

# White Book

## Maintenance, Change, and Revision Procedures

---

- I. **Organization:** The Office of the Assistant Commandant for Leadership Programs has responsibility for White Book copyright editing and online maintenance. Specific content/policy responsibility has been charged to selected staff/faculty members with the Commandant's Department who have been assigned specific sections. Currently assigned section authors are listed below (in parenthesis):

Chapter 1: Cadet Organization and Training

- Section 1: SCCC Organization and Chain of Command (LTC Dougherty)
- Section 2: References (LTC Dougherty)
- Section 3: 24 hour schedule (LTC Barton)
- Section 4: Varsity Athletic Team Directives (Col O'Leary and Coach Boucher)
- Section 5: Physical Readiness Program (Mrs. Haugen)
- Section 6: The Fourthclass System at The Citadel (LTC Dougherty)

Chapter 2: Cadet Academic Services

- Section 1: Student Success Center (Mr. Hendrix)
- Section 2: Library (Mr. Aaron Wimer)
- Section 3: Class Absences (COL Hutson)
- Section 4: Career Center (Career Center - Ms. Tisdale)

Chapter 3: Cadet Logistical Services

- Section 1: Arms Room (Chief McIntyre)
- Section 2: Laundry and Dry Cleaning (LTC Barton)
- Section 3: Mess Hall (LTC Barton)
- Section 4: Storage (LTC Barton)

Chapter 4: Cadet Support Services

- Section 1: Experiential Learning and Cadet Activities (LTC Dougherty)
- Section 2: CADIC (Mr. Modglin)
- Section 3: CARE (Ms. Shealy)
- Section 4: Counseling Center (Dr. Bufano)
- Section 5: Medical Services and Infirmary (Dr. Capell and Col O'Leary)
- Section 6: Religious Services (Chaplain Molina)

Chapter 5: Barracks

- Section 1: Billeting (SgtMaj Yagle)
- Section 2: Barracks Security (1SG Dean and SgtMaj Yagle)
- Section 3: Maintenance, Common Areas, and OS&D (1SG Webster)
- 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 (LTC Dougherty)

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 and Col O'Leary)

Section 2: Fire Safety (SgtMaj Yagle and Col O'Leary)

Section 3: Hurricane Preparedness (SgtMaj Yagle and Col O'Leary)

Section 4: Severe Weather (hot, cold, and lightning) Preparedness (Mrs. Haugen)

**II. Functions:** This SOP prescribes procedures for-

**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. Pre WARNING ORDER EMAIL-** Sent to Section Authors requesting review for new AY Revisions:

- a. **NLT APRIL 1,** THE WHITE BOOK COPYRIGHT EDITOR WILL SEND ALL SECTION AUTHORS THEIR ONLINE "LIVE" CHAPTER (IN WORD FORMAT) AND REQUEST REVIEW.
- b. Deadline for recommended changes will be one week before May Summer Training begins (shortly after Graduation).
- c. Deadline for final approval is July Staff Training. All chapters must be posted online before Athletic Cadre reports.

**2. CHANGES/REVISIONS:**

- a. **NO CHANGES NEEDED:** If the section author does not send any revisions it will be considered current and the version date will remain the same. No further action will be needed from the section author.
- b. **CHANGES:** If the section author makes any changes, they will return the Word document showing the proposed change(s) in red font (Note: Full sections in the Word version will be only be accepted during the Summer Furlough Review).
  - i. A new version date will be given once the section has been approved.
  - ii. All font in red will return to black for the upcoming AY.
- c. **FULL SECTION REVISIONS ENDS JULY 1**

**B. ACADEMIC YEAR- ROLLING REVISIONS (Time frame: Athletic Cadre- Graduation):**

**1. ONCE ATHLETIC CADRE BEGINS:**

- a. The White Book (and sections) become live again for the upcoming AY once Athletic Cadre begins (live=online).
  - i. All font will begin the AY in black.

- ii. A log will begin being maintained to track the changes for the upcoming AY.
- iii. Any changes during this time will be in red font and be noted in the online change log.
- b. Only the online pdf. version of the section will be accepted for revision (B.2. below). For continuity purposes, no Word versions will be accepted. Only print outs of what is online.

**2. CHANGES/REVISIONS during the AY:** Section authors must print the online version of the section and hand write any changes in red ink.

- a. If the section needs complex revisions (i.e. an extensive paragraph addition or significant change not easily made by hand, a new chart, etc.) print the online section and attach the computer processed revision to the printed copy with instructions on its placement.
- b. Delivery Options: Hand deliver or scan document and email.
- c. During the ACADEMIC YEAR- ROLLING REVISION time (Athletic Cadre- Graduation) CHANGES WILL BE IN RED.

**C. CONTINUITY/MASTER VERSIONS:** Continuity between the section authors and the copyright editor is very important in order to maintain consistency. Referring to or working with outdated versions will not be accepted.

- 1. The White Book website online holds the Master Version of each chapter/section.
- 2. Authors will refer to their section from the master version online ONLY. NOT from what is in their computer.
- 3. When sending in updates during the school year, section authors must print only from the online version and mark the changes in red.

**D. MASTER VERSION LOG (NEXT PAGE):** This log tracks the live versions of the White Book and is the main go-to when looking for the most current published dates for White Book chapters/sections. This will be posed online on the White Book webpage. Dates marked in green are the live versions.

(Example as of July 31 2020- This will be reset for the 2020-2021 AY before CORPs arrives)

# Master Version LOG- 2019/2020

Shows:

1. Beginning of AY
2. Updated/Version Dates (if any).
3. Current Master Version will be in green font and will be what is online.

\*Example of an updated section during the AY.

<b>WHITE BOOK CURRENT CHAPTERS/SECTION DATES (version dates in green are current)</b>	<b>Start of AY 2019/2020 (17 AUG 2019)</b>	<b>Updates (if there are updates, they replace any earlier versions)</b>
<b>Chapter 1: Cadet Organization and Training</b>		
Section 1: SCCC Organization and Chain of Command	3 DEC 2018	
Section 2: References	3 DEC 2018	
Section 3: 24-Hour Schedule	7 JUL 2019	
Section 4: Varsity Athletic Team Directives	24 JAN 2019	
Section 5: Physical Readiness Program	6 MAY 2019	15 OCT 2019
Section 6: The Fourthclass System at The Citadel	14 MAY 2020	
<b>Chapter 2: Cadet Academic Services</b>		
Section 1: Student Success Center	26 MAR 2019	
Section 2: Library	16 JAN 2019	10 SEPT 2019
Section 3: Class Absences	8 MAR 2019	30 JAN 2020
Section 4: Internship Guidelines	27 MAR 2019	
<b>Chapter 3: Cadet Logistical Services</b>		

Section 1: Arms Room	<b>14 JAN 2019</b>	
Section 2: Laundry and Dry Cleaning	<b>15 APR 2019</b>	
Section 3: Mess Hall	<b>15 APR 2019</b>	<b>27 FEB 2020</b>
Section 4: Storage	<b>9 APR 2019</b>	
<b>Chapter 4: Cadet Support Services</b>		
Section 1: Experiential Learning and Cadet Activities	<b>9 NOV 2018</b>	<b>15 MAY 2020</b>
Section 2: CADIC		
Section 3: CARE		
Section 4: Counseling Center	<b>1 AUG 2019</b>	
Section 5: Medical Services and Infirmary	<b>28 MAR 2019</b>	
Section 6: Religious Services	<b>25 MAR 2019</b>	<b>18 SEPT 2019</b>
<b>Chapter 5: Barracks</b>		
Section 1: Billeting	<b>6 APR 2019</b>	
Section 2: Barracks Security	<b>9 APR 2019</b>	
Section 3: Maintenance, Common Areas, and OS&D	<b>1 AUG 2019</b>	<b>17 JAN 2020</b>
Section 4: Room Arrangement	<b>13 AUG 2019</b> <b>28 AUG 2019</b> <b>16 OCT 2019</b> <b>6 NOV 2019</b> <b>15 NOV 2019</b> <b>24 FEB 2020</b>	<b>2 APR 2020</b>
<b>Chapter 6: Cadet Accountability</b>		
Section 1: All ins	<b>4 JAN 2019</b>	
Section 2: Fourth Class Withdrawal Procedures	<b>3 JAN 2019</b>	
Section 3: Leaves/ Incentives/Privileges	<b>16 AUG 2019</b> <b>29 AUG 2019</b> <b>17 SEPT 2019</b> <b>20 SEPT 2019</b> <b>14 OCT 2019</b>	<b>9 APR 2019</b>
Section 4: Strength and Status Reporting	<b>6 APR 2019</b>	
<b>Chapter 7: Cadet Personnel and Administration</b>		

Section 1: Discipline	<b>1 AUG 2019</b> <b>10 OCT 2019</b>	<b>21 JULY 2019</b>
Section 2: Duty Teams	<b>1 AUG 2019</b>	
Section 3: Information flow	<b>6 DEC 2018</b>	
Section 4: Parking	<b>6 APR 2019</b>	<b>10 JAN 2020</b>
Section 5: Wear and Appearance of Cadet Uniforms and Insignia	<b>13 AUG 2019</b> <b>10 OCT 2019</b> <b>20 NOV 2019</b> <b>27 FEB 2020</b>	<b>1 MAY 2020</b>
<b>Chapter 8: Emergencies and Severe Weather</b>		
Section 1: Active Shooters	<b>6 APR 2019</b>	
Section 2: Fire Safety	<b>6 APR 2019</b>	
Section 3: Hurricane Preparedness	<b>6 APR 2019</b>	
Section 4: Severe weather	<b>5 JUN 2019</b>	