

OFFICE OF THE COMMANDANT
The Citadel
The Military College of South Carolina
Charleston, South Carolina

MEMORANDUM
NUMBER

1 March 2010

ECHO TAPS

PURPOSE: Echo Taps is a military tradition that honors the passing of patriots who served with honor and valor. This memorandum establishes the requirements and procedures for playing Echo Taps at The Citadel.

DISCUSSION: Due to the unique features of The Citadel as a military college, the playing of Taps signals the end of the day and “lights out” for the Corps. The bugle call of Echo Taps represents the passing of a member of the South Carolina Corps of Cadets or an alumnus killed in the performance of duty at the national, state, or local level or as directed by the Office of the President.

PROCEDURES:

- A. Requests for Echo Taps must be in writing and include the following:
 - 1) Name of Deceased
 - 2) Affiliation with The Citadel [current cadet or year of graduation]
 - 3) Circumstances of death and date
 - 4) Date of funeral or memorial service
 - 5) Name and contact information of the requestor
 - 6) Note to Requestor: Echo Taps is only played when the Corps is in session

- B. All requests must be sent to: The Office of the Commandant, ATTN: Operations and Training, 171 Moultrie Street, Charleston, South Carolina 29409, five [5] days [or sooner] prior to the desired date of rendering honors. The request may be emailed. Contact the Operations and Training Section at (843) 953-6708 for the address.

- C. The Assistant Commandant for Operations and Training will review the request and make a recommendation to the Commandant. The requestor will be notified of the decision. In cases of denial, the request may be elevated to the Director of Staff in the Office of the President.

- D. The Assistant Commandant for Operations and Training will task the Regimental Band for this duty to be performed on the day agreed upon and notify the Corps of Cadets.

L. A. MERCADO
Colonel, U. S. Marine Corps, Retired
Commandant of Cadets

