

Office of the Commandant  
The Citadel, Charleston, SC  
3 Mar 2024  
Operations Order

## Commandant's Operations Order: Spring Furlough

**1. SITUATION:** The Corps of Cadets will begin Spring Furlough after last class, but no earlier than 0800, Friday, 8 March, until 1800 hours, Sunday, 17 March 2024.

**2. MISSION:** The Corps of Cadets will receive a safety briefing, have their rooms inspected and will sign-out prior to departing on Spring Furlough. Upon their return, all cadets shall be inspected for proper uniform and haircut, while all male cadets will clean shaven.

### 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.
- (b) All rifles will be turned in IAW the training schedule. Cadets will turn in their own rifle and the Cadet First Sergeant, Company Commander, or Company TAC, will be present when the company turns in rifles.
- (c) High value items should be taken home. Cadets who intend to leave high value items (e.g. televisions, stereos, etc.) should retain the serial number(s) and inform their respective TAC.
- (d) Rooms will be inspected by the Chain of Command, or TAC, prior to a cadet's departure, and a Clearance Form provided by the Battalion TACs, will be attached to the outside of each door as it is cleared (see ANNEX B). Rooms must be in MRI order, doors and windows locked and lights turned off with trash cans empty. TACs will check each room after cadets have departed to verify the room is in proper order.
- (e) All cadets with authorized vehicles in the Altman or City Gym parking lots should move their vehicles on campus **ONLY** to any **open cadet spot no earlier than 0800 hours, Friday, 10 March.** **These vehicles MUST BE MOVED BACK to their assigned parking lot no later than 1800 hours, Sunday, 17 March.**

(2) Uniform for departure and return:

- (a) Senior [C4/5], Junior [C3], and Sophomore [C2] cadets may wear appropriate civilian clothes when departing and returning from Furlough. Citadel PT's are not considered civilian clothes and are not appropriate, nor is the mixing of Citadel uniform items with civilian clothes.
- (b) Members of the Freshman Class [C1 Cadets] will wear Dress Gray.

(3) Opening and Closing Guards:

- (a) Closing Guard Companies will be **Charlie (REG Guard) Alpha, Band, India, November and PB**. They will assume guard at 1600 hours on Monday, 4 March, and will remain on duty until released by the BN TAC Officer on Friday, 8 March. When they close the barracks, The OD / JOD will remain on duty until released by the Sergeant Major and the last Barracks is closed.
- (b) Opening Guard will be **Oscar Company (REG Guard) Delta, Band, Lima, Oscar and Sierra**. An opening Guard Mount, which will consist of all barracks guard teams and the JOD/OD, will be conducted in Jenkins Hall Auditorium, 1330 hours, Sunday, 17 March. Cadets will be in Furlough Uniform (civilian clothes for upper class). After Guard Mount, the teams will move to their barracks, change into guard duty uniform (OCP), report to their respective Sally ports and have **all barracks open NLT 1430 hours**. A list of the entire opening guard force (Signed by all assigned Cadets) will be provided to the Regimental Provost By No Later than Wednesday, 6 March 2024.

(4) Muster Formation

- (a) A muster formation, in OCP uniform, will be held at 1830, Sunday, 17 March. Cadets should arrive on campus in sufficient time to off-load their vehicles and park in their assigned location prior to muster formation. Cadets not present for the formation will receive a performance report [PR] for AWOL. All cadets will have an opportunity to respond in writing to the offense. Cadets not meeting personal appearance standards will be restricted until they are in compliance with grooming standards. All cadets will be re-inspected at the Regimental PT formation on Monday and the 0740 formation on Tuesday to ensure all deficiencies are corrected.
- (b) All privately owned vehicles (POVs) must be parked in their authorized parking space prior to the 1830 Muster Formation reporting time.

(c) **There is no Senior Extended Leave**

(5) Special Leave

- (a) As a matter of policy, special leaves for personal convenience will not be approved, to include permission to catch an early departure airplane flight, or a late returning flight. Battalion TACs do, however, have the authority to determine modification if extenuating or mitigating circumstances exist.
- (b) Medical appointments are required to be submitted through the TAC and approved by The Citadel Surgeon through the Infirmary.
- (c) Privilege passes (48/24) may not be used in conjunction with this furlough. Battalion TACs have the authority to modify if they find extenuating or mitigating circumstances exist.

**b. Battalion and Company TACs:**

- (1) TACs should maintain a roster indicating where their respective cadets are traveling during furlough.
- (2) A member of each Battalion's TAC Team will check the barracks lights during hours of darkness to ensure all cadet room lights are off.

**c. Company Commanders**

- (1) Present a safety briefing to the entire unit prior to Friday, 8 March (see ANNEX A).
- (2) Conduct an inspection of all cadets returning on Sunday, 19 March.
- (3) Submit a list of those cadets not meeting personal appearance standards to the appropriate Battalion TAC, via the Company TAC, NLT 0700 hours, Monday, 18 March.

**d. Cadet First Sergeants and Sergeant Major:** At the completion of the Unit Muster report to Jenkins Hall at 1900 hrs to give a preliminary report as to the unit's status, and to call absent cadets.

**4. SERVICE SUPPORT**

- a. Meals:** The last meal prior to Furlough will be Lunch Friday, 8 March. After Furlough, there will be an optional evening meal served on Sunday, 17 March, from 1830 to 2000, for interested cadets. Only the OCP uniform or Dress Gray may be worn in the mess hall. **No Civilian Clothes.**

- b. Rifles:** All rifles will be turned in and accounted for prior to the Corps of Cadets being released for Spring Furlough (all rifles should be in NLT1600 hrs Wednesday, 6 March). Turn-in will be in accordance with the spring published training schedule
- c. Barracks Access:** The barracks will **NOT** be accessible to any cadets unless an emergency. Cadets must coordinate entry through the office of The Citadel Public Safety.

## 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)
Col Dunne	813-459-.0470(Cell)
COL Hutson	315-783-8512(Cell)
LCDR Adcock 1 BN TAC	843.357.0485 (Cell)
LTC Sharp 2 BN TAC	803-984-1390 (Cell)
LTC Polites 3 BN TAC	843-697-4154(Cell)
LTC Brace 4 BN TAC	719.393.2506(Cell)
LtCol Fortenberry 5 BN TAC	952.688.8496(Cell)
Chaplain LtCol Meadows	843-345-3832(Cell)
SgtMaj Yagle	843.469.7579(Cell)

### BY ORDER OF THE COMMANDANT:

C. M. Dunne  
Col, USMC (Ret)  
Assistant Commandant  
Operations

**ANNEXES:** A – Safety Briefing  
B – Room Clearance Form

### DISTRIBUTION:

Corps of Cadets  
Commandant’s Department  
Public Safety  
Sodexo Food Services  
Physical Plant

## **ANNEX A to OPOD 135-3**

### Spring Furlough Safety Briefing

#### **READ TO ALL CADETS AND POST ON BULLETIN BOARD**

1. During Spring Furlough many cadets will be driving long distances. Many Cadets will be participating in all types of activities. Listed below are some activities and the basic safety precautions that should be observed.

##### **A. DRIVING: (NEVER DRIVE WHEN YOU DRINK ALCOHOLIC BEVERAGES)**

1. Do not exceed posted speed limits.
2. Drive with extreme caution during adverse weather conditions and periods of reduced visibility.
3. Do not drive when fatigued or sleepy.
4. Be aware of the other drivers and watch carefully to avoid collisions from improper passing, swerving and tailgating.
5. Check often with police for road conditions enroute to your destination and follow their recommendations.
6. Check your car for the following prior to departure:
  - a. Engine oil level is good, water hoses are not cracked and leaking, fan belts are not loose and cracked.
  - b. Tires are serviceable and properly inflated.
  - c. Headlights are properly adjusted and all signal and brake lights, defroster, and windshield wipers are operating properly.

##### **B. WINTER SPORTS: (NEVER SKI OR SKATE WHEN YOU DRINK ALCOHOLIC BEVERAGES)**

1. Ski on slopes that are used by the public, do not ski on slopes that have not been designated for such.
2. Utilize public skate rinks for skating. Avoid skating on ponds, but if you do, make sure there are several companions with you.

##### **C. WATER SPORTS: (NEVER OPERATE A BOAT WHEN YOU DRINK ALCOHOLIC BEVERAGES)**

1. Ski in areas used by the public.
2. Do not ski in areas that are not designated for such.

3. Make a float plan when you go fishing and make others aware of it and adhere to the plan.
4. Always have one or two fishing companions.

**D. HUNTING: (NEVER HUNT WHEN YOU DRINK ALCOHOLIC BEVERAGES)**

1. Be aware of all hunters that may be hunting in the area.
  2. Whenever possible, hunt in a designated area with a group and discuss your hunt plans with the group.
  3. Wear bright colored clothes.
  4. Unload all weapons when not hunting and store them in a safe place where children cannot have access to them.
  5. Keep weapons on safe until your target is absolutely identified, then check to make sure no one is in your line of sight prior to firing.
  6. Unload weapons when crossing a fence, climbing a tree, or crossing a stream or brush area.
2. You can get safety procedures from the Police, Wildlife Officers, Forest Rangers, Sporting Centers and the Coast Guard. Do whatever you care to do, however, always think of **SAFETY FIRST**. Not only will you enjoy your activities while on furlough; you will have the opportunity to return after Spring Furlough and tell us about it.

**ANNEX B to OPORD 135-3**

**ROOM CLEARANCE FORM**

The undersigned certifies that Room \_\_\_\_\_ has been placed in ***Furlough Order*** (Appliances unplugged, lights out, valuables secured, rooms in MRI order **DOORS CLOSED, AND WINDOWS CLOSED AND SECURE, Trash Emptied and Recycle**

(ATTACH THIS TO OUTSIDE OF DOOR)

**Print name and initial:** \_\_\_\_\_