

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

1. SITUATION: The Corps of Cadets takes final exams during the week of 7 through 13 December and begins Winter Furlough after their last exam but not later than Wednesday, 13 December 2023, until 1800 hours, Sunday, 7 January 2024.

2. MISSION: The Corps of Cadets will meet all the requirements for exam week; all cadet rooms will be inspected; and they will be required to sign out in the Cadet Accountability System prior to departing on Winter Furlough. Cadets are authorized to depart after their last scheduled examination, but not before 0800, Thursday, 7 December. All cadets must be cleared by their respective Company Commander, and/or TAC prior to departure. 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.

3. EXECUTION

a. Concept of the Operation

- (1) **Instructions for accelerated tours and confinements (Annex A)**
- (2) **General Leave (Annex B, Leave Policy during Exam Period)**
- (3) **Formations and Mess.** Effective Thursday, 8 December, and continuing through Wednesday, 13 December:
 - (a) During the period Thursday, 7 December – Wednesday, 13 December, all cadets **will meet** the 0730 Accountability Formation unless on authorized leave.
 - (b) At the morning formation, all cadets will be inspected for personal appearance and grooming. 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) 2300 All-Ins remain as per the training schedule.
- (5) **Exam Guard, Closing and Opening Guard.**
 - (a) Closing Guard Companies will be Papa Company (REG Guard), Delta Company, Band Company, Kilo Company, Romeo Company and Palmetto Battery. They will assume guard at 1600 hours, Monday, 11 December and will remain on duty until released by the Battalion TAC Officer on Wednesday, 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 Romeo (**REG Guard**), **Charlie Company, Band Company, Mike Company, Oscar Company and Palmetto Battery**. 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, 7 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 (OCPs), 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, 6 December.

(6) Winter Furlough room and barracks closing procedures.

- (a) Company and Battalion Commanders, Company First Sergeants and Battalion Sergeants Major, are 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 remain in the barracks over furlough. Cadets should take these home or turn them into Central Supply.
- (c) Any high value items brought into Central Supply must be stored in a box or suitcase. Items will be taken to the warehouse prior to noon on Wednesday, 14 December. Cadets are reminded to read the rules of storing in that facility.

- (7) **Cadet billeting during Winter Furlough.** Cadets **will not** be allowed to remain on campus during the Winter Furlough. Unit Commanders should make every effort to assist cadets needing a place to stay.

- (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) are required to move their vehicle on campus as directed by the Command Sergeant Major. Cadets need to ensure the vehicle is moved back to the Altman or City Gym lot immediately upon return.

- (9) **Uniform During Exams, Furlough Departure, and Furlough Return.** All cadets 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). **PT's are not allowed in any academic building.** Members of the Freshmen class will wear the Dress Gray uniform throughout their travel to and from furlough destination. Upper class cadets may leave and return in appropriate civilian attire. Citadel PT's are not considered civilian clothes nor is the mixing of Citadel uniform items with civilian clothes.

b. Cadets Not Returning for Second Semester, SY 2023-2024.

- (1) Battalion TACs should identify cadets who they believe will not return for second semester and forward their names to Sergeant Major Yagle no later than 8 December.

- (2) Any cadet who does not plan to return for the second semester **MUST** take all personal belongings home when departing on Winter Furlough. This includes luggage stored in Central Supply. Cadets in this category **MUST** contact the Registrar prior to the start of examinations.
- (3) Any cadet who decides after departing the campus on Winter Furlough not to return for second semester, must notify their respective Company or Battalion TAC (or the Commandant's Office (843-953-5003). **THEY MUST MAKE EVERY EFFORT TO RETURN TO CAMPUS TO COLLECT THEIR 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 to insure someone is available to open the barracks and escort the cadet.
- (4) 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.**

c. Post Furlough Schedule, Sunday, 7 January 2024.

- (a) The Barracks will open at 1430 hrs.
- (b) The Barber Shop will open for those cadets needing haircuts, 1400 to 1800 hours. It will reopen at 0730 the following morning.
- (c) The Warehouse will open from 1500 to 1800 hours.
- (d) The evening meal takes place for all cadets from **1800 to 1930 hours** (cadets need to be in the appropriate uniform and properly groomed).
- (e) At 1800 hours, a muster formation will be conducted (**Annex D, Muster Formation Procedures**).
- (f) Cadets returning early on Sunday, 7 Jan, may wait in Mark Clark Hall until the barracks are opened.

d. Regimental/Battalion/Company Commanders.

- (1) Ensure every member of each unit/staff has read and understand the provisions of this OPORD.
- (1) Ensure the barracks is closed in accordance with the provisions of this OPORD.
- (2) 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). Company Commanders submit lists through the chain of command. Battalion Commanders combine their collective reports and forward them to the Regiment for consolidation.

e. 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.

f. Regimental Adjutant. Compile the chain of command succession list, developed by each Company and Battalion Commander, and forward complete list to SFC Greene, NLT 1700 hours, Thursday, 7 December.

g. Regimental Supply Officer. Ensure Sodexo receives daily Strength Reports and has no questions regarding the number of cadets remaining on campus.

h. Unit First Sergeants.

- (1) Along with the Supply Sergeant, ensure the barracks are cleared of holiday decorations as directed in the Regimental Commander’s “Celebration” Memo dated 15 Nov 2023 and ready for furlough not later than 1700, 12 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 7 December, all meals for the Corps of Cadets are served in open mess format.
- 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)
Col M Dunne	813-459-0470 (Cell)
COL Hutson	315-783-8512 (Cell)
LCDR Adcock 1 BN TAC	843-367-0485 (Cell)
LtCol Hughes 2 BN TAC	434-326-2360 (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 (LTC) 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 – 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)

ANNEX A to OPORD 135-4

Accelerated Confinements/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 3 DECEMBER 2022.
 - 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 2 December 2023 thru 13 December 2023. No accelerated tours will be allowed from 7-13 December until the individual's exams have been completed. Accelerated confinements will be done during this period. Since confinements are served in the cadet's room, cadets must notify the Weekend Duty Officer and have a sign outside their door when sitting confinements stating "Confinements". **Additionally, classes ALWAYS have priority over punishments.**
 - b. December graduates and 5th year eligible 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 Ms. Redmond 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, or drill.
 - 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. Overnight is authorized to use (from Cadet Leave Banks) for Saturday 9, December. No overnight authorized for Friday 8, December

b. Exam General Leave is for proficient cadets only and applies to **all** classes. It begins after the last exam each day, but no earlier than 0800 and ends at 2230. Cadets must use CAS to sign out. 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 must be submitted in writing.

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 update the Evacuation Rosters provided to each unit prior to leaving. Furlough continues until 1800 hours, Sunday, 7 January 2024.

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 CSM's 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 show consideration for each other by not blocking 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 1830 muster will be restricted to campus until they are in compliance with regulations.

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 and Bed** will be stripped.

(ATTACH THIS TO OUTSIDE OF DOOR)

Print name and initial: _____