

Commandant's Operations Order: Exams, Winter Furlough, and Muster

1. SITUATION: The Corps of Cadets will take final exams 8 through 13 December, and will be placed on Winter Furlough after their last exam but no later than Thursday, 13 December 2018, until **1800 hours**, Sunday, 06 January 2019.

2. MISSION: The Corps of Cadets will meet all the requirements for exam week; all cadet rooms will be inspected; and all cadets will be required to sign-out in the computer system prior to departing on Winter Furlough. Graduating 1st Class Cadets, and academically eligible Fifth Year Cadets, will meet all physical and discipline requirements prior to graduation or entering the fifth year program. Cadets will be authorized to depart after their last scheduled examination and will be cleared by their respective Company Commander, and/or TAC prior to departure.

3. EXECUTION

a. Concept of the Operation

(1) Punishments (to include accelerated tours and confinements).

- a) All punishments must be completed by December Graduates and fifth year academically eligible cadets (see below for Accelerated Tour Procedures). No cadet will be allowed to graduate or go into the fifth year program until ALL punishments have been served.
- b) Conduct deficient cadets will be required to serve their punishments during regular punishment times. Confinements will NOT be served for tours. Tours will be walked without weapons after Thanksgiving Break. All conduct deficient cadets will be required to sign Restrictions in CAS during the exam period. Tour/Confinement sheets will be distributed as usual along with the Restriction sheets for accelerated punishments. During exam week the periods of General Leave, only restrictions will be served. Classes on Thursday, 6 December, have priority over punishments. Conduct deficient cadets will be credited with 15 tours or 15 confinements at the end of the Examination Period. If a cadet starts the exam period with less than 15 punishments, the Assistant Commandant for Discipline, on behalf of the Commandant of Cadets, is the only official authorized to adjust punishments and make them conduct proficient so they can take General Leave. Recommendations for adjustments will be submitted in writing.

(2) General Leave (Annex B, Leave policy during Exam Period)

(3) Formations. Effective Saturday 8 December and continuing through Thursday, 13 December:

- a) During the period Saturday, 8 December – Thursday, 13 December all cadets, unless on an authorized absence, will meet the 0730 accountability formation. There are NO retreat formation. All meals for all classes are in the Open Mess format.

- b) At the 0730 Morning Formation, all cadets will be inspected for personal appearance. Any cadet who is not within grooming standards will be subject to disciplinary action. This formation will also serve as the daily status accountability formation.
- (c) Nightly 2300 All-Ins remain as per the training schedule.

(5) Exam Guard, Closing and Opening Guard.

- a) Closing Guard Companies will be **Kilo Company (REG Guard), Alpha Company, Golf Company, Lima Company, Tango Company and Papa Company**. They will assume guard at 1600 hours, Wednesday, 12 December and will remain on duty until released by the Battalion TAC Officer on Thursday, 13 December. The OD/JOD will remain on duty until released by the Sergeant Major 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 in to the OD.
- b) Opening Guard will be **Oscar Company (REG Guard), Delta Company, Echo Company, Mike Company, November Company and Papa Company**. An opening Guard Mount, which will consist of all barracks guard teams and the OD/JOD, will be conducted in Jenkins Hall Auditorium, 1330 hours, Sunday, 6 January. Cadets will be in Furlough Uniform (civilian clothes) for this meeting. After Guard Mount, the guard teams will move to their barracks, change into the guard duty uniform, and have their barracks open NLT 1430 hours. Each company XO will provide a signed roster of their assigned OG/ SG/CG for the opening guard mount. This will be provided to the Regimental Provost NLT Wednesday 5 December.

(6) Winter Furlough room and barracks closing procedures.

- a) Company and Battalion Commanders, Company First Sergeants and Battalion Sergeants Major, will be responsible for clearing rooms and closing out each barracks (Annex C, Winter Furlough Room and Barracks Closing Procedures).
- b) High value items, such as CD Players, radios, TVs, cameras, computers, etc., should not be left in the barracks. Cadets should take these home or turn them into Central Supply Warehouse for storage. While The Citadel is not responsible for their safekeeping in this facility, the risk of loss may be less than in an unoccupied barracks.
- (c) The high value items turned into Central Supply must be stored in a box or suitcase and delivered prior to noon on Wednesday, 13 December.

(7) Cadet billeting during Winter Furlough.

- a) Cadet Commanders will identify those cadets not able to travel home for Winter Furlough due to excess distance. Every effort should be made to have those cadets invited to a fellow cadet's home for the furlough. Through this all-out effort, the Corps

of Cadets “takes care of its
housed on campus during the Winter Furlough.

own”. Cadets will not be

- i. Each Company will submit a report of those cadets unable to go home who do not have an invitation to another cadet’s home for Winter Furlough no later than 08 December. This report will indicate if the cadet was offered an invitation or not; and if yes, why it was declined. This report will be sent to Cadet Activities, with info copy to this office. Cadet Activities will make additional efforts to place cadets in homes for Winter Furlough.
- ii. Unit commanders should be cognizant of cadet-athletes who remain on campus for athletic events during the furlough. The Athletic Department will assume the responsibility for billeting.

(8) **Vehicles left on campus during Furlough.** All cadets with vehicles in the Altman lot (next to the stadium) or the City Gym lot (next to the Alumni Center) and Stadium East are required to move their vehicle on campus into any cadet open spot. Cadets need to ensure the vehicle is moved back to the Altman, City Gym or Stadium East lot immediately upon return.

(9) **Uniform During Exams and Furlough.** All cadets will take exams in the uniform of the day. No cadet will be allowed to take an exam in civilian clothes, Blazer Uniform, or PT gear (unless medically approved). Furlough uniform is Dress Gray for 4th Class Cadets, upper class cadets may leave in appropriate civilian attire.

(10) **Cadets Not Returning For Second Semester, SY 2018-2019.**

- i. Battalion TACs should identify cadets who they believe will not return for second semester, then forward those names to SgtMaj Yagle no later than 07 December.
- ii. Any cadet who does not plan to return for the second semester is reminded to take all personal belongings home when departing on Winter Furlough. This includes luggage stored in Central Supply. Cadets who are in this category should contact the Registrar prior to the start of examinations.
- iii. Any cadet who decides, after departing the campus on Winter Furlough, to not return for second semester, must notify their respective Company or Battalion TAC (or the Commandant’s Office (843-953-5003). This is necessary so that the cadet’s personal belongings can be inventoried and shipped immediately (at the cadet’s expense) after termination of Winter Furlough. If the cadet desires to return during furlough to pick up personal belongings, the cadet should contact Sergeant Major Yagle at 843-953-1855 (during normal duty hours) or Public Safety (843-953-5114) after duty hours, before returning to campus in order to insure someone will be available to open the barracks and escort the cadet.

- iv. Personal belongings of any cadet who has not returned within seventy-two hours following the termination of Winter Furlough will be inventoried by the Company Supply Sergeant and turned into Central Supply for shipment to the cadet at the cadet's expense.

(11) **Post Furlough Schedule, Sunday, 06 January 2019.**

- (a) The Barracks will open at 1430 hrs.
- (b) The Barber Shop will be open for those cadets needing haircuts, 1400 to 1800 hours. It will reopen at 0730 the following morning.
- (c) The Warehouse will be open from 1500 to 1800 hours.
- (d) Evening meal will be available for all cadets from 1700 to 1900 hours, but will close at 1805 for the accountability formation reopening at 1830. Cadets must be in ACUs and within regulation grooming standards.
- (e) At 1830 hours, a muster formation will be conducted (Annex D, Muster Formation Procedures).
- (f) Cadets returning early on Sunday, 06 Jan, may wait in Mark Clark Hall, reception area, until the barracks are opened.

a. Battalion and Company TACs:

- a. Monitor and validate accelerated tours for graduating and fifth-year cadets.
- b. Along with the Chain of Command, prepare the barracks for Winter Furlough.
- c. Prepare a roster indicating where their respective cadets are going for Winter Furlough (an evacuation roster will be sent to each unit for this purpose).

c. Regimental/Battalion/Company Commanders.

- (1) Ensure every member of each unit/staff have read and understand the provisions of this OPORD.
- (2) Ensure the barracks are closed out in accordance with the provisions of this OPORD.
- (3) Ensure all cadets in the unit have a place to go for the Winter Furlough, and the appropriate report is submitted as required by this OPORD.
- (4) Develop a chain of succession list for each level of command based on who will be present through the last day of exams (this includes the companies with Guard Duty). This list must

be turned into the Commandant's Chief of Staff by the Regimental Adjutant NLT 1700 hours, 08 December.

d. Regimental/Battalion XOs.

- (1) Ensure all staff members know their responsibilities specific to the special provisions of this OPORD
- (2) Monitor all specific staff responsibilities.

e. Regimental Adjutant. Compile the chain of command succession list, developed by each Company and Battalion Commander, and forward complete list to the Commandant's Chief of Staff, NLT 1700 hours, 08 December.

f. Regimental Supply Officer.

- (1) Monitor the clearing of all barracks to ensure supply teams are completing their duties.

g. Unit First Sergeants.

- (1) Along with the Supply Sergeant, ensure the barracks are cleared and ready for furlough on Thursday, 13 December.
- (2) Ensure all cadets in the unit are aware of the uniform for exams and furlough, and the time and requirements for return from furlough.

4. SERVICE SUPPORT

- a. Meals:** Beginning 08 December, meals will be served in accordance with 3a (4) of the OPORD and according to the training schedule. **Evening Mess on Sunday, 06 Jan 19, is from 1700-1900. Serving lines will close at 1805 for the accountability formation and reopen at 1830.**
- b. Rifles:** All rifles should have been turned in prior to Fall Furlough. Any weapons still out will be turned in and accounted for prior to the Corps of Cadets being released for Winter Furlough.

5. COMMAND AND SIGNAL

a. Command: Current chain of command will be in effect.

b. Signal:

- (1) Guard will use Radio Communications (Channel #1) to coordinate the closing of the barracks.
- (2) Emergency contact numbers are listed below:

COL O’Leary	843.813.9670(Cell)
LTC Barton	843.327.6043(Cell)
LTC Dougherty	843.460.2405 (Cell)
Lt Col Sberna	843.343.3835(Cell)
Lt Col Fortenberry 1BN TAC	952.688.8496(Cell)
LTC Brace 2 BN TAC	719.393.2506(Cell)
Lt Col Graham 3 BN TAC	843.754.8624 (Cell)
CDR Horlbeck 4 BN TAC	843.607.1451(Cell)
LTC Panton 5 BN TAC	843.737.1409(Cell)
Chaplain (CDR) Molina	904.422.6419(Cell)
SGTMAJ Yagle	843.469.7579(Cell)

BY ORDER OF THE COMMANDANT:

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

ANNEXES: A – Accelerated Tour Procedures
B – Charleston Pass and Leave Policy during Exam Period
C – Winter Furlough Room and Barracks Closing Procedures
D – Muster Formation Instructions

DISTRIBUTION:

President’s Office
Corps of Cadets
Commandant’s Department
Public Safety
Sodexo Food Services
Physical Plant
Warehouse
Aux Services (Barber Shop)

Accelerated Tour Procedures

1. **DECEMBER GRADUATES AND FIFTH YEAR ELIGIBLE CADETS**: Cadets who have not completed their punishments will not be allowed to graduate or go into the fifth year program. Accelerated tours will start for these individuals on 12 November 2018.
 - a. Accelerated tours may be walked by December graduates and fifth year eligible cadets from 0800-2300 daily (not to exceed 8 hours per day) commencing 12 November 2018 thru 8- December-2018. No accelerated tours will be allowed from 8-13 December until the individual's exams have been completed. Accelerated confinements will be done during this period. Cadets must notify the Weekend Duty Officer and have a sign outside their door when sitting confinements stating "Confinements". **Additionally, on Friday, 7 December classes have priority over punishments.**
 - b. Cadets with confinements may serve the confinements or walk tours in lieu of sitting confinements on a basis of one tour for two confinements.
2. **INSTRUCTIONS FOR WALKING ACCELERATED TOURS**
 - a. Cadets that have received written approval for accelerated tours will come to the Commandant's office each morning and pick up their **Accelerated Tours Sheets**. Cadets will give one sheet to the Duty Team and keep the other one for their records. (It is important that cadets keep their own sheets as a backup record). **Company Duty Teams will deliver the Accelerated Tour Sheets to the Battalion TAC Office for validation. Battalion TACs will then deliver all Accelerated Tour Sheets to the Assistant Commandant for Discipline prior to 0900 daily. Weekend sheets (Friday, Saturday, and Sunday) will be delivered on Monday.**
 - b. ALL SHEETS MUST BE VALIDATED BY THE DUTY TEAM AND THE BATTALION TAC OFFICER IN ORDER FOR THE CADET TO BE GIVEN CREDIT.
 - c. Accelerated tours will not take precedence over other requirements such as formations, classes, drill, or a cadet's ability to eat.
 - d. The Duty Team of each company and the Officer of the Guard (OG) of each Battalion will supervise accelerated tours and allow no one on the quadrangle while tours are being served. Any questions concerning these procedures will be referred to Mrs. Redmond.

ANNEX B to OPORD 135-4

Leave Policy during Exam Period

1. ALL CADETS:

- a. No Weekend or Overnight Leaves or Passes are authorized for the period of 7-13 December.
- b. General Leave is for proficient cadets only. General leave may be taken during final exam period (07-13 December) in accordance with the training schedule. It begins after the last exam each day, but no earlier than 0800 and ends at 2230. If a cadet starts the exam period with less than 15 punishments, the Assistant Commandant for Discipline, on behalf of the Commandant, is the only official authorized to adjust punishments and make them conduct proficient so they can take General Leave. Recommendations for adjustments will be submitted in writing. Cadets who have no exams must be present at the 0730 morning formation EVERY MORNING. Cadets going on Exam General Leave must sign out using CAS.
- c. Cadets may sign-out on furlough from after their last announced examination and after their room has been inspected and cleared by their Company Commander (or representative) and the TAC. Units should have cadets complete the Evacuation Rosters provided to each unit prior to leaving. Furlough continues until 1800 hours, Sunday, 06 January 2019.

2. **LEAVE UNIFORM:** The leave uniform will be Dress Salt and Pepper (or Blazer for those authorized).

APPENDIX 1 (Clearance Form) to **ANNEX B** (Charleston Pass and Leave Policy during Exam Period) to **OPORD 135-4** Clearance form for December Graduates

Date: _____

CLEARANCE FORM

1. This is to verify that Cadet _____, CWID: _____
Co. _____ has:

- a. Returned all books to the Library _____
(Librarian)
- b. Cleared the Cadet Store _____
(Cadet Store)
- c. Removed, stored and turned-in belongings at Supply Warehouse _____
(Supply Manager)
- d. Cleared respective ROTC Department _____
(ROTC Dept Head)
- e. Put room in Blue Book Order (all furniture arranged per Blue Book) _____
(Company Commander)
- f. Cleared with the Registrar (validate graduating seniors) _____
(Registrar's Office)
- g. Cleared with the Treasurer _____
(Treasurer's Office)
- h. Cleared with Multicultural Services (if international student) _____
(Multicultural Services)
- i. Turned in room key to Tactical Officer _____
(TAC Officer)

Commandant's Department Signature

ANNEX C to OPORD 135-4**Winter Furlough Room and Barracks Closing Procedures****1. DEPARTURE ROOM REQUIREMENTS:**

Company and Battalion Commanders, and Company First Sergeants/Battalion SGMs will be responsible for the following process:

- a. All rooms will be cleaned to Furlough Standards (See Appendix 1).
- b. Furniture will be arranged in accordance with the Blue Book.
- d. Over, short and damaged must be reflected on the unit OS&D Report.
- e. Rooms will be inspected by the Company Commanders or First Sergeants prior to departure.
- f. Cadets departing on furlough without having their rooms inspected and their name checked on the company roster as cleared to depart will be pulled for "neglect of military duty major".
- g. All rooms will be secured once cleared.

2. LOADING VEHICLES FOR DEPARTURE.

- a. Cadets will NOT block the Sallyports and parking areas by illegal parking. Cars illegally parked will be ticketed.
- b. No cadet cars will be loaded on the quadrangle of any barracks.

APPENDIX 1 (Furlough Room and Barracks Standards) to **ANNEX C** (Winter Furlough Room and Barracks Closing Procedures) to **OPORD 135-4**

Furlough Room and Barracks Standards

1. Room will be thoroughly policed (trash can emptied).
2. Bed will be stripped.
3. Half press/desk drawers will be closed.
4. Windows will be tightly closed and locked.
5. Transoms and doors closed (doors locked once cleared).
6. Stevens Barracks Only: Turn radiators off then open approximately one inch to prevent pipes from freezing.
7. All electrical appliances unplugged.
8. All trash will be picked up from the areas around the barracks.
9. Quads will be swept clean.

ANNEX D to OPORD 135-4**Muster Formation Procedures**

When the Corps returns from Furlough, the following procedures will be used for the Muster Formation:

- a. The Company Commander will form unit by the company letter.
- b. The First Sergeant will call the roll from the company roster. As each cadet's name is called, the cadet will respond "Present" and move to form a separate group.
- c. At the completion of the Muster, the company will reform and the First Sergeant will report the results of the Muster at the meeting with the Sergeant Major in Jenkins Hall.
Cadets who are late or absent formation will be held accountable per the Blue Book.
- d. The Company Commander will then direct the company to prepare for inspection and inspect the company.
- e. Inspection will emphasize:
 - (1) Haircuts.
 - (2) Proper Uniform.
 - (3) Clean Shaven.
- f. Cadets who fail to meet prescribed grooming standards at the 1815 muster will be restricted to campus until they are in compliance with regulations.