White Book Maintenance, Change, and Revision Procedures

I. Organization: The Office of the Ass

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 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/ OSR- Col O'Leary) Section 2: Fire Safety (SgtMaj Yagle/ OSR- Col O'Leary) Section 3: Hurricane Preparedness (SgtMaj Yagle/ OSR- Col O'Leary) Section 4: Severe Weather (hot, cold, and lightning) Preparedness (Kasee Haugen)

- II. <u>Functions:</u> This document prescribes the procedures for making changes to Chapters/Sections throughout different seasons of the year.
 - A. SUMMER FURLOUGH Review and Revisions
 - **B.** ACADEMIC YEAR- ROLLING REVISIONS
 - **C** CONTINUITY/MASTER VERSIONS
- III. <u>Procedures:</u>
 - A. SUMMER FURLOUGH Review and Revisions (Time frame: Graduation- July Summer Training)
 - 1. WARNING ORDER EMAIL: Notification to OPRs requesting review of sections for the upcoming AY:
 - a. NLT APRIL 1 (BT/F312 Tf 1 001 6487 m0G()]TJET (002 6439 ret Tf 1 00 mr 692 662 52 reW mBT/I

b. **NON-POLICY/ PROCEDURE CHANGES:** After reviewing the online document, if the OPR has identified that simple revisions (i.e., updates to website links, time changes, locations, etc.), he/she can send an email to