



10 August 2020

MEMORANDUM FOR THE OSCAR COMPANY HUMAN AFFAIRS / LEADERSHIP TEAM

SUBJECT: **FRESHMAN WITHDRAWAL PROCEDURES (Out-Processing) SY 2020/21**

RE: **Oscar Company Leadership / Human Affairs Team**

If a freshman requests to out-process from The Citadel, ensure he/she has been thoroughly counseled and coordinated in accordance with the appropriate documents and procedures as set forth in the following:

Documentation/Paperwork:

(The following forms are accessed via www.citadel.edu and this series of links:

“Cadet Life” → “Office of the Commandant” → “Administration” → “CC Forms”)

- **CC Form 97 (Revised September 2019): “FOURTH CLASS WITHDRAWAL PROCEDURE”**. Start with this document. Once a cadet has been thoroughly counseled and it is decided that he/she will depart, this is the first document that needs to be filled out prior to visiting Ms. Sally Keltner in Jenkins Hall. Part I. must be completed by the cadet (with signature). Make sure that you annotate in Part II that the parents/guardians were contacted and that all required signatures are completed. Part III is the Counseling Center. Part IV commences with the Commandant’s Department and moves on to the Provost, etc.

WEBLINK:

https://www.citadel.edu/root/images/commandant/cc_forms/cc%20form%2097%20revised%20oct%202019%202019.doc.pdf

- **CC Form 23 (Revised Aug 2018): “Inventory of Personal Belongings”**. Used by the out-processing cadet and HA/Cadre Team to inventory personal gear to ensure that all is accounted for. Any returnable items that the cadet does not want to keep should be returned to the Cadet Store for a refund if possible.

NO DEPARTING CADET IS AUTHORIZED TO “GIVE AWAY” OR LEAVE ANYTHING HERE. PACK IT IN, PACK IT OUT. (See CC Form 67). Questions? ... Contact the TAC for guidance. **CHAIN OF CUSTODY is critical. If they depart without turning their own gear in, YOU must ensure that nothing is lost, stolen, or misplaced.** Best practice: encourage the cadet recruit to see it through and turn in their own gear with your assistance. **GET WRITTEN RECEIPTS** for everything (books, gear, all of it.)

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WEBLINK:

http://www.citadel.edu/root/images/commandant/cc_forms/cc%20form%2023%20revised%20august%20202018.pdf

- **CC Form 66 (Revised May 2019): “Clearance Form”**. Used to ensure that every department is cleared prior to the departure of the freshman. This form will be used in conjunction with the Yellow Clearance Card that is issued by the Registrar.

WEBLINK:
http://www.citadel.edu/root/images/commandant/cc_forms/cc%20form%2066%20clearance%20form%20for%20early%20departure%20revised%20may%202019.pdf
- **CC Form 67 (20 July 2012): “Property Possession Acknowledgement (for Out-Processing Cadets)”**. This form covers the out-processing team that the cadet who is departing has cleared with everything he/she was issued or brought when they came. This is critical, and it is signed by the out-going cadet and the Company Commander. Again, maintain **CHAIN OF CUSTODY**.

WEBLINK:
http://www.citadel.edu/root/images/Commandant/CC_Forms/cc%20form%2067-%20property%20possession%20acknowledgement.pdf
- **CC Form 112 (July 2017): “Developmental Counseling Report”**. The Company TAC (time and logistics permitting) should officially document a formal counseling session to include discussing the reason/ramifications of leaving and all things that were discussed in the course of the conversation. Document any issues for departure (medical/physical/emotional/professionalism, etc.), mitigating circumstances, and any options that were discussed for possibly keeping the cadet recruit enrolled and progressing with his/her classmates. Bottom line: What, Why, When, Where, Who, How? This is a great place to document that a phone call to a parent or guardian was made.

WEBLINK:
http://www.citadel.edu/root/images/commandant/cc_forms/developmental%20counseling%20form_august%202017%20fillable.pdf
- **CC Form 22 (July 2018): “Out Processing - Consent in Absence”** Used only if the freshman departs prior to the routing of the official paperwork – injury, logistical or emotional circumstances). In other words, you are completing the process for a cadet that is not physically present: for whatever reason. **CHAIN OF CUSTODY WITH PERSONAL BELONGINGS IS CRITICAL**. Make every attempt to get the out-processing knob to turn in his/her own gear, but if they are adamant about leaving, DO NOT leave their gear unattended (in a room, a guard shack, the galleries, etc.) Gear has and does go missing, and the bill comes due later. I have learned this the hard way, so you do not have to. Keep books and gear locked down. If I were you, I’d ask to store it in the TAC’s office.

WEBLINK:
(not available directly. See CC Forms page, OR see Appendix II. below)

 If a fourth class cadet expresses a desire to Drop-on-Request (DOR), we must make a valiant effort **as a team** to try to encourage him/her to stick it out and to see if there is any responsible way that we can convince them to stay. The Human Affairs team should be notified to counsel the cadet that is considering departure (as soon as possible). Things to consider/discuss:

1. Life here gets better. It's only a finite amount of time that is spent under the constraints of the 4th-class system. Encourage them to take a breath and consider the consequences of "quitting." This **must** be done in a motivational and encouraging way. Use your best bedside manner, and be the hero figure. If you did it, so can they. Break it down into a day-by-day or hour-by-hour cycle, and convince them of the value of a Citadel education/experience.
2. Logistically, how will they get home (Pick-up/Plane/Train/Rental car)? Also, consider transport for them and their gear to the airport, train station, etc. if necessary. Taxis, Uber/Lyft, local friends, and host families are ideal, but in limited circumstances, TACs or Human Affairs members may serve as escorts.
3. If they have a lot of gear (too much to travel with personally), boxes are available through the Armory or Central Supply. (Central Supply charges \$4/box - cash only.)The bulk of their belongings can be boxed and shipped to them (their expense) through the Warehouse/Storage Facility. This will require those materials to be **inventoried, documented**, and physically delivered to the Warehouse. Ensure that proper addresses are included for the shipping process. Check in with the warehouse staff and they will get it done. EVERY ITEM SHOULD BE CONSOLIDATED AS MUCH AS POSSIBLE AND CLEARLY AND LEGIBLY LABELED WITH FULL NAME and CWID.
4. Every recruit has invested a lot of time, energy and resources into being here. Are they sure they want to waste that investment? **Ensure that they call their parents/guardians** to discuss the matter - if you are unsuccessful at getting them back in the herd. This call **SHALL** be done prior to them visiting Jenkins Hall. Let them know that they can change their mind throughout the check-out process as well. Do not consider them gone until the ink is dry and they have physically departed the gates. It's never too late to re-engage.
5. Ensure that the HA Officer (Senior) is involved. The entire team should be consulted because you never know who might push the right button. **The Company TAC and then Battalion TAC will counsel the cadet prior to the official paperwork being commenced.** No memo is sufficient to cover every contingency, so use good judgment, be patient, be professional, be personable and empathetic, and have the cadet recruit's best interest at heart. We will do the best we can under the circumstances for all involved.

 If the freshman is not successfully convinced to stay, we have to undergo the out-processing procedure. The above listed documentation is available through The Citadel website, and there is a folder and hard copies available in the Co. TAC's office and the HA Officer's room. Complete the documentation (legibly) with complete accuracy **in black ink**. Have others double-check your work. All signatures **must** be complete and all required departments visited and consulted. When the cadet departs, we should have nothing else left to do but file the

paperwork and move on. If available, one HA team member will escort the out-processing cadet to each signature event. We can assist them with gear removal from the barracks as appropriate/car loading, etc. **Make sure that the ROOM KEY IS TURNED IN** to the Supply NCO, 1SGT, or Company TAC for documentation / transfer. The forms listed above are fairly self-explanatory, but essentially we account for their gear, get them checked out through every department, and then we help them physically depart. In case of injury, lack of mobility, or other expediting situation, consider using the **JOD transport golf cart** as an asset in completing the check-out process (see phone number in Appendix I. Commandant's Department Phone List). After in-battalion counseling is complete, the first stop should be with The Commandant's Department and Ms. Sally Keltner. She will direct you from there.

As a last note, as a courtesy to the departing cadet AND to not further distract the remaining fourth class cadets, **make EVERY reasonable effort to keep the departure out of sight of the ones who are still sticking it out.** This will keep the exit dignified for the departing, and it will not get anyone else who might be "on the fence" thinking about following suit. **Moving gear while others are at lunch, in meetings, in class, etc. will keep distractions to a minimum.**

 Thank you for your diligence, attention to detail, and empathetic assistance with this process. The young men and women who you are assisting have made a difficult decision, and it is our responsibility and directive to make the transition as professional, dignified, and seamless as possible. Treat them with due dignity, honor and respect – regardless of circumstance or feelings concerning them personally.

Human Affairs Team

Supply Sergeant

Company First Sergeant

_____/_____
Company Commander / XO

R. Kevin Adcock, LCDR, USN
OSCAR Company TAC

Appendix I. Commandant's Phone List

NAME	OFFICE	CELL	HOME	NAME	OFFICE	CELL	HOME
Arrowood, Tristan	953-1399			1st BATTALION	A-B-C-D		
Barton, Pam, LTC	953-6928	843-327-604	216-0511	Panton, Jeff LTC (USA)	953-0506	1BN TAC	843-737-1409/843-851-8883
Bufano, Dr. (Counseling Center)	953-6799			Moffitt, Jason SgtMaj (USMC)	953-0503	1BN NCO	561-704-8530
Capell, Dr. (Infirmary)	953-6848	843-377-5088		Sijsma, Wouter Capt (Dutch AFR)	953-0505	A	843-614-7518
Clawson, Andy (Sports Medicine)	953-6867			Kersey, Jennifer CMSgt (USAF)	953-5535	B	253-495-7615
Dillahey, Jim, Maj (UMSC)	953-6888	843-568-8598		Panton, Jeff LTC (USA)	953-0506	C	843-737-1409/843-851-8883
Dougherty, Kevin, LTC (USA)	953-6336	843-460-2406	601-549-4414	Evans Maj (USMCR)	953-8174	D	
Dukes, Bryan	953-7775	843-697-1268	388-8166	2nd BATTALION	F-G-H-BD		
FAX	953-6704			Graham, LtCol (USMCR)	953-2101	2BN TAC	843-743-8397
FAX (ARMS ROOM)	953-8287			Brower, 1SG (USA)	953-2102	2BN NCO	407-810-8176
Garrott, Jenni	953-5262	843-276-9392		Sharp, Jim LTC (USA)	953-2103	E	803-984-1390
Gray, S. Matthew (Cath Chap)	953-7693	803-238-9158		Graham, Charles LtCol (USMCR)	953-2101	F	843-743-8397
Greene, Kenneth, SFC (USA)	953-6925	770-851-7909	843-327-4246	Hargett, LTC (USA)	953-2104	G	
Haugen, Kasee	953-3020	843-621-2121		Rodick, Jordan Maj (USMC)	953-6900	H	803-457-4445
Haymaker, Vance	953-6825			Parson, John MAJ (USA)	953-5380	BD	
Hutson, Heyward, COL (USA)	953-6931	815-783-8512		3rd BATTALION	I-K-L-M		
Jakes, Cliff	953-8404	843-804-2263		Polites, Chris LTC (USA)	953-5245	3BN TAC	843-697-4154
Jones, Geri	953-5049			Ragusa, SGM (USA)	953-6589	3BN NCO	
Keltner, Sally	953-5003		849-2616	Polites, Chris LTC (USA)	953-5245	I	
McIntyre, Jerry, BMC (USCG)	953-0763	28-365-086	761-2122	McLeod, Cliff Maj (USMCR)	953-8170	K	843-531-2188
Miner, Shelton	953-4875	843-693-2112	559-2112	Garcia, Orlando LT (USN)	953-6545	L	207-504-4928
Modglin, Kevin	953-0510	843-813-6326		Aquino, CPT (USA)	953-5686	M	
Molina, Joe, CDR (UMSC) Chaplain	953-6841	804-422-6419		4th BATTALION	N-O-R-T		
O'Leary, Paul, Col (USMC)	953-0253	843-813-9670		Brace, Keith LTC (USA)	953-1722	4BN TAC	719-393-2506
Paluso, Geno, CAPT (USN)	953-6930	843-371-6284		Dean, 1SG (USA)	953-1120	4BN NCO	803-381-3305
Redmond, Susan	953-6927		797-6823	Brabham, LtCol (USAF)	953-5965	N	
Rich, Arthur, SFC (USA)	953-0217	843-530-1269		Adcock, Kevin LCDR (SCM)	953-5809	O	843-367-0485
Shealy, Janet (CARE)	953-7277	843-425-1315	843-906-1030	Hughes, John LtCol (USMCR)	953-8076	R	434-326-2360
Sijsma, Lela	953-0886			Brace, Keith LTC (USA)	953-1722	T	719-393-2506
Smith, Tim, LTC (UMSC)	953-6889	706 296 7627		5th BATTALION	P- PB-S-V		
Stecker, Mitchell	953-6572			Fortenberry, Joel Lt Col (USA)	953-5365	5BN TAC	952-688-8496
Yagle, Andrew, SgtMaj (USMC)	953-1855	843-469-7579		Webster, 1SG (USA)	953-5369	5BN NCO	843-489-7566
				Raines, Matt Maj (USMC)	953-8171	P	843-901-1488
Professors of Military Science	Office	ROTC Dept		Remsen, Glenn LTC (SCSG)	953-5675	PB	843-509-7995/843-269-3002
Army- COL John Cyrulik	953-5244	Army Admin	953-5224	Fortenberry, Joel Lt Col (USAF)	953-5365	S	952-688-8496
Air Force- Col M. Morand	953-5205	AF Admin	953-5005	Bell, Bill LtCol (USMCR)	953-6476	V	843-475-0593/843-216-7581
Navy/Marines- Col Charles Dur	953-5171	Navy Admin	953-5193	CoC	953-6493		Infirmary 953-6847
				CoC Cell	814-4677		Public Safety 953-5114
				JOD	425-3992		Physical Plant 953-5093
				OD	425-3420		
				Lesesne Gate	953-5117		
				Hagood Gate	953-6901		
				Hagood Gate	953-6901		

Appendix II. CC Form 22: Out-processing-Consent in Absence

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)

_____ I have inventoried all my gear and attached CC Form 23
(Initial)

_____ 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 _____