



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT**  
**681 ROGERS PLACE**  
**WEST POINT, NEW YORK 10996-1514**

AMIM-MLG-ZA

15 November 2023

**U. S. ARMY GARRISON WEST POINT POLICY #12**

**SUBJECT: Access to the Cadet Barracks Area**

**1. REFERENCE:**

a. West Point Parking Policy, dated 12 July 2018.

b. WEST POINT POLICY MEMORANDUM NUMBER 001-14: Personnel Access to and Display of Identification within the Central Post Restricted Area.

**2. PURPOSE:** To set forth guidelines for vehicle access in the Cadet Barrack Area.

**3. APPLICABILITY:** This policy applies to all assigned personnel, guests and the general public.

**4. BACKGROUND:** This policy establishes procedures for obtaining a vehicle access pass to the Cadet Barracks Area. Vehicle access is restricted to official business. Passes will be issued by exception and not for convenience.

**5. DEFINITIONS:**

a. The Cadet Barracks Area is defined as the area between Jefferson Road, Diagonal Walk, Thayer Road, and Building 606 (IAW attached map).

b. Cadet formation areas are defined as North Area, Central Area, Old South Area, and New South Area (see attached map).

c. Vehicle Definitions:

(1) POV: Privately Owner Vehicle.

(2) GSA (Government Services Administration): All government owner/leased vehicles (except tactical vehicles).

(3) TACTICAL VEHICLES - HMMWV (High Mobility Multipurpose Wheeled Vehicle), LMTV (Light Medium Tactical Vehicles) and similar military purposed vehicles.

AMIM-MLG-ZA

SUBJECT: Access to the Cadet Barracks

## 6. VEHICLE ACCESS POLICY:

a. All employees are prohibited from parking or driving in the Cadet Barracks Area without an authorized pass. Employees with an authorized pass will park in the assigned location and display the assigned parking pass in plain view in the windshield of the vehicle. Failure to do so will result in a wheel boot or towing. Verbal authorization to enter and/or park in the Cadet Barracks Area will not be given. The Apron is off limits to all vehicle traffic except for maintenance vehicles specifically required for work on that area.

b. Delivery and pick up vehicles should avoid the Cadet Barracks Area during the hours of breakfast 0655-0705 and lunch formation 1205-1215.

c. Vehicle access to the Cadet Barracks Area is through Brewerton Road or Thayer Walk, and is limited to vehicles with a valid Cadet Barracks Area Pass. The only exceptions are responding emergency vehicles and MPs on patrol or escorting fuel deliveries. Personnel will only drive on roadways, not through the sally ports.

d. Policy for Cadet Barracks Area access is as follows:

(1) The Director of Emergency Services (DES) has the sole authority for issuing vehicle access passes to the Cadet Barracks Area. Point of contact for the issue of the Cadet Barracks Area Pass is the Law Enforcement Section, DES, x0128/0538.

(2) Passes will be issued to registered vehicles only. Exceptions to this policy must be approved by the DES.

(3) Request for these passes will be in writing to include the need for access, date and time needed, vehicle, make, model, license plate number and point of contact (POC) with phone number no later than 48 business hours prior to requiring the pass.

(4) Passes will be issued Monday through Friday 1300 – 1600. Passes will not be issued on weekends.

(5) Approved passes can be picked up at any time from the Military Police Desk Sergeant.

(6) In the event of an emergency, the DES Incident Commander or the senior DES personnel on scene can authorize an exception to the parking pass and parking policy.

AMIM-MLG-ZA

SUBJECT: Access to the Cadet Barracks

(7) Activities with a current mission requirement to access the Cadet Barracks Area will be issued a limited amount of serial numbered passes which that activity will control.

(8) Contracting Officer Representatives (CORs) will review and coordinate all contractor pass requests. Individual contractors cannot obtain a pass on their own. CORs are responsible for picking up and returning passes to the Military Police Desk Sergeant.

(9) The authorized parking area for all maintenance and contractor vehicles is within the designated staging area or as identified on the Cadet Area Access Pass.

(10) Organizations that require continuous access to the Cadet Barracks Area can request a pass not to exceed 365 days.

(11) Tactical Officers (TACs) may request a 20-minute Access Pass to permit Cadets loading or unloading of equipment from a Cadet Privately Owned Vehicle (POV) only. This pass, with specified date and time period, will be visibly displayed IAW paragraph 5.a. TACs may not request this access in support of regular weekend departure or arrivals for loading or unloading luggage, and cannot be used for any Government vehicle. When authorized, Cadets will enter and depart the Cadet Barracks Area from Brewerton Road. This applies to cadet POVs only and can include trailers as long as they are listed on the pass, and the trailer remains hooked to the vehicle.

(12) Cadets are authorized to park for no more than 20 minutes in the Cadet Barracks Area to load or unload their POVs during the following periods:

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

(b) Designated Corps Leave Periods: Thanksgiving leave, winter leave and spring leave, leaving West Point at 1230 for the first day of leave and returning not later than 1830 on the last day of leave. NOTE: This authorization is extended to Cadet Sergeants upon their return from Spring Leave.

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

(d) Graduation: The graduating class may park POVs in the Cadet Area from 1400 on the day prior to Graduation through 1600 on the day of Graduation. Loading or unloading does not apply during this 26 hour period. Cadets will park within the Cadet Area in a manner which allows cars to enter and leave the Cadet Area. Cadets will also

AMIM-MLG-ZA

SUBJECT: Access to the Cadet Barracks

ensure they park in a manner that allows the Fire Department, any other emergency vehicles, and the trash contractor access into and out of the Cadet Barracks Area. USCC will control parking of cadet vehicles in support of Graduation IAW West Point Graduation Operations Orders.

(e) Parking for Quarters 100 will be authorized through the Cadet Barracks Area access pass or signed memorandum from the Superintendent's Aide.

7. Pedestrian Access Policy:

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

b. Personnel will use the Diagonal Walk when crossing The Plain or walk around The Plain using the sidewalk by Washington Road.

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

d. The front Apron and Sally port Areas are not authorized break areas at any time.

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

f. CORs are responsible for furnishing badges to each employee and for requiring each employee on the worksite to display their identification badge. Anyone not displaying an appropriate badge, identification card, or Cadet Area Access Pass will be escorted out of the Cadet Barracks Area.

g. Bicycles are prohibited from use on the apron at all times.

8. EXPIRATION: This Policy Memorandum replaces USCC Policy Memorandum 24-02 dated 15 June 2007 and remains in effect until superseded or rescinded.



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AMIM-MLG-ZA  
SUBJECT: Access to the Cadet Barracks

