* Are there established procedures to identify cadets who require a medical waiver for commissioning?
- e.* Are there measures in place to ensure that cadets who are in a leave without pay status or suspended without pay do not receive pay during this period?
- f.* Is the amount of pay withheld from cadets who do not return to USMA at the expiration of their leave periods calculated in accordance with this regulation?
- g.* Does the Treasurer, USMA prepare cadet budgets annually using an analytical method which ensures the budgets will allow cadets to meet all mandated expenditures for the year?
- h.* Are processes in place to ensure cadets separated involuntarily turn in issued military clothing and equipment available?
- i.* Are processes in place to ensure placement of a cadet on medical leave is performed in accordance with the policy described in this regulation?



## **Glossary**

### **Section I**

#### **Abbreviations**

**AAA**

Army Athletic Association

**ABCP**

Army Body Composition Program

**ABET**

Accreditation Board for Engineering and Technology

**AI**

athletic intern

**AMHRR**

Army Military Human Resource Record

**AMP**

Academy Mentorship Program

**APF**

appropriated fund

**APFT**

Army Physical Fitness Test

**AR**

Army Regulation

**ARIMS**

Army Records Information Management System

**ARNG**

Army National Guard

**ASA (M&RA)**

Assistant Secretary of the Army (Manpower and Reserve Affairs)

**AWPAA**

Army West Point Athletic Association

**BOLC**

Basic Officer Leaders Course

**COI**

course of instruction

**CSA**

Chief of Staff, Army

**CUF**

Cadet Uniform Factory

**DA**

Department of the Army

**DA Pam**

Department of the Army pamphlet

**DAA**

Directorate of Academy Advancement

**DCA**

Directorate of Cadet Activities

**DCS**

Deputy Chief of Staff

**DD**

Department of Defense (forms)

**DFAS**

Defense Finance and Accounting Service

**DoD**

Department of Defense

**DoDD**

Department of Defense directive

**DoDI**

Department of Defense instruction

**ESG**

Executive Steering Group

**ETS**

expiration term of service

**FMR**

Financial Management Regulation

**HQDA**

Headquarters, Department of the Army

**HRC**

Human Resources Command

**IMA**

individual mobilization augmentee

**iPERMS**

integrated Personnel Electronic Records Management System

**IRR**

Individual Ready Reserve

**MCM**

Manual for Courts-Martial

**MSO**

military service obligation

**NAF**

nonappropriated fund

**NAFI**

nonappropriated fund instrumentality

**NCAA**

National Collegiate Athletic Association

**PCS**

permanent change of station

**Ph.D.**

Doctor of Philosophy

**PUSMA**

Professor, United States Military Academy

**RCM**

rule for courts-martial

**RRS–A**

Records Retention Schedule–Army

**SAP**

Selected Athlete Program

**SECARMY**

Secretary of the Army

**STP**

summer term program

**TPU**

troop program unit

**UCMJ**

Uniform Code of Military Justice

**USAR**

U.S. Army Reserve

**USC**

United States Code

**USCC**

United States Corps of Cadets

**USMA**

United States Military Academy

**USMAPS**

United States Military Academy Preparatory School

**WPMR**

West Point Military Reservation

**Section II****Terms****Academic Board**

Advises the Superintendent, USMA on all matters concerning the academic aspects of the academic, military, physical, and character development programs at USMA, including, standards; cadet performance evaluations in the academic, military, physical, and character development programs; and graduation requirements. The Academic Board also exercises those specific functions required by statute or other provisions of this regulation.

**military service obligation**

Obligation for military service incurred by those who enter USMA directly from civilian status or from a Regular or Reserve Component of any military Service.

**retention with condition**

When a cadet is found to be deficient in the academic, military, physical, or character development programs, the Superintendent, USMA may recommend retention with condition, that is, do not separate, but retain the cadet with his or her class and provide a concurrent opportunity to demonstrate proficiency under specified conditions.

**Turn–back**

When a cadet is found to be deficient in the academic, military, physical, or character development programs, the Superintendent, USMA may recommend a transfer of the cadet to the next lower class.

**West Point Military Reservation**

The grounds of USMA, to include Pershing Center, Constitution Island, and all training areas.



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