

White Book

Maintenance, Change, and Revision Procedures

- I. **Organization:** The Office of the Assistant Commandant for Leadership Programs has responsibility for making sure the [online White Book](#) (WB) is accurate and remains current. The WB editor is Jenni Garrott. Each chapter/section has an assigned “Office of Primary Responsibility” (OPR), and for some sections, an “Office of Supporting Responsibility” (OSR). Currently assigned OPRs and OSRs are listed below:

Chapter 1: Cadet Organization and Training

Section 1: SCCC Organization and Chain of Command

Section 2: References

Section 3: 24-hour Schedule (Col Dunne)

Section 4: Varsity Athletic Team Directives (Col O’Leary)

Section 5: Physical Readiness Program (Kasee Haugen)

Section 6: The Fourthclass System at The Citadel

Chapter 2: Cadet Academic Services

Section 1: Student Success Center (Robert Pickering)

Section 2: Library (LTC Wimer)

Section 3: Class Absences (COL Hutson)

Section 4: Career Center (Page Tisdale)

Chapter 3: Cadet Logistical Services

Section 1: Arms Room (BMC McIntyre)

Section 2: Laundry and Dry Cleaning (Col Dunne)

Section 3: Mess Hall (Col Dunne)

Section 4: Storage (Col Dunne)

Chapter 4: Cadet Support Services

Section 1: Cadet Activities (SFC Rich)

Section 2: CADIC (Kevin Modglin)

Section 3: CARE (Dr. Gilmore)

Section 4: Counseling Center (Dr. Bufano)

Section 5: Medical Services and Infirmary (Col. O’Leary)

Section 6: Religious Services (Chaplain Aaron Meadows)

Chapter 5: Barracks

Section 1: Billeting (SgtMaj Yagle)

Section 2: Barracks Security (1SG Dean/ OSR-SgtMaj Yagle)

Section 3: Maintenance, Common Areas, and OS&D (1SG Webster/OSR-SgtMaj Moffitt)

Section 4: Room Arrangement (SgtMaj Moffitt)

Chapter 6: Cadet Accountability

Section 1: All-Ins (COL Hutson)

- Section 2: Fourth Class Withdrawal Procedures (Col O'Leary)
- Section 3: Leaves/ Incentives/ Privileges (COL Hutson)
- Section 4: Strength and Status Reporting and AWOL Procedures (SgtMaj Yagle)

Chapter 7: Cadet Personnel and Administration

- Section 1: Discipline (COL Hutson)
- Section 2: Duty Teams (COL Hutson)
- Section 3: Information Flow
- Section 4: Parking (SgtMaj Yagle)
- Section 5: Wear and Appearance of Cadet Uniforms and Insignia (1SG Brower)

Chapter 8: Emergencies and Severe Weather

- Section 1: Active Shooters (SgtMaj Yagle/ OSR- Col O'Leary)
- Section 2: Fire Safety (SgtMaj Yagle/ OSR- Col O'Leary)
- Section 3: Hurricane Preparedness (SgtMaj Yagle/ OSR- Col O'Leary)
- Section 4: Severe Weather (hot, cold, and lightning) Preparedness (Kasee Haugen)

II. **Functions:** This document prescribes the procedures for making changes to Chapters/Sections throughout different seasons of the year.

A. SUMMER FURLOUGH Review and Revisions

B. ACADEMIC YEAR- ROLLING REVISIONS

C. CONTINUITY/MASTER VERSIONS

III. **Procedures:**

A. **SUMMER FURLOUGH Review and Revisions (Time frame: Graduation- July Summer Training)**

1. **WARNING ORDER EMAIL:** Notification to OPRs requesting review of sections for the upcoming AY:

- a. **NLT APRIL 1 (each AY),** The WB Editor will send an email to all OPRs/ OSRs directing them to the [White Book website](#) for a review of their chapters/section.
- b. **DEADLINES FOR CHANGES:**
 - i. **NON-POLICY/PROCEDURE CHANGES: last day of June**
 - ii. **POLICY/PROCEDURE CHANGES:** Deadline for policy and/or procedural changes (those that need to be staffed)- **the last day of July**
 - iii. **WHITE BOOK WEBSITE:** All sections will be current and posted online before Athletic Cadre reports.

2. **CHANGES/REVISIONS: OPRs will notify the WB editor as follows:**

- a. **NO CHANGES NEEDED:** No action is needed by the OPR/OSR and the section will be considered current (the version date will continue to remain the same).

- b. **NON-POLICY/PROCEDURE CHANGES:** After reviewing the online document, if the OPR has identified that simple revisions (i.e., updates to website links, time changes, locations, etc.), he/she can send an email to the WB editor who will make the update(s) to the master document and repost online (the version date will continue to remain the same).
 - c. **SIGNIFICANT CHANGES:** After reviewing the online document, if the OPR has identified that significant changes need to be made, he/she can request the master (Word) document of the Chapter/Section to edit:
 - i. **Make change(s) in red font.**
 - ii. If the change needs to be made in multiple areas of the section, please include the page numbers and paragraph level.
 - iii. If SCCC policy and/or procedure changes are being made, do not return the document to the White Book editor until the changes have been staffed and approved. White Book editor will validate approval with Chief of Staff, SgtMaj, or one of the assistant commandants (according to subject matter).
- B. ACADEMIC YEAR- ROLLING REVISIONS (Time frame: Athletic Cadre- Graduation):** Before Athletic Cadre begins, the White Book will become an (online) living book for the upcoming year. All font will be black at the start of the AY and changes during the AY will be in red font and noted in the online change log (summarizes the changes during that AY).
- C. CONTINUITY/MASTER CHAPTERS:** Continuity between OPRs and the WB editor is very important in order to maintain consistency. **Do not refer to or work with versions on your computer.** INSTEAD- Send an email to the [White Book Editor](#) to request the chapter be emailed.
- D. MASTER VERSION LOG:** This log tracks the live versions of the White Book and is posted on the White Book webpage. Any changes to the section during the AY will be moved to the “Updates” column.
- E. SUMMARY OF CHANGES LOG:** A log will be maintained to track the changes to chapters/sections during the AY. Everything in this log is a summary of what has been changed, deleted, or added during the current AY.