

THE WHITE BOOK

CHAPTER 3

Cadet Logistical Services

SECTION 4

Storage

Version (date): 9 APR 2019

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Position: Assistant Commandant for Operations and Training

I. Organization:

- A. The Citadel Office of Procurement
- B. The Central Warehouse Manager
- C. The Corps of Cadets Supply Teams
- D. The Assistant Commandant for Operations & Training

II. Functions:

- A. Guidelines for storage in the Central Warehouse.
- B. Preparations for storage and removal of items.
- C. Policy regarding expired storage.

III. Procedures:

A. Preparation for storage.

1. Cadet personal property can be stored at The Citadel Warehouse Facility. Luggage, trunks and other property stored in boxes or containers may be stored in the Central Warehouse at the risk of the owner. The Citadel assumes no liability for items stored in the Warehouse. It is recommended cadets print their name on each item.
2. Bicycles, fans, or sports equipment will not be stored in the Warehouse.
3. Cadets must bring their own items and present their Citadel ID.
4. Items for storage will not be picked up from the barracks.
5. Cadets may store one footlocker or trunk and two suitcases or boxes or any combination not to exceed **four** items total. Storage boxes or plastic bins may be up to a size **24"x 15"x 20"** or smaller. The Warehouse Manager must approve any additional or outsized items. All containers must have lids that secure. No loose personal items will be accepted. This includes laundry bags, backpacks, rucksacks, or duffel bags. Those items must be stowed in a closed container.
6. Method of tagging:
 - i. The Warehouse manages storage items through a computer database.
 - ii. The respective cadet is entered into the system along with each item.
 - iii. Bar coded tags are secured on all items and a receipt provided to the cadet.
 - iv. Items are stored in areas identified by class.

B. Removal from storage.

1. Cadets desiring to remove luggage from storage will present a Citadel ID card to remove items from the warehouse. Baggage tags will be removed at that time.
2. Personal Property belonging to freshmen who have dropped may be stored in the warehouse for 30 days. The Company Supply Sergeant must provide a complete inventory and mark the box with the individual's name. The item[s] will be processed through the data base complete with identification tag[s]. The property will be disposed of after 30 days.
3. Seniors must remove their property within 15 days of graduation. Items not claimed are disposed of after the 15 day period.