

Commandant's Operations Order: Exam, Graduation and Summer Furlough

1. SITUATION: The Corps of Cadets will take final exams during the period April 28 through May 4 with an incremental release of non-essential C2 and C3 cadets “after last exam/academic requirement.” **All C1 cadets and identified C2/3 cadets remain on campus in support of graduation events.** The final release date for Summer Furlough is Saturday, May 8, at 0530 with Reconstitution on Sunday, 22 August 2021, at 1600 hours.

2. MISSION: The Corps of Cadets will meet all final academic requirements ON CAMPUS, no exceptions. A slice of the Corps will remain in support of graduation events which includes the entire Class of 2024. Final inspections of rooms will be conducted and barracks cleaned. Once cleared for departure cadets are required sign-out in CAS under Summer Furlough. Graduating Cadets must be in strict compliance with grooming standards and meet all physical and disciplinary requirements prior to participating in graduation activities, to include the Long Gray Line and Commencement Ceremony. C2 and C3 cadets classified as “after last exam/academic requirement” must meet all terms outlined in the COVID Summer Furlough Plan. Selected C2 and C3 cadets notified by their Battalion TAC NCO and all C1 cadets remain on campus until the official start of Summer Furlough on Saturday, May 8.

3. EXECUTION

a. Concept of the Operation

(1) Punishments (Including accelerated punishments).

- (a) All punishments must be completed prior to Graduation or the cadet will not receive a diploma at the Graduation Ceremony (Annex A, Accelerated Punishment Procedures). Cadets unable to complete their punishments prior to Graduation must submit an action plan to the Assistant Commandant for Discipline for completing outstanding punishments (Appendix 1 to Annex A).
- (b) Second, Third and Fourth Class Cadets can begin accelerated punishments on 12 April through the beginning of exams on 28 April. Upon the completion of their final exam, they are released for summer furlough and will finish their requirements in the Fall semester. They will also receive 15 credits for the final exam period. (see Annex A, Accelerated Punishment Procedures).
- (c) A special Punishment Order will be published at 0700 hours, 3 May, for violations occurring within the First Class during

graduation week. Graduating First Class Cadets on this order will not participate in graduation exercises.

- (d) No cadet will serve punishments during the exam period (28 April – 4 May). All cadets will receive punishment credits of 15 tours or confinements during the exam period. If a cadet begins the exam period with less than 15 punishments, the Battalion TAC Officer can clear them so they can take General Leave if the cadet would have completed his/her punishments at the time they are requesting the Leave. Battalion TAC Officers will inform the Assistant Commandant for Discipline of all cadets who are in this category.
- (2) **Senior Leave, and General Leave** (See Annex B, Leave policy during Exam Period)
 - (3) **Reading Day.** Sunday, May 2, is Reading Day. Meals and formations are posted on the Corps Weekly Training Schedule. The cadet chain of command is reminded to emphasize the academic importance Reading Day by keeping an ESP environment in the barracks. Cadets should be in the DUTY uniform when in the dining facility, academic buildings or retail establishments. Citadel PTs may be worn outside the barracks, when engaging in physical training outside or in the Deas Hall fitness facility.
 - (4) **Formations.** Effective Wednesday, April 28, and continuing through Friday, May 7:
 - (a) During the period Wednesday, April 28 – Tuesday, May 4 (except Sunday, May 2) all cadets, unless on an authorized absence, will: meet all formations on the Corps Weekly Training Schedule and comply with personal appearance and grooming standards.
 - (b) During the period Wednesday, May 5 – Friday, May 7, all cadets will meet all formations on the Corps Weekly Training Schedule and comply with personal appearance and grooming standards. The last formation for Graduating Cadets will be the Long Gray Line Parade on Friday, May 7.
 - (5) **Exam Guard and Duty Teams.** Regimental and Battalion Adjutants and Provost Marshals will ensure that all rising classes are prepared to assume duties at the next higher level on Wednesday, April 28, at 0530 hours. Companies providing exam guard from April 28 – May 4 will ensure there is the required guard team and no cadet is on guard preceding an examination.
 - (6) **Graduation Uniform.** All Graduating Cadets will wear the complete Full Dress uniform with their current rank, collar, cuffs and white gloves. Cadets must have regulation haircuts/hairstyles. If not, representatives from the

college barber shop will make the corrections. Female cadets **are not authorized to wear skirts** to the Graduation Ceremony.

- (7) **Summer Furlough room and barracks closing procedures.** SY 2021-2022 Company and Battalion Commanders, Company First Sergeants and Battalion Sergeants Major, under the supervision of the Bn TAC NCOs are responsible for clearing rooms and closing out of each barracks (Annex C).
- (8) **Luggage pick-up and turn-in.**
 - (a) All graduating Cadets and those not planning to return to The Citadel, are responsible for removing their stored items of luggage and personal property from the Central Supply Warehouse prior to departure but NLT 1630 hours, Wednesday, May 5, each Graduating Cadet will remove his/her personal belongings.
 - (b) Luggage for the lower three classes may be withdrawn or turned-in for summer storage beginning Wednesday, Apr 28, during the following hours: Monday thru Thursday 0800-1630 and extended hours on Friday, May 7, 0800-1800 (see Annex D). Luggage will not be left on the warehouse loading dock.
- (9) **Uniform Turn-in for Summer Storage.**
 - (a) C2 and C3 cadets returning to The Citadel in August 2021, will turn-in their Dress Blouses, Field Jackets, Full Dress Blouses, and Wool Trousers, as announced in the Corps Training Schedule. Failure to comply will result in disciplinary action.
 - (b) Unit Supply Sergeants will monitor this process and ensure the instructions are followed.
- (10) **Departure Instructions.**
 - (a) Cadets not involved in graduation activities or designated by their Battalion TAC NCO, may depart the barracks after their last exam/academic requirement IAW the COVID Summer Furlough Plan 2021, but **ONLY** after their rooms have been cleared by proper authority (Annex C).
 - (b) All remaining cadets may depart campus between the hours of 0530-0730, Saturday, May 8. (Annex C).

b. Battalion and Company TAC Officers:

- (1) Monitor and validate accelerated tours (see Annex A).
- (2) Along with the Chain of Command, prepare the barracks for Summer Furlough (see Annex C).

c. Current and Rising Commanders.

- (1) Ensure every member of each unit/staff has read and understands the provisions of this OPORD.
- (2) Current commanders assist the rising Chain of Command in the assumption of their duties.

d. Current and Rising Regimental Adjutant.

- (1) Ensure the Duty Teams are briefed and aware of their requirements during Exam and Graduation week.

e. Current and Rising Regimental Supply Officer.

- (1) Monitor the turn-in of uniforms and luggage. Make announcements as required to remind cadets of the requirement.
- (2) Check the cadet daily status report to determine messing requirements.
- (3) Ensure the Assistant Commandant for Operations and Training is kept informed of progress and problems.

f. Current and Rising Unit First Sergeants.

- (1) Supervise the clearance process as required by Bn TAC NCOs.

4. SERVICE SUPPORT

- a. Meals:** All meals are MODIFIED open mess format. Check the Corps Weekly Training Schedule for times.

5. COMMAND AND SIGNAL

- a. Command:** Current chain of command will be in effect.

- b. Signal:** Guard will use radio communications (Channel #1) to coordinate the closing of the barracks.

BY ORDER OF THE COMMANDANT:

Pamela S. Barton
LTC, USA, Retired
Assistant Commandant for
Operations and Training

ANNEXES: A – Accelerated Punishment Procedures
B – Leave Policy during Exam Period
C – Summer Furlough Room and Barracks Closing Procedures
D – Luggage Pickup and Turn-in
E – Uniform Turn-in for Summer Storage

DISTRIBUTION:

President's Office
Corps of Cadets
Commandant's Department
Public Safety
SODEXO
Physical Plant
Warehouse
Tailor Shop

ANNEX A:

ACCELERATED PUNISHMENT PROCEDURES

1. **GRADUATING FIRST CLASS CADETS:** Cadets who have not completed their punishments prior to Graduation will not receive their diploma at the Graduation Ceremony. Accelerated punishments will start for ALL GRADUATING FIRST CLASS CADETS on Monday, 12 April 2021.

a. Graduating First Class Cadets who have punishments to complete before graduation will request, in writing, permission to walk accelerated tours and confinements through their Battalion TAC Officer to the Assistant Commandant for Discipline (ACD). No cadet, including those cadets that will not complete graduation requirements until August, will be allowed to graduate until all punishments have been served. Graduating cadets must submit an action plan (see Mrs. Redmond for copy of plan), including cadets completing graduation requirements during Summer I and Summer II.

b. Confinements may be marched off at the rate of 2 confinements for 1 tour.

c. Accelerated tours and confinements will be scheduled around the academic schedule during the time period 0800-2300 daily (not to exceed 8 hours per day). No accelerated tours will be allowed from 28 April until each cadet's exams have been completed. Confinements may be completed during this period.

d. Seniors with outstanding punishments will not be allowed to leave on "Senior Leave" until all punishments are complete and verified by the ACD.

2.

a. **All Cadets** are reminded that they must serve punishments at the mandatory times on Wednesday, Friday Saturday and optional punishments on Sundays. THERE WILL BE NO TOURS FOR CONS DURING MANDATED PUNISHMENT PERIODS.

b. Cadets are also reminded that they must sign for required restrictions on Wednesday, Friday, Saturday and Sunday regardless if they are doing accelerated punishments.

3. **NON-GRADUATING CADETS:**

a. May walk accelerated Tours from 12 April to 28 April. Non-graduating cadets will not execute punishments after their last exam and will complete their remaining punishments in the Fall semester.

b. Cadets may NOT sit accelerated confinements at any time.

c. Cadets may walk accelerated Tours for Confinements at a ratio of 1 tour for 2 confinements.

4. INSTRUCTIONS FOR WALKING ACCELERATED TOURS AND CONFINEMENTS

a. Cadets receiving written approval for accelerated tours and confinements will come to the Commandant's office each morning to pick up their Accelerated Punishment Sheet. 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 Punishment Sheets to their Battalion TAC Officers for validation. Battalion TACs will then deliver all accelerated punishment sheets to the Assistant Commandant for Discipline prior to 0900 daily. Weekend sheets (Friday, Saturday, and Sunday) will be delivered NLT 0900 Monday.

b. ALL SHEETS MUST BE VALIDATED BY THE DUTY TEAM AND THE BATTALION TAC OFFICER IN ORDER FOR THE CADET TO RECEIVE CREDIT.

c. Accelerated tours and confinements will not take precedence over other requirements such as formations, classes, drill, duty or meals.

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 COL Hutson or Mrs. Redmond.

APPENDIX 1 (Action Plan) to ANNEX A (Accelerated Punishments) to OPORD 141-3

DATE: _____

TO: ASSISTANT COMMANDANT FOR DISCIPLINE

THRU: BATTALION TAC OFFICER

THRU: COMPANY COMMANDER

SUBJECT: ACTION PLAN FOR GRADUATING CADETS COMPLETING OUTSTANDING PUNISHMENTS AND 2ND, 3RD AND 4TH CLASS CADETS COMPLETING ACCELERATED PUNISHMENTS

1. I understand that my plan to complete all outstanding punishments must be submitted in two copies to the Assistant Commandant for Discipline (final approval).

2. As of the date of this memorandum, I have ____ tours and ____ confinements to complete.

3. Graduating seniors only:

c. I realize I must complete all outstanding punishments prior to receiving my diploma.

d. I am scheduled to: (initial appropriate box)

1) Walk the stage in May and complete degree requirements during the summer: _____

2) Walk the stage in May having completed all degree requirements: _____

4. The following is my action plan for accelerated punishments (must be legible):

Tours Plan: _____

Cons Plan: _____

Exam Schedule (must be completed): _____

(Cadet Full Name, CWID, & Class – Printed)

(Cadet Full Name – Signature)

Company TAC: Approved _____ Disapproved _____ Signature _____

Battalion TAC: Approved _____ Disapproved _____ Signature _____

ACD: Approved _____ Disapproved _____ Signature _____

Copy 1 - Individual Cadet
Copy 2 - Commandant's Dept.

ANNEX B to OPORD 141-3

Leave Policy during Exam Period

1. GRADUATING CADETS AND CADETS WHO WILL COMPLETE THE REQUIREMENTS FOR GRADUATION DURING SUMMER SCHOOL:

- a. Will be authorized Graduation Leave (must sign out thru CAS) from after last exam/academic requirement, until 0700 hours May 5, 2021. **Exam/academic requirements means ALL tests, papers, projects are completed and submitted to the respective Professors. All on-line/virtual academic related requirements must be completed ON CAMPUS. Room clearance requirements must be completed prior to departing.** Leave uniform will be Summer Leave or Blazer (civilian clothes will not be worn on campus at any time while on Graduation Leave).
- b. Graduating Cadets who have completed all academic requirements but choose not to take Graduation Leave, are authorized General Leave after last duty/academic requirement from 1300 hours until 2230. Cadets will sign out/in on General Leave thru CAS. Leave uniform is Summer Leave or Blazer uniform.
- c. Graduating Cadets will participate in all graduation activities May 5-8, 2021 unless they have been otherwise instructed due to deficiency in discipline and/or physical effectiveness requirements.
- d. Graduating cadets follow the General Leave periods as reflected on the Corps Training schedule from May 5 – May 7.

2. GRADUATING CADETS NOT PARTICIPATING IN THE GRADUATION

EXERCISE: Will be allowed to depart ONLY after their last exam and any additional academic requirements. In order to take advantage of this early departure, a clearance form (Appendix 1 to Annex B) must be completed and barracks room inspected. Cadets sign out through CAS under Summer Furlough.

3. 'AFTER LAST EXAM CADETS'

a. C2 and C3 cadets not designated as Mission Essential are authorized to depart on Summer Furlough after last exam/academic requirement. **Exam/academic requirements means ALL tests, papers, projects are completed and submitted to the respective Professors. All on-line/virtual academic related requirements must be completed ON CAMPUS.**

b. **. Room clearance requirements must be completed prior to departing. Rooms are inspected and cleared by TAC Officers beginning Wednesday, April 28, between the hours**

of 0800-1600 daily ONLY. A Room Clearance form (Appendix 1 to Annex B) must be completed and barracks room inspected. Cadets sign out through CAS under Summer Furlough.

4. **ALL CADETS:**

- a) **Overnight Leave** is authorized for Saturday, May 1, for all proficient cadets, from after last exam/academic requirement/cadet duty on Saturday (NET 1300 hours) until 2230 on Sunday. Cadets must have an allotted overnight.
- b) **General Leave periods** (for proficient cadets only): If a cadet begins the exam period with less than 15 punishments, the Battalion TAC Officer may clear them so the cadet can take General Leave if those punishments would have been completed at the time they are requesting the General Leave.

(1) Wednesday, April 28-Saturday, May 1: begins after academic requirement/duty, NET 1300 and ends at 2230.

(2) Sunday, May 2: Begins 0530 hours and ends at 2230 hours.

(3) May 3-6: Begins after last academic requirement/duty, NET 1300 and ends at 2230.

(4) **There will be no general leave on Friday, May 7.** The barracks will be locked at 1830 hours and an accountability formation will be conducted. The barracks will then be prepared for furlough. Rooms of the remaining cadets will be inspected NLT 2400 hours by the Battalion TAC Officers.

5. **LEAVE UNIFORM:** The leave uniform will be Summer Leave or Blazer.

6. **GRADUATION UNIFORM:** Graduating Cadets will report to Deas Hall for inspection prior to their assigned ceremony - for 0900 @ 0730; for 1430 @ 1300 in the proper uniform and with a proper haircut. Uniform is Full Dress Salt & Pepper w/cover & gloves. Officers wear sash. Privates wear waist plate. Female cadets **are not authorized to wear skirts** to the Graduation Ceremony.

APPENDIX 1 (Clearance Form) to **ANNEX B** (Leave Policy during Exam Period) to **OPORD 141-3** Clearance form for departure, Summer Furlough – **REQUIRED FROM EACH CADET**

Date: _____

CLEARANCE FORM

1. This is to verify that I, Cadet _____ CWID _____
Co _____ have:

- a. Turned in all uniform items required to Tailor Shop _____
- b. Returned all books to the Library/Bookstore _____
- c. Cleared the Cadet Store _____
- d. Removed, stored and turned-in belongings at Supply Warehouse _____
- e. Cleared respective ROTC Department (if contracted cadet) _____
- f. Put room in White Book Order (all furniture arranged per White Book) _____
- g. **Cleaned room per the instructions in APPENDIX 1 Annex C** _____
- h. Cleared with Multicultural Services (if international student) _____
- i. Turned in text books (scholarship athletes only) _____
- j. Cleared with Assistant Commandant for Discipline _____
- k. Turned in room key to Tactical Officer _____
- l. **I certify that I have completed ALL academic requirements to include exams, projects, papers, and any other assignments.**

[FULL Signature]

NOTE: ALL Graduating Cadets and C2/3 cadets clearing “After Last Exam” must complete this form by initialing each item above that applies. Use N/A for those that do not.

TAC Signature

ANNEX C to OPOD 141-3

Summer Furlough Room and Barracks Closing Procedures

1. DEPARTURE ROOM REQUIREMENTS:

SY 2020-2021 Rising and Current Company and Battalion Commanders, and Company First Sergeants/Battalion SGMs will be responsible for the following processes:

- a. All rooms cleaned to Furlough Standards (See Appendix 1).
- b. All personal belongings removed from room.
- c. Furniture arranged in accordance with the White Book.
- d. Over, short and damaged items reflected on the unit final OS&D Report.
- e. Battalion TAC NCOs oversee the process for room inspections.
- f. Cadets departing on furlough without having their rooms inspected and their name checked on the company roster as cleared to depart pulled for neglect of military duty major.
- g. Graduating Cadets taking leave. Cadets taking Graduation Leave are required to clear their rooms of all personal items when departing. **Rooms are inspected and cleared by TAC Officers beginning Wednesday, April 28, between the hours of 0800-1600 daily ONLY. Cadets must certify they have completed ALL academic requirements.** They return to their assigned rooms NLT 0700, Wednesday, May 5, bringing only those items they need. Graduating cadets not taking leave clear rooms beginning Friday, May 7, at 0800. All Graduating cadets MUST be signed out NLT 1800.

2. LOADING VEHICLES FOR DEPARTURE.

- a. In addition to the Main Sallyport, the OGs may open the North and South Sallyports of Murray Barracks, the South Sallyport of Stevens Barracks, the North and South Sallyports of PT Barracks, the South Sallyport of Law Barracks, and the West Sallyport of Watts Barracks for vehicle loading purposes during the periods of 1630-1830, Friday, May 7, and 0500-0730, Saturday, May 8. Guards will be posted on any open gates at all times.
- b. Cadets will show consideration for each other by not blocking the Sallyports and parking areas by illegal parking. No cadet cars will be loaded on the quadrangle or battalion pads. Cars illegally parked will be ticketed.

APPENDIX 1 (Furlough Room and Barracks Standards) to **ANNEX C** (Summer Furlough Room and Barracks Closing Procedures) to **OPORD 131-3**

Furlough Room and Barracks Standards

1. All personal gear will be out of the room.
2. All furniture will be moved away from the wall (at least 6 inches).
3. All furniture will be dusted thoroughly (this includes tops and backs).
4. All window sills, wall ledges, top of the mirror cabinets, etc., will be thoroughly dusted.
5. The cabinet beneath the sinks will be cleaned (nothing will be left inside).
6. Mirrors will be spotless.
7. Trashcans will be cleaned and empty.
8. Windows and transoms will be closed.
9. Floors will be swept clean of all trash/lint.
10. All radiators will be turned off. [Stevens Barracks]
11. All doors will be closed.
12. All lights will be turned off.
13. All trash will be picked up from the areas around the barracks.
14. Quads will be swept clean.
15. Dehumidifiers cleaned and emptied [PT and Law Barracks only]
16. Remove all paper from medicine cabinet, area under sink, drawers of half-press, and desk.
17. Remove all name stickers from medicine cabinet, chairs, desk shelf, half-press, full-press, rack frames, and the room orderly location.
18. These standards apply to ALL room clearance procedures.

APPENDIX 2 (Barracks Clean-up Detail) to **ANNEX C** (Summer Furlough Room and Barracks Closing Procedures) to **OPORD 141-3**

Barracks Clean-up Detail

1. These details are organized by home company.
2. Rising First Sergeants are responsible for each Company detail unit.
3. Freshmen cadets not in home companies are dispatched Friday, May 7, at 1830 to their home company areas for final barracks clean-up. Once completed the detail returns to their assigned barracks for individual room inspections and final barracks clearance.

ANNEX D to OPORD 141-3

Luggage Pickup and Turn-in

The Citadel offers this as a convenience to the Corps of Cadets and is not responsible for loss, damage or theft of items left in the Warehouse. All normal precautions will be taken to protect stored property.

1. **What may be stored:** not more than 4 items total
 - a. Two standard packing boxes.
 - b. One footlocker/trunk.
 - c. One suitcase - locked.
 - d. Storage bins up to a size 24" x 15" x 20" or smaller.
 - e. The warehouse manager must approve any out-sized items.
 - f. All containers **MUST HAVE** lids that can be secured.
 - g. No loose personal items will be accepted to include laundry bags, backpacks, rucksacks, or duffel bags. Those items must be stowed in a closed container.
2. **Preparation for Storage.**
 - a. All luggage will be tagged with full name and company.
 - b. Cadets must present their One Card Citadel ID to the warehouse manager who will examine the items to be stored, approve or disapprove, then enter them into the storage inventory. Identification bar coded tags are printed and fixed to each item. Cadets will receive a receipt reflecting all items stored.
 - c. Cadets will carry their own luggage to the Warehouse and will tag and store their luggage as noted above.
3. **Items not stored in the Warehouse.** Bicycles, surfboards, golf clubs, or laundry bags.

ANNEX E to OPORD 141-3

Uniform Turn-in for Summer Storage

1. **Turn-in Schedule:** noted on the Corps Training Schedule
 - a. Wool overcoat and one pair of high rise wool trousers: April 1 – April 16
 - a. Field Jackets (no liner): April 12 – April 23
 - b. Dress Blouse: April 5 – April 16
 - d. Full Dress Blouse:
 - 1) 'After Last Exam' Cadets April 19 – April 27
 - 2) Essential Cadets May 7 after Long Gray Line Parade - 1800
2. **Procedures.** The Tailor Shop will provide hangers and tickets to be filled out. Blouses will be hung on hangers and given to the Tailor Shop staff.
3. **Services to be performed.**
 - a. Make necessary repairs.
 - b. Clean, mothproof and press garments.
 - c. Store garment until opening of the college in the Fall.
 - d. Sew on appropriate chevrons and class stripes.
4. **First Class Cadet uniforms.** First Class Cadets who wish to donate uniforms should also turn these in during the same time periods. The uniforms should be in very good condition.