

## TO WHOM IT MAY CONCERN

FROM: \_\_\_\_\_ COMPANY: \_\_\_\_\_

(Printed name/company of out-processing cadet)

### **SUBJECT: OUT PROCESSING-CONSENT IN ABSENCE**

Due to the inability to complete the out-processing procedures,

I, \_\_\_\_\_

(Printed Name)

hereby grant the Chain of Command of The Citadel authority to complete the process for me in my absence. Should there be any question regarding the out-processing, the Chain of Command can reach me at: \_\_\_\_\_

(Street address)

\_\_\_\_\_  
(City, State and Zip Code)

\_\_\_\_\_  
(Telephone Number)

### **Initial Only One Below**

\_\_\_\_\_ I have inventoried all my gear and attached CC Form 23

(Initial)

**OR**

\_\_\_\_\_ I have not inventoried my gear and I hereby fully and irrevocably release, indemnify, and agree to hold harmless, The Citadel, its officers, directors, employees, agents, representatives and anyone acting on its behalf, specifically including, but not limited to, any cadets acting at its direction, from any and all losses of or damages to my personal property on the campus of The Citadel, wherever located.

Out-processing Cadet's Signature \_\_\_\_\_ Date \_\_\_\_\_

Chain of Command/Witness Signature \_\_\_\_\_ Date \_\_\_\_\_