

Office of the Commandant
The Citadel, Charleston, SC
22 February 2019
Operations Order 113-2

Commandant's Operations Order: Spring Furlough

1. SITUATION: The Corps of Cadets will be placed on Spring Furlough from after last class, Friday, 08 March (NET 0800), until 1800 hours, Sunday, 17 March 2019.

2. MISSION: The Corps of Cadets will be given a safety briefing, have their rooms inspected and be required to sign-out on their computer prior to departing on Spring Furlough. All cadets will be inspected upon return and are expected to meet prescribed grooming standards.

3. EXECUTION

a. Concept of the Operation

(1) Pre-Furlough actions:

- (a) Cadets will **NOT** be allowed to remain on campus during the Spring Furlough. Unit commanders will make every effort to assist their cadets in finding a place to stay. A list of those cadets needing a place to stay over Furlough will be forwarded by each Cadet Company Commander, through the Regimental Adjutant, NLT 1600 hours, Monday, 04 March, to Mrs. Shelton Milner in Cadet Activities.
- (b) All rifles will be turned in IAW the training schedule.
- (c) High value items should be taken home.
- (d) Rooms will be inspected by the Chain of Command and TAC Officer prior to a cadet's departure, and a Clearance Form (Annex C) provided by the Battalion TAC Officers will be attached to the outside of each door as it is cleared. Rooms must be in MRI order, doors and windows will be closed and secured, and lights turned off. TAC Officers will check each room after cadets have departed to verify the room is in proper order.

(2) Uniform for departure and return:

- (a) Members of the First, Second, and Third Class may wear appropriate civilian attire when departing and returning from Furlough (Citadel PTs are not considered civilian clothes and are not appropriate, nor is the mixing of Citadel uniform items with civilian clothes).

- (b) Members of the Fourth Class will wear appropriate Leave Uniform (Dress Gray).
- (c) Uniform for 1830 Muster Formation is ACU

(3) Opening and Closing Guard

- (a) Closing Guard Companies will be Echo Company (REG Guard), Alpha, Golf, Lima, Romeo, and Palmetto Battery. They will assume Guard at 1600 hours, 4 March and will remain on duty until released by the BN TAC Officer on Friday, 8 March. The OD/JOD will remain on duty until released by Sergeant Major Yagle and the last barracks is closed. The guards in each Battalion, in coordination with the TACs, will assist in securing the Barracks. Battalion Guard gear will be turned into the OD.
- (b) Opening Guard will be Charlie Company (REG Guard), Delta, Foxtrot, India, November, and Victor Company. An opening Guard Mount, which will consist of all barracks guard teams(OG,SG,CG) and the JOD/OD, will be conducted in Jenkins Hall Auditorium, 1330 hours, Sunday, 17 March. Cadets will be in Furlough Uniform. After Guard Mount, the guard teams will move to their barracks, change into the prescribed uniform and have all barracks open NLT 1430 hours. A list of the entire guard force (Signed by all assigned Cadets) will be provided to the Regimental Provost NLT 4 March 2019.

(4) Muster/Personal Appearance Formation

- (a) An accountability muster will be held at 1830 hours, Sunday, 17 March. Cadets not present for the formation will receive a performance report for AWOL. Cadets not meeting grooming standards will be restricted to campus until their appearance is in accordance with regulations. All cadets will be re-inspected at the noon formation on Monday and Tuesday to ensure all deficiencies are corrected.
- (b) Muster/personal appearance reports will be submitted to the Officer of the Day and turned into the Chief of Staff, Commandant's Department.
- (c) All privately owned vehicles (POVs) must be parked in their authorized parking space prior to the 1800 reporting time.
- (d) Uniform for Muster Formation is ACU

(5) Special Leave

- (a) Special leaves for personal convenience will not be approved, to include permission to catch an early airplane flight. Any exceptions to this policy will be considered by the Battalion TAC.
- (b) Medical appointments need to be submitted through Company and Battalion TACs and approved through the Infirmary.
- (c) Privilege passes (48/24) may not be used in conjunction with this furlough.

(6) Vehicles left on campus during Furlough.

- (a) All cadets with vehicles in the Altman lot (next to the stadium), the City Gym Lot (next to the Alumni Center) and Stadium East should move their vehicles on campus, in any open cadet spot. Cadets need to ensure their vehicle is moved back to their assigned lots immediately upon return.

b. Battalion and Company TAC Officers: Coordinate with ADOs for assistance inspecting cadet rooms prior to departure.

c. Regimental Commander.

- (1) Ensure Company Commanders present a safety briefing prior to Friday, 08 March (see ANNEX A).
- (2) Ensure the chain of command a personal appearance inspection of all cadets returning on Sunday, 17 March.
- (3) Ensure all Commanders submit a list of those cadets not meeting personal appearance standards to the appropriate Battalion TAC Officer NLT 0800 hours, Monday, 18 March.
- (4) Ensure Commanders submit a list of cadets needing a place to stay over the Furlough in accordance with paragraph 3a(1)(a).

d. Unit First Sergeants: At the completion of the Unit Muster, report to Jenkins Hall to give a preliminary report as to the units' status, and to call absent cadets.

4. SERVICE SUPPORT

- a. Meals:** Supper meal for the Corps of Cadets will be served on Sunday, 17 March, for those personnel on Guard Duty and any other interested cadets.
- b. Rifles:** All rifles will be turned in and accounted for prior to the Corps of Cadets being released for Spring Furlough. Turn-in will be in accordance with the published training schedule.

5. COMMAND AND SIGNAL

- a. **Command:** Current chain of command will be in effect.
- b. **Signal:** Guard will use radio communications (Channel #1) to coordinate the closing of the barracks.

BY ORDER OF THE COMMANDANT:

Pamela S. Barton
LTC, USA, Retired
Assistant Commandant for
Operations and Training

ANNEXES: A – Safety Briefing
B – Furlough Check list
C – Room Clearance Form

DISTRIBUTION:

President's Office
Corps of Cadets
Commandant's Department
Public Safety
Sodexo Food Services
Physical Plant

ANNEX A to OPORD 113-2

Spring Furlough Safety Briefing

READ TO ALL CADETS AND POST ON BULLETIN BOARD

1. Traditionally, Spring Furlough is that time during the school year set aside for relaxation from the rigors of study. Rightfully so, time should be taken to relax and enjoy this break; however, you must remember to not let your guard down in the area of safety.
2. Our nation's highways will become extremely overcrowded with thousands of college students migrating to various resort areas. With this tremendous influx of people, ever present safety hazards will become especially prevalent and challenge you to integrate that "Sixth Sense of Safety" in your activities.
3. The following are some safety tips relative to Spring Furlough:
 - a. Always drive defensively and drive to stay alive. Plenty of rest before departing and planned rest stops along the route will help to ensure a safe trip. Insist that all passengers fasten their seat belts while your vehicle is operational. Not only is it a good idea, it's the law in most states.
 - b. Alcohol and automobiles are a deadly combination. Don't destroy your life or another life by drinking and driving. Enact a non-drinking designated driver system. Use "Buddy Aide" and don't let your buddy drink and drive. Take the keys. Do whatever is necessary to prevent your buddy from drinking and driving.
 - c. With large gatherings of people, social drinking very easily reaches the point of overindulgence. If you consume alcohol, do so in moderation. Alcohol consumed in excess is just as deadly as an overdose of prohibited drugs. Know your consumption limits and don't exceed them. Take care of your friends and if you notice them overindulging or abusing alcohol, urge them to slow down, stop or switch to non-alcoholic beverages. Every month in the United States a number of people which exceed the size of the Corps of Cadets die in alcohol related accidents. Don't be one of them. Additionally, you should be aware that consumption of alcohol is illegal for individuals under the age of 21.

- d. There will be ample opportunity to engage in water activities, such as swimming and boating. Again, alcohol and boats are a deadly combination, and you should never get in the water if you have consumed alcohol.
 - e. Don't wait until the last minute to depart on your return trip. Plan your safe return to school as well as you planned for the beginning of Spring Furlough. The highways will be just as crowded as your initial trip.
4. Each year the media vividly describes needless deaths and countless injuries to college students during spring vacation. Unfortunately, the majority of these accidents are attributed to violations of basic safety rules and lack of prior safety planning. Your activities during Spring Furlough will be much safer if you identify hazards, plan prevention measures, and above all, use your good common sense.
 5. Again, you are challenged to meet the test. Integrate and apply safety measures into your Spring Furlough activities as well as you plan and execute cadet training at school. Don't allow your Spring Furlough to be spoiled by a needless accident. Return to school alive and well. Safety First!

ANNEX B to OPORD 113-2

Spring Furlough Checklist for the Chain of Command

PRE-FURLOUGH:

1. All cadets in the unit are checked to ensure they have a place to stay over the Furlough period.
2. A list of cadets needing a place to stay is submitted to the Assistant Commandant for Personnel and Logistics through the Regimental Adjutant NLT 1600, Monday, 4 March.
3. All rifles are turned in IAW the training schedule.
4. Cadets are briefed that all high value items should be taken home or secured in the Warehouse.
5. A Safety Briefing will be given to the entire unit prior to Friday, 08 March (Annex A).
6. Prior to departure, each cadet room is inspected and a clearance sheet is attached to the outside of their barracks door (Annex C, sheets are available from the Battalion TAC Officer).
7. The guard supports the chain of command and ensures that all upper class cadets leaving the barracks are in appropriate civilian clothes (No PTs or other uniform items mixed with civilian clothes), and that 4th class cadets are in the appropriate Leave Uniform.

POST-FURLOUGH:

1. Conduct a muster/personal appearance formation at 1815 hrs, Sunday, 17 March. Cadets not present will be given a performance report for AWOL, cadets not meeting personal appearance standards will be restricted to campus through Thursday, 21 March, and will be re-inspected at the noon formation on Monday and Tuesday.
2. Conduct an appearance inspection of the unit, ensuring all cadets are in proper uniform, meeting haircut standards, and male cadets are clean shaven.
3. A list of those cadets not meeting appearance standards will be given to the Battalion TAC Officer by 0800, Monday.

4. The results of the muster formation are submitted to the Officer of the Day (OD) and turned into the Chief of Staff, Commandant's Department.

ANNEX C to OPORD 113-2

Room Clearance Form

The undersigned certifies that Room _____ has been placed in ***Spring Furlough Order*** (Appliances unplugged, lights out, valuables secured, beds in MRI order), **DOORS CLOSED, AND WINDOWS CLOSED AND SECURE.**

(ATTACH THIS TO OUTSIDE OF DOOR)

Print name and initial: _____

The undersigned certifies that Room _____ has been placed in ***Spring Furlough Order*** (Appliances unplugged, lights out, valuables secured, beds in MRI order), **DOORS CLOSED, AND WINDOWS CLOSED AND SECURE.**

(ATTACH THIS TO OUTSIDE OF DOOR)

Print name and initial: _____

The undersigned certifies that Room _____ has been placed in ***Spring Furlough Order*** (Appliances unplugged, lights out, valuables secured, beds in MRI order), **DOORS CLOSED, AND WINDOWS CLOSED AND SECURE.**

(ATTACH THIS TO OUTSIDE OF DOOR)

Print name and initial: _____
