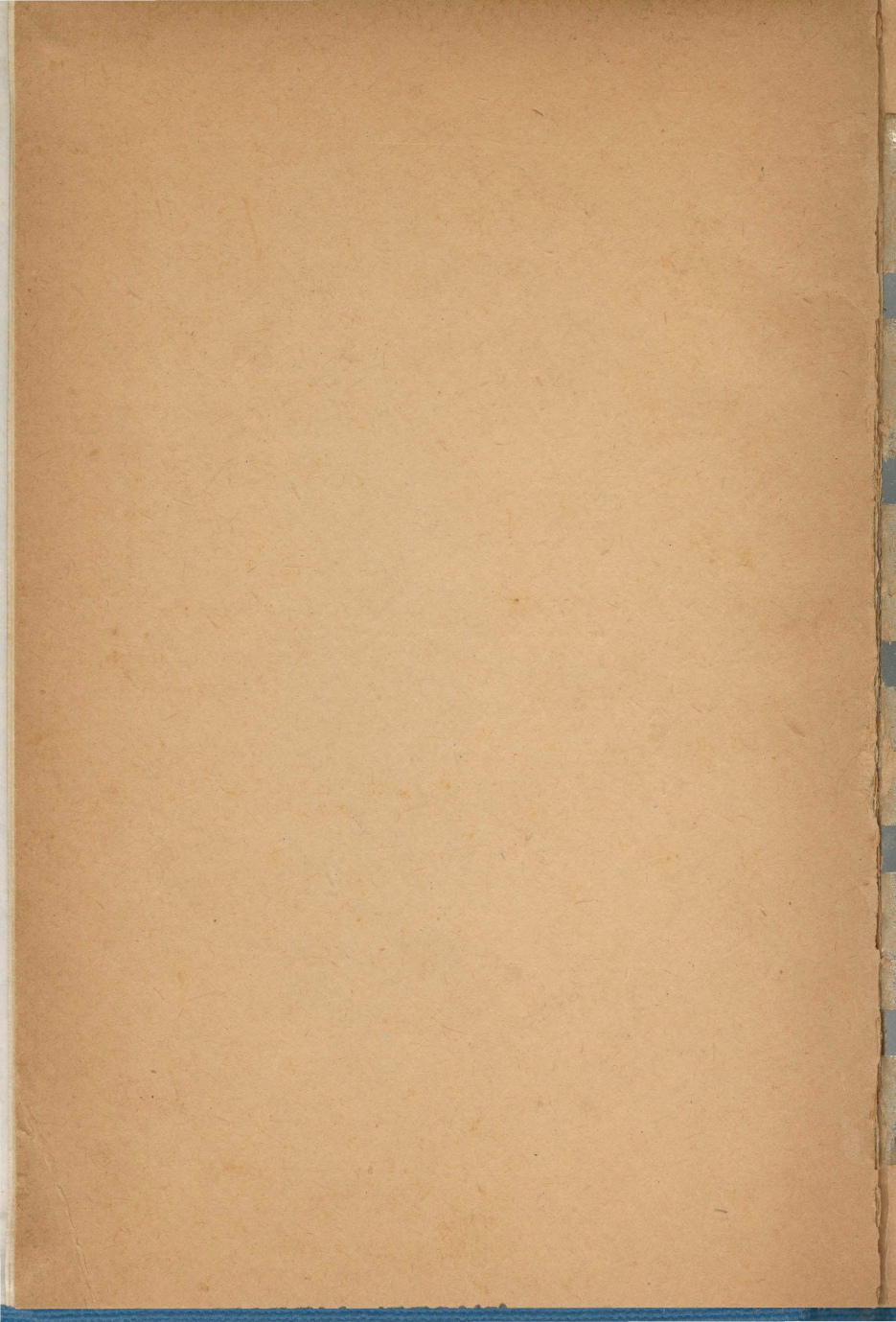


THE CITADEL

ARCHIVES AND MUSEUM

Blue Book

1907

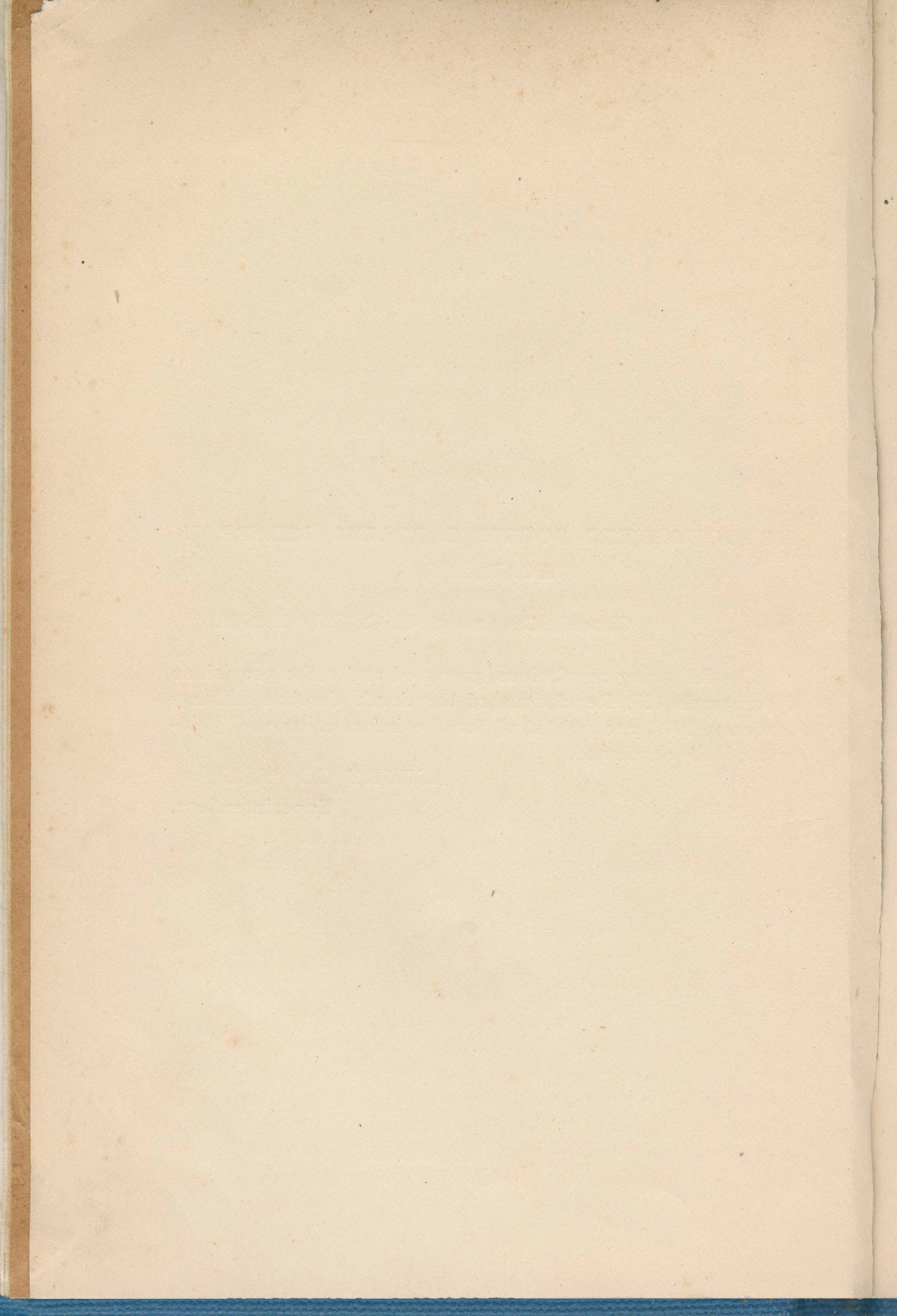


HEADQUARTERS SOUTH CAROLINA MILITARY
ACADEMY.

Citadel, Charleston, S. C., July 1, 1907.

The following regulations, prepared under the provisions of paragraph 157, Regulations of the South Carolina Military Academy, 1907, are published for the information and guidance of all concerned.

ASBURY COWARD,
Superintendent.



1. This book shall be officially known as the Blue Book.
2. Each room shall be provided with a copy of the Regulations South Carolina Military Academy and the Blue Book, for both of which the room orderly shall be responsible.

AMENDMENTS.

3. Amendments to these regulations will be published in orders.
4. At the time indicated in orders, room orderlies will turn in to the office of the commandant of cadets the Blue Book for the insertion of amendments.

ARREST.

5. No cadet in arrest shall be allowed to exercise command or perform guard duty, but shall confine himself to his quarters until released, except when required to be absent therefrom for the performance of some of his academic or military duties, and except on a necessary occasion, and to march to and from meals.
6. No cadet in arrest, or confinement, shall make a visit to a superior officer unless sent for by him. In case of business he shall make known his object in writing.
7. Company officers and noncommissioned officers in arrest shall march to meals in rear of their respective companies, the battalion staff in rear of the battalion, and the privates as usual. Section-marchers in arrest take their places in ranks; the cadet whose name occurs next on the roll shall march the section. At drill, officers and sergeants take their places in the line of fileclosers, privates as usual.

8. Cadet officers in arrest shall not attend ceremonies.
9. Cadets in arrest are authorized to place their official communications in the boxes near the commandant's office, to visit the bath room, and to inspect the bulletin-boards at the proper times and for proper purposes only.
10. Cadets in arrest leaving their rooms for any purpose shall report their departure and return to the cadet on duty at the guard room.
11. The officer who places a cadet in arrest shall immediately notify the officer of the day. It shall be the duty of the officer of the day to notify the commanding officer of the organization to which the cadet belongs before the next general service call.

BATH ROOM.

12. Every cadet will be required to bathe at least once a week.
13. Cadets, when not on duty or in confinement, may go to the bath room at any time during study hours, except between evening call to quarters and the inspection of the sentinel, for a period of thirty minutes, reporting departure and return to the senior cadet on duty at the guard room.
14. Cadets visiting the bath room during release from quarters will report departure and return to the senior cadet on duty at the guard room.
15. The time of departure and return of all cadets visiting the bath room shall be entered in a book to be kept in the guard room for that purpose. The officer of the day shall enter a report against all cadets who remain in the bath room for a period longer than thirty minutes or who visit the bath room more than once during study hours in any day.

16. At each inspection of barracks, the officer of the day will visit and carefully inspect the bath room to see that no cadets are loitering therein and that there are no cadets present therein who have not previously reported to the guard room, that no clothing, books, nor other articles belonging to cadets are left therein, that no water is running in any of the shower baths, and that nothing in the bath room is out of order.

17. The officer of the day will report immediately to the quartermaster any damage to the apparatus which he may discover on his inspection.

18. The officer of the day will enter a report against any cadet who may leave books, clothing, or other articles in the bath room. All articles found in the bath room will be taken to the guard room and the responsible cadet warned to call for the same immediately after the next general roll call. In case such instructions are not complied with within five minutes after the dismissal of the battalion after such roll call, report will be entered against the responsible cadet and the articles turned over to the quartermaster.

BATTALION STAFF.

19. The members of the battalion staff shall be in the vicinity of the guard room and report to the adjutant at all roll calls. The adjutant will report all absentees to the officer of the day.

20. They are not required to march to and from the mess-hall with the battalion, but must enter and leave the hall before or with the battalion.

21. They shall remain in the vicinity of the guard room and preserve silence during the publication of orders or other matter at formations.

BULLETIN BOARDS.

22. Cadets are required to inform themselves in regard to all matter published on the official bulletin boards.

23. No one, except those having authority to do so, will place anything on or remove anything from any of the bulletin boards.

CALL TO QUARTERS.

24. At assembly for morning and afternoon class formations and evening call to quarters, each cadet shall immediately proceed to his room unless required for duty elsewhere.

25. The time between reveille and first call for breakfast is study hours, and visiting in barracks is prohibited.

CHURCH.

26. All cadets except the officer of the day, the sergeant-major, the orderly, and the sick are required to attend morning services at the academy.

27. The cadet in charge of the hospital and the first sergeants will be excused from attending morning services when actually engaged in the discharge of their official duties when the assembly is sounded. Report of this fact will be made to the officer of the day as soon as the duty is completed.

28. All cadets except the officer of the day, the orderly, and the sick are required to attend divine services on Sunday.

29. The companies will attend divine services on Sunday according to a roster to be kept by the cadet adjutant, and the staff according to selection by the members thereof in rotation.

30. Upon the return of an organization from church, the roll will be called and the names of all absentees reported to the officer of the day. The name of the church attended will also be reported to the officer of the day, who will enter the same on his report.

31. Permission to attend church individually will only be granted to a cadet, who is a member of the church, once a month. Special application for this indulgence must be made by each cadet desiring the same. The name of the church which the cadet desires to attend, the fact that he is a member of the church, and that he desires to partake of communion must be stated in all cases.

32. Cadets who may attend church individually are required to proceed directly to and return immediately from the church on the completion of the service.

33. Cadets to whom permission is granted to attend church individually will in all cases report their return to the officer of the day before taking advantage of any other leave granted to them. They will also report the name of the church which they have attended and whether or not they have partaken of communion.

34. Cadets who, on account of their religion, are not required to attend services with their companies, will be formed in squads under the senior cadet present and marched to and from church in the manner prescribed for a company.

35. Cadets excused from attending divine services from any cause, except those on duty, will remain in their rooms until the return of the organization to which they belong.

CONFINEMENTS AND PUNISHMENT TOURS.

36. Confinement means confinement to the cadet's room or tent, and the cadet will conduct himself as if in arrest for the time being, and will comply with all requirements for a cadet in arrest as set forth in paragraphs 5 and 10 of these regulations.

37. A cadet serving confinements will be reported by the officer of the day whenever he leaves his room. Should the cadet be absent from his room longer than ten minutes in the forenoon or ten minutes in the afternoon, the confinement in which such absence occurs will not be credited to the cadet.

38. A breach of confinement will be considered equivalent to a breach of arrest and punished accordingly.

39. The officer of the day and officers, noncommissioned officers, and privates of the guard can not serve confinements or punishment tours when they are required for duty when such confinements or punishment tours are to be served.

40. Cadets having both punishment tours and confinements to serve on Saturday, will serve the punishment tours first.

41. Cadets having deferred examinations to stand on Friday or Saturday will not be permitted to serve punishment tours or confinements, when such tours or confinements conflict in any way with such examinations.

42. Privates of the guard having confinements to serve on Friday will serve one confinement if on the first or second relief and two confinements if on the third relief.

43. Cadets who have confinements to serve will form under direction of the officer of the day at the signal for the commencement of the confinement and as soon as dismissed will repair to their respective rooms. They will form again at the signal for the termination of the confinement.

44. The punishment squad will be formed and posted in the same manner as a relief of the guard. Cadets walking punishment tours shall be equipped in blouses or overcoats with the rifle and without accoutrements. They are to be regarded as "sentinels without charge"; are liable to be punished as sentinels for violating any regulation that refers to the duty of sentinels; but will pay no compliments required of sentinels.

45. A cadet walking a punishment tour who is relieved from his post for any purpose, or who quits it before he is properly relieved, will not be credited with the tour.

DELINQUENCIES.

46. All delinquencies for which cadets have been reported will be published at retreat on the day such reports are submitted.

47. No cadet shall address an officer or cadet who has reported him for a delinquency on the subject of such report, unless specially permitted to do so by the superintendent or commandant of cadets; and no officer or cadet having made such a report against a cadet shall hold any conversation with him relating to it unless by permission of the superintendent or commandant of cadets.

DENTIST.

48. No permission to be absent from the academy in order to visit a dentist, except as provided in the following paragraph, will be granted a cadet unless the application is accompanied by a written appointment with the dentist. The application must state that the cadet has endeavored to make an appointment on Friday or Saturday during leave hours and has been unable to do so.

49. Permission to visit a dentist in order to obtain relief from toothache may be granted at any time by the superintendent, commandant of cadets, or officer in charge on written application of a cadet.

DEPARTURE AND RETURN BOOK.

50. This book shall be kept in the guard room and all entries therein shall be made in ink by the cadet on duty at the guard room and will be regarded as official. The officer of the day is responsible for this book.

EXAMINATIONS.

51. Cadets who, on account of absence or sickness, are prevented from standing examinations with their class will report to the officer in charge at evening call to quarters on Friday and at three p. m. on Saturday until all such examinations have been completed.

52. Deferred examinations will be held in the order in which the regular examinations were scheduled.

53. Instructors will, before eight a. m. on the day following any examination, submit a written report to the commandant of cadets giving the names of all cadets absent from such examination.

54. Examination questions in a sealed envelope marked with the name of the cadets who are to take the examination and the subject will be furnished to the commandant of cadets by the instructors having deferred examinations, prior to guard mounting of the Friday following the regular examination.

EXPLANATIONS.

55. Any cadet reported for an offense may submit an explanation of the circumstances of the report. Such explanations shall include only such statements of facts and of the conduct or intentions of the cadet as may be necessary to a full and correct understanding of the case; they shall not be made the medium of complaint or criticism, or of irrelevant remark.

56. Explanations must be submitted in writing, on the official blank form, before 8 a. m. on the second day following the publication of the report. No explanation shall be submitted by a cadet in any other manner, or at any other time, unless the cadet be unavoidably prevented from complying with these directions, in which case the cadet will submit a written application requesting authority to submit the explanation and stating the reasons for his failure to submit the explanation at the proper time.

57. If the explanation shall not be satisfactory the commandant may refer it for remark to the reporting officer, who shall endorse thereon such remarks as may be pertinent, and return the explanation to the commandant before his next orderly hour. The commandant will forward the explanations, with remarks of the reporting officer and his own endorsement, with the abstracts of offenses, to the superintendent for his action.

58. Each explanation and its brief shall bear the date of the report of delinquencies on which the report appears.

59. When explanations are submitted after the prescribed time, they will be accompanied by the authority for so submitting them.

60. Explanations shall be made for absence from any duty or formation, or from quarters. They shall also be made for leaving the mess-hall, a section-room, or any duty, or for any loss of or damage to a rifle or other property issued to the cadet, or for any damage to buildings or property for which the cadet is responsible.

61. In an explanation for being absent, if the absence was unintentional, the cadet shall expressly so state. In such case he shall also state, specifically, where he was at the time mentioned in the report.

62. In an explanation for neglect of studies, the cadet shall state how long he studied the lesson and also if more time was available.

63. When the claim is made that the responsibility for an offense rests with another cadet, the name of the latter shall be stated.

64. A cadet who desires to assume responsibility for a report entered against another cadet, will submit a statement of the case on the regular explanation blank and may add such statement of the facts as are of a nature to justify a removal or modification of the report.

FIRE.

65. In the event of fire occurring at the academy, the officer of the day, or senior member of the guard present at the guard room, will immediately cause fire call to be sounded, or in the absence of the musician strike the steel rapidly several times. In case the danger be great, he will also cause the alarm to be turned in at the nearest fire alarm box.

66. At the sounding of the fire alarm, all sections will be immediately dismissed by the instructors, marched in an orderly manner to the quadrangle, and dismissed. The guard will be immediately formed under arms in front of the guard room, and the companies, with the exception of the room orderlies, will form without arms on their respective parade grounds. Room orderlies will proceed directly to their rooms, provide themselves with water buckets, and assemble under charge of the senior room orderly near the flag pole on their respective galleries. Strict order will be observed and all running or unnecessary noise on the part of any cadet will be immediately checked by any officer or cadet officer observing the same and a report entered against the cadet on the next report of delinquencies.

67. The senior academic officer present will assume command and give such orders or instructions as may be necessary. In the event of the absence of all academic officers, the senior cadet officer present will assume these duties.

68. Upon the arrival of the city fire-department, or upon the sounding of the recall, all cadets will form on their proper parade grounds and await further orders.

FIRST SERGEANTS.

69. First sergeants are excused from marching from breakfast and may leave the mess-hall before the battalion.

70. At evening parade or retreat, the first sergeant shall detail the cadets of his company for guard for the ensuing day. He shall post all details for guard and police on the company bulletin board before retreat, and such notices shall remain on the bulletin board until assembly for guard mounting on the following day.

71. Cadets absent from parade or retreat will be required to inform themselves as to any duty falling to them.

72. The following books shall be kept in the room of the first sergeant: the morning-report, sick-report, duty-roster, property, delinquency, and company leave book. The first sergeant, under supervision of the cadet captain, is responsible that these books are correctly kept. At Saturday inspection of quarters they shall be spread open for inspection upon the first sergeant's table.

73. Cadets who have occasion to record delinquencies in the company delinquency book shall do so in person.

FORMATIONS.

74. All formations in barracks shall be according to the time indicated by the guard room clock.

75. At all formations, cadets commanding shall take post at attention, in front of, and facing the center of their respective commands when the assembly ceases, and supervise the formation.

76. Cadets acting as lieutenants shall be in the immediate vicinity of their posts at the assembly and in their places standing at attention, with sword drawn when under arms, when the captain assumes command of the company.

77. Cadets shall be reported absent from any formation when not in ranks before the cadet calling the roll makes his report. This report shall be made immediately upon the completion of the roll-call. Cadet officers shall be reported absent if not in their prescribed positions when the senior makes his report.

78. Cadets shall be reported absent from any duty when they do not join before its completion; but in cases of ceremony they shall be reported absent from the duty if not in ranks at the adjutant's call, after which time they shall not be permitted to join.

79. Cadets shall be reported late at any formation if not in ranks, nor at their posts, when the assembly ceases.

80. A cadet officer excused from attending any roll-call shall notify his company commander.

81. A cadet noncommissioned officer or private excused from attending any roll call shall notify his first sergeant.

82. The signature of a cadet on the company leave book, or the entry of his name on the company sick book, shall be considered as a compliance with paragraphs 80 and 81.

83. When general leave is granted to the corps, the rolls will not be called when the organizations are formed for meals, but report of the formation will be made to the officer of the day by the senior cadet present with the organization. Report will also be made at this time of any cadets who may be late at the formation. Any cadets who join the organization after this report is made will be reported as absent from the formation.

84. A cadet leaving drill or any other duty will report to the officer of the day on leaving and, in case he should return, on his return. The cadet in charge of an organization will enter a report, through the officer of the day, against any cadet who leaves the same before the duty upon which it is engaged is completed. A section marcher will in like manner enter a report against any cadet who leaves a section room.

85. Sections will be dismissed by instructors immediately upon the striking of the steel and in no case will a cadet be detained or be permitted to remain in the section room after the section is dismissed.

86. Sections will be allowed three minutes after dismissal from a section-room before forming for the next recitation.

87. A special report of all sections which are detained in section room more than two minutes after the recall is sounded will be made by the officer of the day.

88. The cadet whose name stands first on the section roll at the commencement of the term shall be marcher of the section during the whole term, unless otherwise ordered. The cadet whose name appears next to that of the section marcher shall perform the duties of file-closer of the section.

89. Every cadet, unless he is an assistant teacher or is excused by the surgeon, shall assemble and march with his section.

90. Cadets excused marches shall report to the officer of the day at section formations at the guard room and shall remain in the vicinity of the guard room until their sections are marched off.

91. If there be but one member of a section, he will take his place on line with the section marchers and report in the usual manner to the officer of the day.

92. At class formations the officer of the day will take post near where the center of the sections will rest. At the third stroke of the steel the sections will form in regular order, first class on the right. As soon as the sections are formed the officer of the day will command: "Call your rolls," at which command the rolls will be called in succession from right to left, each section-marcher facing to the front as soon as his roll is called. As soon as all the section-marchers have faced to the front the officer of the day will command "Report" when the section-marchers will report in succession from right to left. The officer of the day will then command "Rear rank, close up; Right face; March off your sections." The sections will be marched to their proper section rooms in column. Marching sections in line or by the flank is prohibited.

93. The file closer of a section shall take the post prescribed for the first sergeant of a company. In marching up or down stairways he will place himself at the head of the section and the section marcher will remain near the end of the section.

CITADEL LIBRARY

94. The file closer of a section is charged with the usual duties and authority of a file closer, and will assist the section marcher in preserving order at all times.

95. Companies and detachments returning from drill will, before being dismissed, be formed on their regular parade grounds in the same order as at the assembly for the drill.

96. A section on returning to the quadrangle after a class formation will always be faced to the front, i. e., away from the file closer, before being dismissed.

97. Cadets will always be marched at attention unless they are under the command of an officer of the academy.

98. Cadets excused from attending any formation will report to the officer of the day at the assembly for the same and, unless required for duty elsewhere, retire to their rooms immediately thereafter.

99. Cadets to whom leave is granted, if present at the academy during a formation, except for a meal, are required to attend the same.

100. Cadets who are not required to be in ranks at the publication of orders will remain in the immediate vicinity of the guard room and preserve silence during such publication.

101. Whenever in the opinion of the officer in charge the weather conditions are such that the formation for reveille should be held on the galleries, instructions to that effect will be given by him to the officer of the day, and "Attention" will be sounded by the musician immediately after "Reveille".

102. Whenever overcoats are worn at retreat, the adjutant will, after the publication of the orders and delinquencies, direct the captains to dismiss their companies. Assembly for supper will be sounded five minutes after the last company is dismissed.

FURLOUGHS.

103. Furloughs will be granted only upon the written application of the cadet desiring the privilege. In all cases, except that of sickness of the cadet, the application must be accompanied by a written request of a parent or guardian of the cadet.

104. Furloughs will be granted in terms of months or days. They commence on the day the cadet leaves the academy. A furlough for seven days commencing on a Monday expires at midnight of the following Monday. A furlough for one month commencing on the 15th of the month expires at midnight on the 15th of the following month.

105. A cadet to whom a furlough is granted must return to the academy at or before the expiration of the same.

106. Should an extension of furlough be desired by a cadet, application must be made so that the cadet can be informed of the action taken thereon in time for him to return to the academy at the expiration of the original furlough in case the extension be not approved.

107. In case a cadet is prevented by sickness or other unavoidable accident from returning at the expiration of a furlough, he will, on the last day of such furlough, submit to the commandant of cadets by mail a written statement of the cause of his absence and in case of sickness attach the certificate of a surgeon. A full explanation of the absence, accompanied by the necessary certificates, will in all cases be made by the cadet on his return.

108. Every cadet departing on furlough or returning therefrom, except on the Christmas and summer furloughs, shall report in person to the first sergeant of his company, the officer, of the day and the commandant of cadets. If the cadet be an officer he will also report to the cadet adjutant and will inform his first sergeant of his departure and return.

109. Every cadet to whom a furlough is granted will, before taking advantage of the same, turn over to the first sergeant of his company his rifle, equipments, and any other articles of government or academic property issued to him, and will receive therefor receipts in duplicate, one to be retained by the cadet and the other to be given to the officer of the day when the cadet reports his departure.

110. Should any cadet leave the academy without turning in the articles in his charge, the same will be collected by the room orderly and turned over to the first sergeant of the company to which the absent cadet belongs before assembly for guard mounting on the day following that on which the cadet left. First sergeants will enter a report against all cadets who fail to comply with the above paragraph.

111. A cadet on furlough who returns to the academy will be considered present for duty and will immediately report his return to the officer of the day.

GATES.

112. The iron gate of the south sally-port will be kept constantly locked, except when general leave is granted to the corps or the privilege of Marion Square is granted to cadets, between the following hours: from reveille to the return of the corps from breakfast; from assembly for chapel to the return of the corps from dinner; from assembly for the first recitation after dinner to assembly for drill; from assembly for retreat until reveille. When this gate is locked the key will be kept in the guard room or in the possession of a member of the guard. Under no conditions will it be removed from the guard room by any person who is not a member of the guard, or authorized to give orders to the guard. The officer of the day will submit a written report of any violation of this paragraph by any person over whom he has no authority.

113. The outer doors of the south sally-port will be closed from first call for tattoo until first call for reveille.

114. The gate of the east sally-port will be closed from the time of departure of the mess hall attendants until their return. The key of this gate will be kept in the possession of the quartermaster.

115. The gate of the west sally-port will be closed at all times when the use of the gymnasium is not permitted and the key will be kept in the guard room.

GUARD.

116. Guard duty shall be performed as prescribed in the "Manual of Guard Duty, United States Army."

117. No changing of tours, reliefs, or posts will be permitted except on written application approved by the commandant of cadets or officer in charge before the tour of duty commences.

118. All persons of whatever rank at the Academy are required to observe the greatest respect toward sentinels.

119. No cadet will interfere with or interrupt any member of the guard in any way whatever.

120. **Officer in Charge.**—*a.* Each officer of the academic board, except the superintendent, commandant of cadets, quartermaster, and surgeon, shall in turn be detailed as officer in charge. The tour of duty shall begin at guard mounting, at which time he shall report for orders to the commandant of cadets.

b. He shall remain in or near his quarters, and shall at no time during his tour absent himself therefrom, except when called away by duty or to go to meals, without the sanction of the commandant of cadets. During evening study hours he shall remain in the office of the commandant of cadets.

c. He shall, except on Sunday, attend the exercises in the chapel.

d. He shall be present at every general roll call during his tour, and shall see during the day that all duty not requiring the presence of the commandant of cadets is performed in a soldierly manner and according to regulations and orders.

e. He shall visit the mess-hall during each meal, and shall report to the commandant of cadets all deficiencies in the fare, and all violations of mess-hall regulations.

f. He shall take effectual measures to suppress all irregularities and disturbances that may occur in the barracks or their vicinity, and shall correct all violations of orders or regulations that shall come to his knowledge.

g. He shall visit the quarters of the cadets at least once between retreat and tattoo and occasionally between taps and reveille.

h. During the temporary absence of the superintendent and commandant of cadets he is authorized, in cases of emergency which will not admit of delay, to exercise the authority of these officers; but upon the return of these officers he will immediately report any action taken by him under this paragraph.

i. On being relieved, he shall embrace in his report all suggestions that may be of service to the commandant of cadets for the preservation and promotion of health, police, and discipline, and shall report all offenses against discipline that shall have come to his knowledge during his tour of duty.

121. Officer of the day.—*a.* He shall, after receiving his guard, report for orders to the commandant of cadets, and will also carry into effect any orders that may be given him by the officer in charge.

b. He will remain constantly at the guard room from reveille until taps except on evenings when leaves are granted to five or more cadets beyond taps, when he will remain until the last cadet has returned, and except for such periods as may be necessary for meals, the required inspections, the necessary ablutions before meals, and for changes of uniform when necessary.

c. He shall see that there is a member of the guard at the guard room at all times.

d. He shall cause all the academic signals to be sounded at the proper times.

e. He shall take prompt and effectual measures for suppressing all irregularities and disturbances that may occur in or near barracks at any time.

f. He shall be held responsible for all public property deposited in the guard room.

g. He is responsible for the police of the guard room, the pavement in its immediate vicinity, and the sally-port.

h. He shall be present at all formations.

i. He shall receive the reports of all roll-calls promptly, reporting all company or detachment commanders who may be late or absent.

j. He shall immediately seek all cadets who are reported to him as absent without authority from any formation and order them to repair forthwith to their respective places of duty. He shall report immediately to the officer in charge all whom he does not find, and all such as fail to obey his orders.

k. In case absentees are reported to him at taps, he shall, in addition to making the report prescribed in the preceding paragraph, visit the rooms of all cadets who are reported absent and shall repeat his visits at intervals of fifteen minutes to the room of each absentee until his return.

l. He shall visit the hospital and the quarters of cadets at irregular periods during his tour, and at least once between police inspection and breakfast call.

m. He shall be present on the return and dismissal of the battalion, companies, or classes from the mess hall or any duty.

n. During ceremonies he shall appear in the uniform worn by the battalion.

o. He shall inspect for cadets in confinement at least once during each confinement and verify their presence by seeing them in their rooms.

p. He shall inspect each relief at least once while on post.

q. He shall make out his own delinquency-list in person.

r. He shall note on his report the times of his inspections.

s. Visiting by the officer of the day unofficially will be regarded as inconsistent with the certificate required of him, he may, however, visit his own room when necessary for ablutions and changes of clothing.

t. He will require the officer, sergeant, and corporals of the guard to state to him whether or not they have made the required inspections of sentinels and will enter a report against all such cadets as have not carried out their instructions.

u. If he discovers a sentinel who is not properly informed as to his duties he will enter a report against the sentinel and also against the corporal of the relief, provided the latter has not previously entered a report against the sentinel.

v. He will observe the flag frequently during the day and promptly correct anything which may be out of order.

w. He shall promptly report to the officer in charge or to the commandant of cadets any violation of the police regulations or injury to property committed by any person not immediately on duty with the cadets.

x. On being relieved he shall turn in to the commandant of cadets the guard report book, the confinement and punishment lists, all passes and permits that may have been transmitted to him during his tour of duty, and his report of delinquencies. He shall also state particularly all orders given him by any authorized officer which were not transmitted by the commandant of cadets, and the time at which each absentee at taps returned to his room.

y. The report of delinquencies of the officer of the day shall contain reports of all violations of orders or regulations coming to his notice during his tour and the certificate to that effect shall be signed.

z. He shall be excused from reciting during the morning study hours on the day he marches off.

122. Officer of the Guard.—a. He shall remain constantly at the guard room while the sentinels are on post and while the punishment squad is posted, except for such periods as are necessary for the required inspections.

b. Officers and noncommissioned officers of the guard shall not, at any time, take advantage of their position to visit in barracks.

c. He shall report all cadets who, while serving punishment tours, are relieved for any purpose whatever, noting the time of absence.

d. He shall inspect every sentinel of each relief at least once while on post.

e. He shall prepare his own guard report.

f. He shall be excused from reciting the first two recitation periods on the day he marches off.

123.—Sergeant of the Guard.—*a.* When no officer of the guard is detailed, the sergeant of the guard shall perform the duties assigned to that officer.

b. He shall be on duty at the guard room from evening study call until twelve o'clock. In case sentinels are posted after midnight, he shall remain on duty until they are relieved.

c. He shall form the punishment squad, call the roll, and report the result to the officer of the guard, or if there be none, to the officer of the day.

d. The period that the punishment squad is posted shall be equally divided into two watches which shall be kept by the sergeant of the guard and senior corporal successively, commencing with the sergeant of the guard.

e. He shall be excused from reciting the first two recitation periods on the day he marches off.

124.—Corporals of the Guard.—*a.* Each corporal shall remain constantly at the guard room while his relief is on post except for such periods as may be necessary for the required inspections, for the posting and relieving of sentinels, and for visiting sentinels on call, and from 12 o'clock until assembly for reveille.

b. The period between twelve o'clock and assembly for reveille shall be equally divided into three watches which shall be kept by the corporals of the guard successively, commencing with the senior, except when the sentinels are

posted after twelve o'clock in which event each corporal will remain on duty with his own relief, and the time from the relief of the last relief to reveille shall be divided proportionally among the corporals.

c. The period that the punishment squad is posted shall be equally divided into two watches which shall be kept by the two junior corporals of the guard successively, commencing with the senior.

d. The corporal of the third relief shall be on duty at the guard room during breakfast, the corporal of the second relief during dinner, and the corporal of the first relief during supper until the return of the officer of the day or orderly.

e. The corporal of the first relief, assisted by the corporal of the third relief, shall raise the flag at reveille. The corporal of the first relief, assisted by the orderly, shall lower the flag at retreat.

f. The corporals of the second and third reliefs shall go to the room of each member of their respective reliefs and warn him of the time the relief is to be posted.

g. The corporal of each relief shall visit his sentinels at least once after posting them and require each sentinel to repeat both general and special orders.

h. When violations of the regulations, etc., are reported to the corporal by members of his relief, he shall immediately transmit the reports to the officer of the day.

i. Corporals will be excused from reciting during the first period of the day they march off.

125.—Orderly.—*a.* When directed to fall out after guard mounting, he will proceed to his room and place his rifle in the gun rack, he will then report to the new officer of the day and to the commandant of cadets.

b. He will remain at the guard room constantly between reveille and retreat except for such periods as may be necessary for meals, the necessary ablutions before meals, changes of uniform, and when he is necessarily absent in the performance of his duties.

c. When the officer of the day is absent from the guard room, he will not, except to answer a call from the superintendent or commandant of cadets, leave the same for any purpose. If called, by either of these officers during the absence of the officer of the day he will notify him of that fact.

d. During ceremonies, he will appear in the uniform worn by the battalion.

e. The orderly whose tour of duty terminates on Sunday shall go to the post office for the mail.

126.—Sentinels.—*a.* They shall be posted with bayonets unfixed.

b. They shall in all cases be reported whenever relieved from post at their own request, the time of post being stated in the report.

c. The sentinels of the first relief shall begin their inspection when the steel is sounded, those of the second and third relief as soon as posted.

d. The sentinel shall open the door of each room on his post and ask "All right?" The reply "All right" shall signify that all the occupants of the room are present, or if any are absent, absent by proper authority; also, that there are no unauthorized persons in the room.

e. When a cadet comes on a sentinel's post during or after the first inspection he shall report "All right" to the sentinel, which means that he is going on an authorized visit and nowhere else.

f. Cadets will not report "All right" to the sentinel of the first relief until he begins his inspection, but the sentinel will report any cadet who enters a room not his own after call to quarters.

g. Cadets will not report "All right" to the sentinel when leaving or returning to their rooms between first call for tattoo and five minutes after the companies are dismissed, but the sentinel will report any cadet who enters a room not his own during this period.

h. Each sentinel of the first and second relief shall make to the sentinel who relieves him the report "All right"; each sentinel of the third relief shall make a similar report to the

corporal when relieved. The report "All right" from sentinels shall signify that they have inspected all rooms on their posts; that no cadets were visiting during their inspection, nor at any time while they were on post with their knowledge or assent, except those who have been reported by them, unless by proper authority; and that no cadets have come upon their posts except by proper authority, reporting "All right" on departure and return, except those who have been reported by them, and that they have not communicated with any one except in the discharge of their duty.

i. All cadets who are absent when their rooms are inspected by sentinels of the first relief shall be reported absent by the sentinel to the corporal of the guard; and at this inspection no cadet shall report "All right" to the sentinel if any of his room-mates are absent, unless he knows that they are absent by proper authority.

j. Every sentinel shall obey the orders of the superintendent, the commandant of cadets, the officer in charge, the officer of the day, and the officers and noncommissioned officers of the guard only.

k. Sentinels will be excused from reciting the first period of the day they march off.

127.—No one except an officer of the academy, the officer of the day, a member of the guard, or the janitor will be permitted to enter the guard room at any time, except to use the telephone as hereinafter provided.

128.—The use of the chairs at the guard room by any cadet not a member of the guard is prohibited.

129.—The officer of the day shall be addressed by all cadets as "Mr. Officer of the Day", other cadets on guard shall be addressed by name.

INSPECTORS OF SUB-DIVISIONS.

130.—The senior cadet present for duty in a sub-division shall be the inspector of the same, and is charged with and responsible for the police and preservation of good order therein.

131.—The sub-division inspector shall visit and thoroughly inspect every room in his sub-division after the galleries have been policed at police call, and see that all regulations concerning the police of the quarters have been complied with. He shall also inspect at taps with a lantern and positively assure himself that all cadets are in bed properly or present as required and that all water buckets are filled.

132.—In case of any noise, scuffling, or disorderly or improper conduct in any room or on any gallery under his charge, the sub-division inspector shall repair instantly to the spot, suppress the irregularities, and report the cadets who shall be responsible. If the irregularity be of sufficient importance, he shall at once report it to the officer in charge or to the commandant of cadets. Should he be required to act in accordance with this paragraph he will at once report the fact to the officer of the day.

133.—When the inspector of a sub-division has authority to be absent or is on duty which prevents his making the regular inspections, he shall notify the next cadet in rank and in case he is to be absent at taps turn over to the latter his lantern.

INTERIOR POLICE OF BARRACKS.

134.—Cadets shall not throw stones, water, or any other articles from their windows, or in or about their quarters.

135.—No cadet shall post any placard or notice on the public buildings without permission; nor shall he mark, cut, deface or injure any of the public property whatever.

136.—Cadets shall walk the halls and galleries of the barracks, and pass up and down stairs in study hours with as little noise as possible; running, loud talking or scuffling in barracks is prohibited.

137.—Calling from the guard room, quadrangle, or stairs to cadets or others on the galleries, or the reverse, is prohibited.

138.—Loitering or idling about the barracks, or in any other place, is not allowed during study hours.

139.—No loitering about, or crowding in the sally port, or at either entrance of the same, will be allowed.

140.—Except in inclement weather, cadets will not congregate or loiter under the galleries at any time. Cadets may stand under the galleries to consult the bulletin boards, but free passage must in all cases be left under the galleries for passers by.

141.—Civilians will not be permitted to remain in the vicinity of the quadrangle, nor will cadets be allowed to loiter on the galleries or steps while the punishment squad is on post.

142.—No cadet shall introduce a civilian into barracks at any time without the permission of the commandant of cadets.

143.—Visitors to cadets will be received by them in the reception room or rotunda.

144.—Messenger boys or servants bringing messages to cadets will be permitted to remain under the galleries near the sally port while waiting for replies.

145.—No one except officers, cadets and persons properly engaged about the academy will be permitted on the quadrangle at any time.

146.—Persons bringing bundles or packages to officers residing in the building will be required to deliver the same at the quarters of the officer. In no case will such articles be received in the guard room unless no one be present in the quarters of the officer, in which case the officer will make provision for the delivery of such articles to his quarters on his return to the academy.

147.—None of the servants about the academy will be permitted on the galleries except at the times specified in orders for the removal of trash.

148.—The employment by cadets of the servants of the academy to execute errands or perform other services is prohibited.

149.—No cadet or other person, shall play on any musical instrument on Sunday, or in study hours on any other day.

LAUNDRY.

150.—Clothing sent to the laundry will be marked as follows: Sheets, towels, and handkerchiefs in the corner. Pillow cases in corner at open end. Collars and cuffs on inside near center. Shirts on band near button hole at back of neck. Under-shirts and night-shirts on piece of cloth containing button holes, inside near upper button-hole. Drawers on inside of band, left side, near front. Socks on the leg near top.

151.—The cadet quartermaster, or in his absence the cadet quartermaster-sergeant, is charged with the enforcement of the laundry regulations.

152.—The cadet corporals are charged with the duties of verifying and assorting the clothing pertaining to the rooms assigned to them.

153.—Immediately after breakfast on Mondays, room orderlies will place the laundry of their rooms in the place designated by the corporal having the same in charge and will deliver to the corporal a list giving the total amount of laundry for the room. The room orderly is responsible for the accuracy of this list.

154.—The corporals will supervise the verification of the laundry of the rooms assigned to them. After the lists have been verified, the corporals will sign them and turn them over to the cadet quartermaster.

155.—After supper on Saturday, or at such other time as the cadet quartermaster may designate, the corporals will assort the clothing of the rooms assigned to them.

156.—After tattoo on Saturday, or at such other time as the cadet quartermaster may designate, room orderlies will take the clean clothing to their respective rooms and check it with their retained lists. They will report to the cadet quartermaster, immediately after breakfast on Sunday, any discrepancy discovered by them and will at the same time turn over to that officer any clothing found in the laundry of their room which does not belong to some member thereof.

157.—Corporals will enter reports against all orderlies whose lists do not agree with the amount of clothing brought to the laundry, and will report to the cadet quartermaster all shortages of laundry discovered on assortment.

158.—All unmarked clothing will be turned over by the corporal discovering the same to the cadet quartermaster.

159.—The cadet quartermaster will, before eight a. m. on Monday, submit to the commandant of cadets a report showing all discrepancies in the laundry of the preceding week and in case there be none the report will so state. All lists sent to the laundry will be transmitted with this report.

LEAVES.

160.—Leaves will be granted to cadets as follows:

Friday.—From after retreat until 10:30 p. m. to all cadets who are not in any way disqualified from taking advantage of the same. Twice each month members of the first class and once each month members of the lower classes will be allowed leave from retreat until 1:30 a. m.

Saturday.—General leave from after inspection until retreat to all cadets who are not in any way disqualified from taking advantage of the same.

Sunday.—From after return from church until retreat to all cadets who are not in any way disqualified from taking advantage of the same.

161.—For all the above mentioned leaves, except general leave, a regular form will be submitted by the organization

commanders to the commandant of cadets. These forms will be prepared as follows: Each cadet will, before assembly for breakfast on the day the leave is to take effect, sign his name in the leave book kept by the first sergeant of his company under the heading showing the kind of leave desired. Authority to visit the room of the first sergeant between inspection and breakfast is granted for this purpose. The regular form will be prepared in the handwriting of the first sergeant of the company and will be signed by the cadet captain and by the first sergeant.

162.—When a first sergeant is to be absent from a company formation he shall prepare a list of all the members of the company who are required to attend formations during his absence and turn it over to the senior member of the company who is required to attend formations.

163.—The signature of a cadet on the leave book will be considered as an official statement that he has no duties to perform during the time for which the leave is desired and that he is not in any way disqualified from taking advantage of the leave and in case a late leave is requested that he has not during the month used the late leaves allowed him.

164.—Cadets in any way disqualified from taking advantage of a leave who may desire one will submit special applications. In all such cases, the nature of the disqualification must be stated.

165.—All applications for leave during hours of recitation must show whether or not the applicant has recitations during the time covered by the application and in case he has recitations the names of the subjects and the hours of recitation.

166.—Applications for leave for a class of cadets may be submitted by one cadet, but in such cases the application will be personally signed by each cadet whose name appears thereon. The signature on such an application will be considered equivalent to the signature of a cadet on the company leave book.

167.—Permission will not be granted to any cadet to be absent from the academy later than 1:30 a. m., except on occasions of duly authorized entertainments given by the corps of cadets.

168.—Leaves of absence to cadets on sick report or to those excused from any duty will only be granted on the certificate of the surgeon stating that the leave is necessary for the health of the cadet.

169.—Every cadet taking advantage of a leave other than a general leave, will report his departure and return in person to the cadet on duty at the guard room who will inform all outgoing cadets of the extent of leave granted them.

170.—Cadets to whom leaves may be granted while present at the academy are subject to all rules and restrictions applicable to other cadets and are not permitted to visit rooms other than their own by reason of such leave.

171.—A cadet absent from the academy on leave who is prevented from returning at the expiration of such leave will act in the same manner as a cadet whose furlough has expired.

LIBRARY.

172.—No person except members of the academy shall be allowed to draw books from the library.

173.—No book shall be taken from the library without the knowledge and presence of the librarian.

174.—For every book drawn from the library, a receipt shall be given.

175.—No officer shall be allowed to have in his possession, at one time, more than four volumes, and no cadet more than one, with the accompanying plates, except by the special permission of the superintendent.

176.—No person shall lend any book drawn from the library.

177.—No person shall keep any book more than one month, without special permission.

178.—All persons drawing books from the library shall be responsible for any damage done to them, the amount of which shall be estimated by the librarian and reported weekly to the superintendent.

179.—A fine of five cents a day shall be assessed against any person who may violate any of the regulations governing the removal and return of books. This fine shall begin one day after notification shall have been given by the librarian, and shall not count in its total more than the cost of the book or periodical.

180.—No person shall be allowed to draw books from the library while a fine remains unpaid or while books, previously drawn, are retained beyond the prescribed time.

181.—All books drawn from the library shall be returned on or before the first Saturday in June; from which time, until the first of October, no book shall be taken out, without written permission of the superintendent.

LIGHTS.

182.—Whenever all the occupants of a room are to be absent for more than ten minutes, the lights shall be extinguished.

183.—Whenever any occupant of a room is present therein between evening call to quarters and assembly for tattoo, the lights shall be turned on.

184.—No cadet shall keep a light after taps except when specially authorized so to do.

185.—Inspectors of sub-divisions and first sergeants, or cadets acting as such, are permitted to keep a light for thirty minutes after taps.

186.—The officer of the day, officer of the guard and sergeant of the guard are permitted to keep a light for thirty minutes after returning to their rooms on completion of their duty at the guard room.

187.—Sentinels who are relieved from post after taps are permitted to keep a light for ten minutes after their relief is dismissed.

188.—Cadets returning from leave after taps are permitted to keep a light for ten minutes after reporting their return.

189.—The officer of the day will see that all lights in the bath-room, clothes-room, and section-rooms are extinguished at taps, and that the special instructions in regard to the switch board in the guard room are complied with.

LIMITS.

190.—The limits of barracks are defined to include cadet barracks and those portions of the galleries on which cadet rooms open, the bath-room and sink, and the quadrangle. During release from quarters limits are extended to include Marion Square bounded by the outer edges of the sidewalks around the same.

191.—The following portions of the academic building are off limits except as hereinafter provided. The east wing, including all the space east of the entrance to the sally-port, except when cadets are attending chapel, classes, or meals. The west wing, including all the space west of the entrance to the sally-port, except the gymnasium when its use is permitted to cadets and when cadets are on duty which requires them to go to this portion of the building. The boiler room. Section rooms except when attending classes or when permission is given by the instructor to whom the section room is assigned; report of such permission to be made by the cadet to the officer of the day before availing himself of the same. The society rooms except within prescribed hours. The rotunda, reception-room, and west half of south gallery of first floor except when accompanied by, or in order to meet, visitors to the academy, or when the cadet is on duty which requires him to go to these portions of the building. The south gallery second floor and quarters of officers residing in the main building except when sent for by an officer or when on duty as above. The south stair-

ways except for the cadet staff, cadets having business with the superintendent or commandant of cadets and cadets on duty as above. The hospital, except for the cadet in charge, cadets assigned thereto, cadets attending sick call, cadets who may be instructed by the surgeon to repair thereto for medicine or treatment at other times, and for cadets on duty as above.

192.—Cadets going to and returning from the hospital except the cadet in charge of the hospital will use the cadet stairs and east gallery.

193.—The limits for cadets on leave are defined to include all that portion of the city of Charleston and adjacent country lying between the water front on the south, east, and west and a line drawn from the Ashley to the Cooper River passing along the northern boundaries of Hampton Park and Magnolia Cemetery. In order for a cadet to go beyond the limits herein prescribed, special application must be made in all cases.

194.—Cadets not on duty or otherwise prevented from availing themselves of the privilege will be allowed the limits of Marion Square at the following times: From return of the corps from breakfast to assembly for chapel. From return of the corps from dinner to assembly for first recitation thereafter. From recall from drill, or release from quarters when there is no drill, to assembly for parade or retreat. On Sunday, in addition, from after return from church to assembly for dinner.

195.—Cadets are prohibited from standing, loitering or congregating at, or in the vicinity of, the corner of King and Calhoun streets.

LITERARY SOCIETIES.

196.—Members of the literary societies are permitted to visit the society halls on Saturday evenings from after inspection by the first relief until tattoo.

197.—All cadets are allowed the same privilege on such evenings or other times as may be announced in orders for the purpose of attending the meetings of the Cadet Y. M. C. A.

MAIL.

198.—Cadets may deposit their outgoing mail in the box provided for that purpose when authorized to come to the quadrangle for the purpose of attending calls. Cadets will not be permitted to deposit mail in this box at any other times.

199.—Outgoing mail will be taken from the box by the orderly, ten minutes before collections are made by the mail carrier and deposited in the boxes outside of the academy. The last collection from the mail-box will be made by the noncommissioned officer on duty at assembly for tattoo. The gate will not be opened after this time for the purpose of mailing letters except by permission of the officer in charge or higher authority.

200.—Incoming mail will be assorted immediately on its receipt by the officer of the day. The mail for officers of the academy and their families will then be delivered by the orderly and the mail for cadets placed by the orderly in the upper shelf of the clothes press of the cadet to whom it is addressed or delivered to the cadet if he be present in the room at time of delivery.

MESS-HALL.

201.—The commandant of cadets shall be inspector of the cadet mess, and shall report to the superintendent all deficiencies in the fare, and every infraction of the mess regulations.

202.—The officer in charge shall remain in the mess-hall long enough at each meal to hear any complaints which may be submitted to him, and will take steps, through the quartermaster's employee in charge of the mess-hall, to provide all cadets with sufficient suitable food.

203.—The senior cadet officer present for duty shall be commandant of the mess-hall. It shall be his duty, aided by the carvers, to preserve order in the hall, and to enforce the mess regulations.

204.—At the hours appointed for meals, the battalion shall be formed and marched to and from the hall. Every cadet except the officer of the day, the battalion staff, the orderly, and cadets excused by the surgeon shall march to and from meals, if he wishes to go to the same.

205.—The commandant of the mess-hall shall divide the corps into squads corresponding to the number of tables in the mess-hall, and shall assign two carvers to each table. In making the division of messes the companies shall be kept together.

206.—Before putting the battalion in motion to march to the mess-hall, the commandant of the hall will see that all messes are properly formed and the entire battalion properly closed up.

207.—Unless specially authorized, no cadet shall visit the mess-hall at any other time or in any other manner than that prescribed.

208.—The corporal of the guard who remains at the guard room during the absence of the officer of the day shall go to the mess-hall immediately on the return of the officer of the day.

209.—All loud talking or boisterous conduct in the mess-hall is prohibited; the carvers alone shall call on or speak to the waiters.

210.—Wasting provisions, or taking them from the mess-hall, or injuring or abstracting mess furniture of any kind is prohibited.

211.—If any cadet consider any article of the fare provided at his table unsuitable for use, he shall report the fact through the senior carver of his table to the commandant of the hall.

212.—The commandant of the hall will immediately investigate all complaints of improper food made by the carvers and, if the complaints be just, report the fact to the officer in charge. In all cases he will submit to the commandant of cadets, through the officer in charge, a written report of the matter.

213.—No article of food shall be served to any cadet, except sick diet prescribed by the surgeon, which is not served to all other cadets at same time, unless by special permission of the superintendent.

214.—All deficiencies and irregularities in, or complaints of, the mess-hall, will be reported by the commandant of cadets to the superintendent, who will, if the complaints are found to be just, require the quartermaster to correct them.

215.—No food of any kind will be introduced into the mess-hall other than that provided by the quartermaster except by written permission of the commandant of cadets.

216.—The commandant of the hall and the carvers shall report all acts inconsistent with the proper deportment of a gentleman at table. Carvers noting improper conduct of cadets at tables other than their own will report the same through the senior carver of the table on which the offense is committed.

217.—No orders or notices of any kind shall be published in the mess-hall except by permission of the commandant of cadets.

218.—Cadets entering the mess-hall after the battalion, except those cadets authorized in these regulations to do so, shall report their arrival or departure to the commandant of the hall, who shall in all cases enter a report of the same against the cadet.

219.—The commandant of the hall shall not give permission to cadets to visit about the hall, nor are those cadets who are not required to march to and from the hall with the battalion authorized to visit about the hall.

220.—The kitchen and pantry are at all times off limits, except to the commandant of the hall during meals.

221.—The commandant of the mess-hall will, immediately after each meal, make a careful inspection of the mess-hall and enter reports against all carvers on whose messes the table cloths are soiled, provided such carvers do not enter through him reports against the responsible cadets.

MILITARY COURTESY.

222.—Every cadet shall pay to his superiors the compliments prescribed by the general regulations for the Army. Officers are required to notice and report to the commandant of cadets any failure on the part of a cadet to comply with this regulation. It is also enjoined upon cadets to salute each other in military fashion when they meet outside the academic grounds.

223.—All officers shall duly acknowledge the salutations of cadets in the form and manner prescribed in the regulations aforesaid.

224.—Officers and cadets shall render the salute prescribed in the Army Regulations for the colors and when the "Star Spangled Banner" or "To the Colors" is sounded.

225.—Whenever an officer enters a room in the academic building where there are cadets, all cadets will rise and remain standing in the position of a soldier until the officer leaves the room or directs the cadets to resume their seats or to continue the occupation upon which they are engaged. Cadets at meals or those engaged in examinations do not rise.

226.—At all inspections of barracks by the officer of the day or sub-division inspectors, between reveille and taps, cadets will, irrespective of rank, rise and remain standing in the position of a soldier until the inspector leaves the room. At police inspection, caps must be removed and blouses on and buttoned throughout.

227.—Cadets shall make use of the word "sir" in answering official questions asked by commissioned officers or cadets acting as such.

228.—In official communications between cadets, the last name shall be used and the communication shall be made in a dignified manner.

229.—Cadets shall salute with the hand as prescribed for officers in Infantry Drill Regulations, U. S. Army.

230.—Cadets escorting ladies, or, when not on duty with troops, meeting officers escorting ladies may salute by raising the cap.

231.—In private houses, cadets will extend to officers the courtesies due from one gentleman to another.

MILITARY EXERCISES.

232.—There shall be an infantry or artillery drill every day, except Saturday and Sunday, when the weather is favorable, at such time as may be announced in orders. The selection of the kind of drill to be held will be left to the commandant of cadets and he will command or superintend the same.

233.—Each drill shall continue three-quarters of an hour at least, and shall not exceed one hour and a half.

234.—The battalion shall be formed every evening at retreat for the publication of orders.

235.—There shall be an inspection of the corps under arms, by the commandant of cadets, every Saturday morning; and immediately thereafter a minute and thorough inspection of barracks by the commandant of cadets.

236.—All drills and ceremonies shall be conducted in accordance with the provisions of the Drill Regulations prescribed for the Army.

237.—The commandant of cadets is authorized to modify the military exercises prescribed by regulations, in such manner as the weather at the time and the condition of health may require, so far as can be done consistently with efficient discharge of military duty.

OFFICE HOURS.

238.—The superintendent will, except on Sunday, transact business with cadets from 8:30 to 9 a. m., and from 2:30 to 3 p. m.

239.—Any cadet wishing to visit the superintendent upon official business shall obtain permission in writing from the commandant of cadets, or in the absence of the latter from the officer in charge.

240.—The commandant of cadets will transact business with cadets from 8 to 9 a. m.

241.—The quartermaster will, except on Saturday and Sunday, transact business with cadets during release from quarters after breakfast and dinner.

242.—The surgeon will transact business with cadets daily at sick call.

243.—Report will be entered against any cadet who visits the superintendent, commandant of cadets, quartermaster, or surgeon on official business at any time other than during the prescribed office hour.

OFFICIAL COMMUNICATIONS.

244.—All official communications from officers intended for the superintendent or for the board of visitors shall be addressed to the adjutant of the academy.

245.—All official communications from cadets, intended for the commandant of cadets or higher authority, shall be addressed to the commandant of cadets.

246.—In all official communications the designation "Cadet" and not "Mr." shall be used.

247.—All official communications from cadets, except explanations, shall be prepared on the application blanks furnished by the quartermaster. If more than one page is necessary, additional blanks will be used and the signature and brief placed only on the last sheet.

248.—All official communications shall be placed in the boxes prepared for them by eight a. m. each day, except as stated in the following paragraphs.

249.—Cadets who are sick in hospital when applications for leave should be submitted and are therefore unable to submit such applications, may, within one hour after being discharged from the hospital, submit such applications.

250.—Cadets who desire to exchange tours, reliefs, or posts may submit applications for such exchange during evening study hours, and the application will be transmitted to the officer in charge who is authorized to act upon the same.

251.—All official communications which are not submitted as prescribed in paragraph 248 will be handed to the cadet on duty at the guard room. The officer of the day will enter reports against all cadets submitting communications in this manner unless such communications be submitted under the provisions of paragraphs 249 or 250.

252.—Communications sent to officers or cadets for correction or remark shall be returned by eight a. m. the following day.

253.—When a communication is returned with an endorsement directing that it be rewritten, it shall be endorsed and returned with the rewritten statement enclosed.

254.—Remarks in endorsements, on papers referred to cadets, shall not embrace opinions nor recommendations unless specifically called for.

255.—The body of a paper once submitted shall not be changed in any manner. Directions for changes or additions shall be complied with by endorsement.

256.—Official communications shall be prepared according to the model forms on file in the office of the commandant of cadets. Information in regard to the manner of preparing official papers may be obtained by personal application to the cadet adjutant.

257.—Cadets shall promptly report to the commandant of cadets all changes in the place of residence of their parents or guardians.

ORDERLIES OF ROOMS.

258.—There shall be an orderly detailed for each room occupied by cadets, who shall perform the duties for one week.

259.—The orderly of the room shall see that the names of all his room mates are on the orderly board, with his own at the head of the list.

260.—Inspectors of sub-divisions shall keep a record of room orderlies and see that the duties are performed by all cadets in proper rotation.

261.—The original detail as orderly of the room shall be by rank, senior first. Cadets entering a room after the first of October shall be placed at the bottom of the roster.

262.—The orderly changes immediately after Saturday inspection. The old orderly, immediately after the inspecting officer leaves the room, shall place his name at the bottom of the orderly board and see that the other names are promoted in the order they were before the change.

263.—Orderlies shall answer promptly and fully every authorized question put to them by an officer or cadet on duty. They are cadet officers for the time being and have authority to enter reports for violations of orders or regulations occurring within their rooms.

264.—Every night, at or before taps, the orderly shall see that the lights are extinguished and that the water bucket is filled with water.

265.—At his inspection at taps, the sub-division inspector shall say "All in?" and the orderly shall reply "All in." The reply "All in" shall signify that all the members of the room are present or if any are absent that they are absent by proper authority. In case no reply be made to the inspector he shall make a careful inspection of the room to see that all its members are properly accounted for.

266.—At police call all room orderlies shall report, with their brooms, to the sub-division inspector and under his directions thoroughly police the gallery of the sub-division and place all rubbish and dirt in the ash cans. The inspection of the sub-division will be made by the inspector immediately after the orderlies are dismissed. ..

267.—Room orderlies will be held responsible for any litter on the gallery in the immediate vicinity of their rooms after the galleries have been policed.

268.—Whenever an orderly shall be absent from barracks or prevented by sickness or by other duty from attending to his duty as orderly, the occupant of the room longest off duty shall perform the duties of orderly and be accountable for their faithful discharge, in the same manner as if regularly detailed.

269.—Whenever all the occupants of a room are absent from barracks or prevented by sickness from attending to their duties, the regular room orderly shall retain his responsibilities irrespective of the time of leaving the room.

PERMITS.

270.—Permits are granted with the understanding that no undue advantage will be taken.

271.—Permits do not excuse a cadet from any duty, confinement, or punishment unless expressly so stated.

272.—Applications to be excused from duty must be made in time for the cadet to be present at the beginning of the duty.

273.—No cadet shall leave or absent himself from duty for the purpose of obtaining a permit to be excused from said duty.

274.—Applications for articles on account shall be submitted on Tuesdays only.

275.—Individual applications submitted by cadets when acted on and sent to the guard room shall be returned to the applicant. If the application be for leave, the cadet shall turn it in to the cadet on duty at the guard room on taking advantage of the leave granted him.

REGULATIONS.

276.—Every cadet will be required to acquaint himself with the provisions of the Regulations, South Carolina Military Academy, and the Blue Book.

277.—Every cadet will be required to read carefully every paragraph of the Regulations South Carolina Military Academy and of the Blue Book between the first and seventh day of October, and to submit to the commandant of cadets on the morning of the eighth of October a written certificate that he has complied with the provisions of this paragraph.

RIFLES AND ACCOUTREMENTS.

278.—The arms and other public property issued to cadets shall not be taken from quarters except for duty. No cadet shall lend or, without the permission of the commandant of cadets, exchange his arms or accoutrements, or use those of any other cadet.

279.—At guard mounting the adjutant shall inquire of the cadet selected as orderly whether the rifle and accoutrements worn by him on guard mounting were issued to him, and, if they were not, report shall be entered against the cadet and another orderly be selected.

280.—No portion of the rifle except the bolt mechanism will, under any circumstances, be taken apart or removed by a cadet.

281.—The use of emery cloth or paper on any part of the rifle is prohibited. Care must be exercised that none of the bluing be removed.

282.—In case any part of the rifle be lost or broken, report will at once be made by the cadet to whom the rifle was issued to the first sergeant of his company. First sergeants of companies will enter on their reports of delinquencies all cases of loss or breakage of parts of rifles coming within their knowledge.

283.—When an organization is dismissed after a formation under arms, each cadet will personally place his rifle and equipments in the places provided for them. Cadets are prohibited from carrying the rifles or equipments of other cadets to their rooms for them.

284.—Rifles and equipments may be cleaned at any time between reveille and taps.

285.—Except when required for duty or purposes of cleaning, rifles will be kept in the gun rack.

286.—The rifles of the guard will be kept in the racks in the guard-room as follows and at no other times: That of the sergeant of the guard while the sentinels are on post, while the punishment squad is posted, and from the time the last relief is taken off until twelve o'clock. Those of the corporals of the guard from the time their reliefs are posted until reveille and while their portion of the punishment squad is posted.

ROOMS.

287.—Each cadet is responsible for the condition, order, and arrangement of his own property and of the academic property in his charge. The room orderly is responsible for the general police of the room and for the condition and arrangement of the common property.

288.—Each cadet shall, immediately after reveille, arrange his bedding, clothing, arms, accoutrements, and personal effects in the prescribed order.

289.—Each cadet shall print his name in ink in block letters on three cards, according to the pattern in the office of the commandant of cadets. These cards will be placed as follows, one three inches above the center of the clothes hooks, the second above the top shelf of the clothes press, and the third in the orderly board.

290.—No cadet shall affix to the walls of his room any map, picture, or piece of writing, without the permission of the commandant of cadets.

291.—The floor of the room must be kept clean and free from stains.

292.—The heater must be kept clean and shall not be scratched, defaced, nor tampered with in any way. Under no conditions shall water be drawn from the air cock.

293.—All windows, mirrors, and other articles of glass ware must be thoroughly cleaned for the regular Saturday inspection.

294.—The walls and woodwork will be kept free from cobwebs, and will not be injured by nails nor otherwise.

295.—No cadet shall move from the room assigned him without permission.

296.—Each room will be allowed one box for cleaning materials, no dimension of which shall exceed one foot.

297.—Between police inspection and first call for tattoo, the following arrangement of furniture, etc., shall be observed:

a. Accoutrements and swords will be hung on the hooks on end of clothes press opposite the gun-racks.

b. Basins, except when in actual use, shall be hung on the nails near the washstand.

c. The bedding of each cadet shall be neatly piled on the top of the clothes press, immediately over the portion of the press assigned to him in the following order from the bottom up: Sheets, pillows, blankets, comforts, spreads. The bedding will be folded approximately to the size of the pillow and so arranged that the folded edges shall be to the

front and towards the door, single fold to the front. The front face of each pile must be flush with the front of the clothes press and this face, as well as that towards the door, must be even and vertical.

d. The blacking stool will be kept at the end of the clothes press nearest the door.

e. Books will be kept on the book-shelf and will be neatly arranged, the backs flush with the front of the shelves, tops up. When the occupants of the room are studying, text books and books of reference may be placed on the table.

f. The box for cleaning materials will be kept at the end of the clothes press farthest from the door. It will always be open at the Saturday inspection.

g. The broom will be kept in one corner of the room near the door.

h. Buckets used for water will be placed on the lower washstand shelf. Slop buckets will be placed on the floor by the side of the washstand.

i. Clothing will be arranged on the hooks, in the clothes-press, or in the soiled-clothes bag. Clothing placed on the hooks will be arranged as follows from left to right: Overcoat, dress-coat, blouse, trousers, clothes-bag. The cap will be hung on the same hook as the blouse. Any authorized clothing for athletic purposes will be hung on the same hook as the clothes-bag. Nothing but soiled clothing shall be placed in the clothes-bag. Nothing but soiled clothing shall be placed in the clothes-press as follows: The heavier articles on the lower and the lighter articles on the upper shelf, articles of the same class in the same pile. Front faces of all piles must be even and vertical and the front row flush with the front of the press. Toilet articles will be kept on the upper shelf.

k. Cots shall be folded and arranged carefully together against the side of the room.

l. Curtains made of turkey-red cloth may be placed in front of the clothes-press and will be kept down at all times except during the Saturday inspection at which time they will be carefully rolled so as to reveal everything behind them. They shall be so arranged as not to cover the name on the clothes-press at any time.

m. Mattresses will be kept in the shelves provided for them and nothing else will be placed on these shelves. The edge of each mattress shall be flush with the front of the press.

n. The mirror will be hung against the wall near the washstand.

o. Articles intended merely for ornament shall not be kept in quarters. Photographs may be kept on the top shelf of the clothes-press.

p. The orderly-board will be suspended from a nail driven into the wall six feet from the floor and as nearly as possible opposite the door.

q. The academic regulations and the Blue Book will be hung just below the orderly-board.

r. Rifles will be kept in the gun-rack.

s. Shoes and overshoes will be arranged in line with heels against the wall directly under the name over the clothes hooks of the cadet to whom they belong. They shall be kept clean and dusted.

t. Tables will be placed against the wall. Except as prescribed in paragraphs 72 and 297, *e*, nothing must be placed on them. During study hours, they may be moved under the lights if desired.

u. The washstand will be placed against the wall near the door. It will be kept clean in every particular.

v. The schedule of recitations of each occupant of the room, prepared according to the form on file in the office of the commandant of cadets, will be posted on the end of the clothes press, nearest the door.

w. A calendar not larger than one foot square may be posted on the end of the clothes press farthest from the door.

x. In those rooms where the arrangement of the articles herein prescribed can not be made on account of the shape of the room, special regulations will be given by the commandant of cadets in each case.

SECTION ROOMS.

298.—Section-marchers shall preserve order in the section-room during the absence of the instructor.

299.—On entering a section-room, the file closer shall enter first and the section marcher shall follow the section. The file closer shall remain near the door until the marcher enters when he will take his proper place in the section. As soon as he enters the room each member of the section will take his place by the seat assigned to him and face to the front. The marcher will then give the order "Seats", and report absentees to the instructor. When dismissed by the instructor at the close of a recitation, the marcher will take his post near the door and give the order "Rise, march out" and will precede his section from the room. The file closer will remain in the room until all the other members of the section have passed out and will then follow.

300.—Cadets reciting will, if the nature of the recitation permits, assume the position of the soldier.

301.—Every cadet permitted to leave the section room, shall return as soon as possible. Should any cadet remain out more than ten minutes, the instructor will send the section marcher to report the fact to the officer of the day who will look for the absent cadet and require him to report forthwith to his section and in every case enter report against the cadet.

302.—In case an instructor is absent from the section-room on the arrival of the section, the section-marcher will send the next ranking cadet to report the fact to the officer of the day, who will at once notify the instructor. In case the instructor does not arrive within ten minutes after the section reaches the section-room, the section will be returned to the quadrangle and dismissed, the section-marcher reporting the fact to the officer of the day, who will make a note of the fact on his report

303.—Under no conditions shall an instructor detain his section after the signal to dismiss it has been sounded, but if the section should be inadvertently detained the instructor will, before guard mounting of the following day, submit a written statement to the adjutant of the academy explaining the circumstances.

304.—In no case will a cadet on duty visit a section-room for the purpose of communicating with an officer or cadet except by permission of the superintendent, commandant of cadets, or officer in charge.

305.—The officer in charge will not be interrupted when in his section-room except in cases of extreme emergency which will admit of no delay.

SICK.

306.—A cadet who wishes to go on sick-report shall report the fact to his first sergeant immediately after breakfast, and the first sergeant will enter the name of the cadet on the sick-report book.

307.—Sick-marchers for each company, together with an alternate, shall be detailed from the non-commissioned officers of the company for a period of one week, commencing on Sunday. In case the sick-marcher is prevented from marching the sick squad he shall notify the alternate in time for the latter to perform the duty.

308.—At sick-call the sick of each company shall be formed by the sick-marcher thereof, the roll called and report made to the officer of the day, after which the squad shall be marched to the hospital. The sick-marcher will report to the officer of the day the names of all cadets who are not required to form with the squad. Cadet officers and non-commissioned officers senior to the sick-marcher and cadets marked excused marches shall not be formed in squads but shall report to the officer of the day and proceed directly to the hospital. Battalion staff and noncommissioned staff officers who wish to go on sick report will report to the officer of the day and proceed directly to the hospital, their names will be entered on the surgeon's report only.

309.—The sick-marcher shall return the company sick book to the first sergeant's room as soon as the proper entries have been made by the cadet in charge of the hospital.

310.—A cadet requiring medical attention at any time other than sick call, will report the fact to the sick marcher of his company who will enter the name of the cadet on the company sick book and proceed with him to the hospital. If the surgeon or his assistant be present the proper entry will be made in the company sick book and the book will be returned at once to the room of the first sergeant by the sick marcher; but if the surgeon or his assistant be not present, the book will be left in charge of the cadet in charge of the hospital who shall see that the book is returned to the first sergeant as soon as the proper entry is made.

311.—The sick marcher will report to the officer of the day the names of all cadets who visit the hospital under the provisions of the above paragraph and the disposition made of them.

312.—Should the sick marcher be absent from the academy, in the section-room, or on other duty which prevents him from performing the duty specified in paragraph 310, the cadet desiring to go to the hospital will report to the officer of the day, who will see that the company sick book is immediately sent to the hospital, and the cadet in charge of the hospital will see that the book is promptly returned to the first sergeant as soon as the proper entry is made.

313.—Report will be entered by the officer of the day against all cadets who visit the hospital at any time other than sick call.

314.—Cadets reporting at the hospital for medical attention at times other than sick call will not be permitted to leave the hospital until they have been examined by the surgeon or by his assistant.

315.—Should the medical officer decide that the condition of any cadet reporting at the hospital for attention is not such as to necessitate his so reporting, or should it appear that the cadet is attempting to evade some duty, report of malingering will be entered against the cadet.

316.—The surgeon will enter in his daily report the names of all cadets who report at the hospital for attention, the disease or injury from which the cadet is suffering, and the disposition made of the cadet.

317.—Cadets sick in quarters, excused from any duty on account of sickness or injuries, or those granted any special permit in regard to dress on account of sickness or injuries shall fall in with the sick-squad at sick call.

318.—Cadets sick in quarters or excused from any duty will not be allowed the privileges of Marion Square, will not be permitted to serve confinements or punishment tours, except on the written permission of the commandant of cadets, and will not be granted leave except upon recommendation of the surgeon

319.—Cadets marked "Hospital" must remain in the hospital and observe all regulations prescribed by the surgeon. Cadets in hospital who are granted permission to attend recitations are required to do so. Cadets in hospital leaving the same for any purpose will report their departure and return to the officer of the day. When the hospital is crowded and the word "Room" is added to "Hospital," the cadet will observe the same regulations as if in the hospital.

320.—Cadets marked "Excused Military Duty" will not perform guard duty nor attend drill, inspection, parade or church, but will attend all other duties.

321.—Cadets marked "Excused Marches" will form with their respective organizations at reveille and tattoo. At all other formations they will report to the officer of the day, and then proceed directly to the place of duty, except that at drill, parade inspection, and church formations they will retire to their rooms. They are not required to perform guard duty.

322.—Cadets marked excused from any particular duty are excused from that duty only and must report to the officer of the day at the assembly for the specified duty.

323.—Cadets marked "Excused Recitations" will report the fact to the marchers of their sections before assembly of the same. They are excused from reciting only and will attend section rooms and all other duties.

324.—Cadets permitted by the surgeon to wear a handkerchief or a bandage exposed, must wear a white handkerchief or bandage.

325.—Cadets who are excused by the surgeon from attending drill, inspection, parade, or church will remain in their rooms until their organizations are dismissed and in case it should be necessary for them to leave their rooms they will report departure and return to the officer of the day who will in every case enter a report against the cadet.

326.—The sick in hospital shall obey all orders of the surgeon, his assistant, and the cadet in charge of the hospital; and all such regulations for the government of the hospital as may be prescribed by the surgeon with the approval of the superintendent.

327.—No cadet shall visit any patient in the hospital without a permit approved by the commandant of cadets. Every such permit must be presented to the cadet in charge of the hospital on the cadet's entering the hospital.

328.—No person shall visit any patient in the hospital, unless such visit be sanctioned by the surgeon.

329.—No civilian shall be permitted to enter the hospital without the permission of the commandant of cadets or officer in charge.

TELEPHONE.

330.—Cadets will not be permitted to use the telephone in the superintendent's office at any time.

331.—Except to answer long distance calls, cadets will be permitted to use the cadet telephone at the following times only: Return of the corps from breakfast to the assembly for chapel; Return of the corps from dinner to afternoon

call to quarters; Recall from drill to the assembly for retreat; Return of the corps from supper to evening call to quarters.

332.—In answer to a long distance call, a cadet, if not in a section-room, will be permitted to use the telephone at any time during study hours.

333.—Under no conditions will an officer or cadet be called from a section room to answer a call on the telephone.

334.—Cadets desiring to use the telephone will report the fact to the officer of the day or senior cadet on duty at the guard room during the hours specified in paragraph 331 and will be allowed to use the telephone for five minutes, including the time required to get the connection with the party called, provided that when no one else desires to use the telephone the time shall be unlimited except as stated in paragraph 331.

335.—The order in which cadets will be allowed to use the telephone will be the order in which application is made to the cadet on duty at the guard room.

336.—Cadets who desire to make a long distance call will be required to deposit with the officer of the day the amount of the call at the time the same is made.

337.—Only one cadet will be allowed in the guard room at a time for the purpose of using the telephone, and no crowding about the guard room door for the purpose of getting permission to use the telephone will be permitted.

338.—In answering calls, the cadet on duty at the guard room will take the number of the party calling and immediately hang up the receiver on its hook. If the call is for an officer not on duty in a section-room or for a cadet during the hours stated in paragraph 331, the party called shall be at once notified. In all other cases the cadet answering the telephone will inform the party calling as to the regulations on this subject and state when the party called will be at liberty to answer the call. Officers will be informed

of calls for them as soon as their sections are dismissed and cadets prior to or during the time when the telephone may be used by them.

339.—In case of calls for officers or cadets who may be absent from the academy, the party calling will be so notified; and the officer or cadet informed of the call as soon as he returns.

340.—Cadets called for during or prior to the time when the use of the telephone is permitted will have precedence over other cadets in the use of the telephone.

341.—Officers will so regulate their use of the telephone as not to interfere with its use by cadets during the hours specified in paragraph 331.

UNIFORM.

342.—No cadet shall have in his quarters, or otherwise in his possession, except in his trunk in the trunk room, any article of dress other than the prescribed uniform for cadets. An exception to this rule will be made in the case of recruits not provided with uniform, but as soon as any article of uniform is issued to a recruit like articles of civilian clothing must be dispensed with.

343.—All articles of uniform, clothing, and equipments must be made in strict conformity with the approved patterns.

344.—No other dress than that which is prescribed shall be worn by a cadet on any occasion, except by permission of the commandant of cadets.

345.—At all military exercises the appropriate dress shall be prescribed by the commandant of cadets, having due regard to the weather and to the health of the cadets.

346.—Whenever dress uniforms or overcoats are to be worn at any formation, the appropriate call for the same shall be sounded after the first call for such formation and flags will be displayed in front of the guard room prior to the sounding of such first call as follows: for overcoats, one flag; for dress uniform, two flags.