

Commandant's Operations Order: Exams, Winter Furlough, and Muster

1. SITUATION: The Corps of Cadets takes final exams during the week of TUATION:

(b)

- (2) Any cadet who does not plan to return for the second semester **MUST** take all personal belongings home when departing on Winter Furlough. This includes luggage stored in Central Supply. Cadets in this category **MUST** contact the Registrar prior to the start of examinations.
- (3) Any cadet who decides after departing the campus on Winter Furlough not to return for second semester, must notify their respective Company or Battalion TAC (or the -953-5003). **THEY MUST MAKE EVERY EFFORT TO RETURN TO CAMPUS TO COLLECT THEIR BELONGINGS.** The cadet should contact Sergeant Major Yagle at 843-953-1855 (during normal duty hours) or Public Safety (843-953-5114) after duty hours, before returning to campus to insure someone is available to open the barracks and escort the cadet.
- (4)

BY ORDER OF THE COMMANDANT:

C. M. Dunne
Col, USMC (Ret)
Assistant Commandant, Operations

ANNEXES

(Clearance Form) to

(Furlough Room and Barracks Standards) to
Room and Barracks Closing Procedures) to

(Winter Furlough

Furlough Room and Barracks Standards

1. Room will be thoroughly policed (trash can emptied).
2. Bed will be stripped.
3. Half press/desk drawers will be closed.
4. Windows will be tightly closed and locked.
5. Transoms and doors closed (doors locked once cleared).
6. Stevens Barracks Only: Turn radiators off then open approximately one inch to prevent pipes from freezing.
7. All electrical appliances unplugged.
8. All trash will be picked up from the areas around the barracks.
9. Quads will be swept clean.

When the Corps returns from Furlough, the following procedures will be used for the Muster Formation:

- a. The Company Commander will form unit by the company letter.
- b. The First Sergeant will call the roll from the company roster. As each

ROOM CLEARANCE FORM

The undersigned certifies that Room ____ has been placed in *Furlough Order* (Appliances unplugged, lights out, valuables secured, rooms in MRI order **DOORS CLOSED, AND WINDOWS CLOSED AND SECURE, Trash Emptied and Recycle and** Bed will be stripped.

(ATTACH THIS TO OUTSIDE OF DOOR)

Print name and initial: _____